

Student Handbook 2008 – 2010



**CLARK ATLANTA
UNIVERSITY**

S T U D E N T H A N D B O O K

Clark Atlanta University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone (404-679-4501) to award Bachelor's, Master's, Specialist and Doctor's degrees.

S T U D E N T H A N D B O O K

F O R E W O R D

The primary purpose of the Student Handbook is to provide students with information, guidelines, and policies that will guide their successful adjustment as citizens of the Clark Atlanta University community.

The standards set forth in this Handbook shall serve as a guide for conduct for Clark Atlanta University students. Accordingly, matriculating students will receive a copy of this Handbook from designated Student Affairs offices. Copies will be available also in the offices of academic deans.

Upon matriculation, Clark Atlanta University students are expected to abide by the rules and regulations contained in this Handbook and are further expected to conform to all general and specific requirements, to comply with duly constituted authority, and to conduct themselves in accordance with the ideals, educational goals, religious, moral, and ethical principles upon which the University was founded.

Evidence of inability or unwillingness to cooperate in the maintenance of these ideals, goals, and principles may lead to warning, reprimand, conduct probation, suspension, or dismissal. Specific violations of the rules and regulations governing student conduct are handled by the Associate Dean of Student Affairs or designees. Breaches of academic integrity are handled by the appropriate academic officials.

This Student Handbook provides information about aspects of student and University life to students and the University community. Its content is accurate at the time of publication but is subject to change from time to time as deemed appropriate by Clark Atlanta University in order to fulfill its role and mission or to accommodate circumstances beyond its control. Any such changes may be implemented without prior notice or obligation, and unless specified otherwise, are effective when made.

This handbook is not to be regarded as a contract between the student and Clark Atlanta University.

Clark Atlanta University complies with all local, state, and federal nondiscrimination laws and regulations in the provision of educational services.

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CLARK ATLANTA UNIVERSITY: AN OVERVIEW

HISTORY

Clark Atlanta University is a comprehensive, private, urban, coeducational institution of higher education with a predominantly African-American heritage. It offers undergraduate, graduate, and professional degrees as well as nondegree programs to students of diverse racial, ethnic, and socioeconomic backgrounds. It was formed by the consolidation of Atlanta University, which offered only graduate degrees and Clark College, a four-year undergraduate institution oriented to the liberal arts.

The first President of Clark Atlanta University was Dr. Thomas W. Cole, Jr., who served concurrently as the President of both Atlanta University and Clark College prior to consolidation. President Cole served Atlanta University as Provost and Vice President for Academic Affairs, and as Professor and Chair of the Department of Chemistry.

In November 1987, after more than a year of discussion, the Boards of Trustees of Atlanta University and Clark College authorized an exploration of the potential advantages of closer working arrangements between the two institutions, including their consolidation into one University. In April 1988, the joint committee delivered its report titled: "CHARTING A BOLD NEW FUTURE: PROPOSED COMBINATION OF CLARK COLLEGE AND ATLANTA UNIVERSITY" to the two Boards for ratification. The report recommended that the two schools be consolidated into a single institution. On June 24, 1988, the Boards of both Atlanta University and Clark College made the historic decision to consolidate the two institutions, creating Clark Atlanta University. The new and historic University inherits the rich traditions of two independent institutions, connected over the years by a common heritage and commitment; by personal, corporate and consortia relationships, and by location.

Atlanta University, founded in 1865, by the American Missionary Association, with later assistance from the Freedmen's Bureau, was, before consolidation, the nation's oldest graduate institution serving a predominantly African-American student body. By the late 1870s, Atlanta University had begun granting bachelor's degrees and supplying black teachers and librarians to the public schools of the South. In 1929-30, it began offering graduate education exclusively in various liberal arts areas, and in the social and natural sciences. It gradually added professional programs in social work, library science, and business administration. At this same time, Atlanta University affiliated with Morehouse and Spelman Colleges in a university plan known as the Atlanta University System. The campus was moved to its present site, and the modern organization of the Atlanta University Center emerged, with Clark College, Morris Brown College, and Interdenominational Theological Center joining the affiliation later.

The story of Atlanta University over the next twenty years from 1930 includes many significant developments. The Schools of Library and Information Studies, Education, and Business Administration were established in 1941, 1944, and 1946 respectively. The Atlanta School of Social Work, long associated with the University,

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gave up its charter in 1947 to become an integral part of the University. In 1957, the controlling Boards of the six institutions (Atlanta University, Clark, Morehouse, Morris Brown and Spelman Colleges and Gammon Theological Seminary) ratified new Articles of Affiliation. Unlike the old Articles of 1929, the new contract created The Atlanta University Center. The influence of Atlanta University has been extended through professional journals and organizations, including PHYLON and the National Association for the Advancement of Colored People, for both of which Dr. W.E.B. DuBois, a member of the faculty, provided leadership.

Clark College was founded in 1869 as Clark University by the Freedmen's Aid Society of the Methodist Episcopal Church, which later became the United Methodist Church. The University was named for Bishop Davis W. Clark, who was the first President of the Freedmen's Aid Society and became Bishop in 1864. A sparsely furnished room in Clark Chapel, a Methodist Episcopal Church in Atlanta's Summerhill section, housed the first Clark College class. In 1871, the school relocated to a new site on the newly purchased Whitehall and McDaniel Street property. In 1877, the school was chartered as Clark University.

An early benefactor, Bishop Gilbert Haven, visualized Clark as the "university" of all the Methodist schools founded for the education of freedmen. Strategically located in the gateway to the South, Clark was founded to "give tone" to all of the other educational institutions of the Methodist Episcopal Church providing education for Negro youth. After the school had changed locations several times, Bishop Haven, who succeeded Bishop Clark, was instrumental in acquiring 450 acres in South Atlanta, where in 1880 the school conferred its first degree. In addition to the institution relocating in 1883, Clark established a department, named for Dr. Elijah H. Gammon, known as Gammon School of Theology, which in 1888 became an independent theological seminary and is now part of Interdenominational Theological Center.

For purposes of economy and efficiency, during the 1930s, it was decided that Clark would join the Atlanta University Complex. While students on the South Atlanta campus fretted over final examinations in the winter of 1939, work had begun across town on an entirely new physical plant adjoining Atlanta University.

During the 1980s some of the advantages of proximity, which had seemed promising earlier, again became evident. Through consolidation, Clark College and Atlanta University have preserved the best of the past and present and "Charted a Bold New Future." Clark Atlanta University, created on July 1, 1988, accepted the mandate of Atlanta University's motto, "I'll Find a Way or Make One," and of Clark College's motto, "Culture for Service."

VISION STATEMENT

Consistent with our heritage and commitment to excellence, Clark Atlanta University offers an education that fosters a global perspective, critical and analytical thinking and concern for the welfare of others. The University is committed to teaching, research and service, undergirded by high moral and ethical values and

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respect for individual worth. CAU produces graduates who will contribute to improving the human condition in a global society and to undertaking research that will expand the boundaries of current knowledge. We discharge our responsibilities with integrity, civility, sensitivity and compassion while promoting diversity, ensuring justice and freedom and providing quality services to others.

MISSION STATEMENT

The mission of Clark Atlanta University is to provide a quality undergraduate, graduate and professional education to a student body that is predominantly African-American and also diversified by students from various other racial, ethnic, cultural and socioeconomic backgrounds. As an institution grounded in the liberal arts, the University is committed to the development of productive and creative students who excel in their chosen careers and who become responsible citizens in their communities and the world.

To achieve its mission, the University attracts and maintains a dedicated faculty that meets high professional standards in teaching, scholarship, research, and service. The University also provides an educational environment in which its students thrive, learn, and develop their potential for leadership and responsible citizenship, and the pursuit and creation of knowledge.

The University maintains an historic relationship with the United Methodist Church and emphasizes sound ethical and moral principles that promote personal integrity and understanding of others.

PURPOSE STATEMENT

Clark Atlanta University is dedicated to preserving and disseminating the heritage of peoples of African descent. Our growth and survival are predicated upon self-knowledge and self-respect, both of which are rooted in a knowledge of history. In pursuit of its mission, Clark Atlanta University accepts the mandate of its parent institutions: Atlanta University's motto, "I'll Find a Way or Make One," and Clark College's motto, "Culture for Service." Rooted in its African-American heritage, impacted by present and projected trends, destined to shape the future, the purposes of Clark Atlanta University are:

1. To maintain a repository of knowledge and an environment which fosters maximum intellectual, social and cultural development of students, faculty, administrators, and staff.
2. To engage in the exploration of innovative ideas through research and teaching, new programs and educational experiments, both within and across disciplinary lines, so that the University shall be on the leading edge of American education and so that its graduates shall be informed, visionary, culturally sensitive, politically engaged, and socially responsible individuals with an understanding of their heritage and a strong commitment to advancing social justice.

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3. To provide, through experimentation, research, and social and cultural analysis, new solutions to the physical and social problems of humankind.
4. To provide excellent education for those students who have proven they are high achievers and for those students who have the capacity for achieving excellence despite previous adverse circumstances.
5. To provide an increasingly diverse population with competent teachers and role models at all levels of education.
6. To promote artistic and creative expressions and to emphasize their importance in shaping intellect, values, and culture.
7. To provide members of the larger community with opportunities for continuing education which are consistent with the overall mission of the University.

INSTITUTIONAL GOALS

- 1.0 To enhance and maintain an environment which fosters intellectual, social and cultural curiosity and creativity, and the continuing development of morally sound value systems among students, faculty, administrators, and staff.
- 2.0 To develop accelerated undergraduate and graduate degree programs, other new programs, and educational experiments using innovative ideas through research and teaching, both within and across disciplines, and in keeping with the mission of the University.
- 3.0 To increase the number of African-American faculty members who obtain doctoral degrees in the critical areas of natural and mathematical sciences, humanities, and social sciences.
- 4.0 To implement a comprehensive approach for continuous academic program review and assessment to improve quality and determine resource requirements and new directions through a system of external visiting committees.
- 5.0 To enhance the role of research with an improved research infrastructure and an evaluation system that recognizes the importance of research and teaching to the mission of the University.
- 6.0 To implement an integrated and centralized program for faculty and staff to address personal and professional development.
- 7.0 To continue to institute modern management techniques, taking into account the new information systems, the improvement of human work environments, and the energy-efficient utilization of space.
- 8.0 To build and maintain a vigorous institutional advancement and fund-raising capacity to provide the financial resources necessary to meet the University's goals.

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- 9.0 To continue to develop and implement a comprehensive student life program that will include both the undergraduate and graduate levels.
- 10.0 To develop and implement more comprehensive public service programs, including opportunities for students to participate in local, national, and international internships and work experiences.
- 11.0 To implement a systematic plan for attracting a student body of increasing quality and size and an expanded academic support system to improve student retention.
- 12.0 To enhance and provide services to meet the education, cultural, and social service needs of the community by maintaining ongoing linkages with other local, regional, national, and international institutions.
- 13.0 To enhance the institution's commitment to provide education and technical assistance to other nations through programs, and to the furtherance of a university community that will be sensitive to the nature and depth of global interdependence.
- 14.0 To provide a state-of-the-art telecommunication infrastructure using multimedia technology to facilitate excellence in teaching, research, and service.

TRADITIONS

While the spirit of Clark Atlanta University is progressive, certain cherished traditions are retained from the parent institutions. Major traditions are the following:

CULTURE: Throughout the academic year, outstanding artists and scholars are sponsored by the Clark Atlanta University Student Government Association (CAUSGA) and various departments, including the C. Eric Lincoln Lectureship in Social Ethics, and the J.C. Daugherty Endowed Lectureship in Law and Government.

The most significant evidence of culture in the Clark Atlanta University tradition is the institution's commitment to the preservation of African-American cultural values and artifacts. For example, the University holds approximately 500 works of art, including African works, and what is perhaps the most extensive collection of contemporary African-American art in existence. A portion of these works is displayed continuously in the Catherine Hughes Waddell Gallery in Trevor Arnett Hall.

SPIRITUAL LIFE: Spiritual development is an integral part of life at Clark Atlanta University. Spiritual uplift is available through participation in religious programs and worship services.

COMMUNITY SERVICE: Service to the community offers a stimulating educational experience to students who find it rewarding to contribute to the uplift of the citizens in the surrounding and larger community. CAU students have been involved in tutorial programs, voter registration activities and a variety of other service projects. Volunteer Clark Atlanta University (VCAU) places students in service-oriented agencies throughout Metropolitan Atlanta. Students may obtain volunteer assignments by contacting the Associate Dean of Student Life.

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ASSEMBLIES AND COMMEMORATIONS: Universitywide assemblies occur throughout the academic year for the purposes of conducting Student Government matters and presenting administrative, cultural, educational, and commemorative programs. Special convocations, presented annually, include the following:

- August Induction Services for first-year students
- The Opening Convocation in September
- Homecoming Activities, highlighted by the coronation of Miss Clark Atlanta University during Homecoming Week
- The C. Eric Lincoln Lectureship in October to honor the former Clark College professor and noted scholar of Religion and Ethics
- Fall concerts by CAU Philharmonic Society, Jazz Orchestra, Symphony Orchestra, and Concert Band Christmas Vesper Service
- Black History Month observance and programs, held in February
- The Daugherty Lecture, held in February in honor of the late Julius C. Daugherty, former Georgia legislator, Clark College Board member, and prominent local attorney
- The DuBois Lecture Series, held in February in honor of W.E.B. DuBois, who served as Chair of the Department of Sociology at Atlanta University
- Consolidation Week in March, celebrating the consolidation of Atlanta University and Clark College
- The United Negro College Fund (UNCF) Drive held each spring
- The Writers Workshop, sponsored by the English Department in conjunction with the Office of Special Events, held each April

Students, faculty, and staff are the primary audience for these challenging and inspiring activities, but most are open to the public as well.

SCHOOL SEAL

The University Seal combines the basic elements of the parent institutions. The outer circle of the seal bears the name and the founding date of the new University; the inner circle bears the traditional mottos "I'll Find a Way or Make One" and "Culture for Service." In the field of the seal is an open book representing the search for and transmission of knowledge and, more specifically, the enlightenment of the Bible. On the left page are inscribed the date of the founding of Atlanta University, its traditional emblems of the sword of truth, and the torch of knowledge. On the right page are the founding date of Clark College and its emblem of a lamp. Both the torch and the lamp signify knowledge and the illumination of the mind.



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SCHOOL COLORS

The University's colors are red, black and gray.

SCHOOL MASCOT

Panther.



SCHOOL SONG

“Reign, Clark Atlanta!”

by C. Eric Lincoln

*Thy noble tricolor now ripples the breeze,
Bridging the mountains, spanning the seas,
Calling thy sons and thy daughters so true;
Reign, Clark Atlanta, we rally to you.*

*Hail! Alma Mater, we ever aspire
Thy sacred mission to fulfill entire;
Thy noble banner has lighted our way.
Hail to the Crimson, the Black, and the Gray!*

(Refrain)

*Reign, Alma Mater, our hearts be thy throne;
Reign, Clark Atlanta! Thou reignest alone!
Reign, Clark Atlanta! Thou reignest! Reignest!
Reign, Clark Atlanta! Thou reignest alone!*

SCHOOL MOTTOS

“I’ll Find a Way or Make One” and “Culture for Service”



**U N I V E R S I T Y C A M P U S
A N D F A C I L I T I E S**

BUILDINGS

Clark Atlanta University takes pride in its mixture of historic and modern buildings in an environment specifically landscaped to enhance their features. Following is a listing of the main campus buildings and the functions of the units housed in each building.

Note: To make the listing as useful as possible, the buildings are alphabetized according to the names by which the campus community usually refers to them; where buildings have longer, formal names, those names appear parenthetically immediately following the more widely used name.

Aiken Conference Center: President Emeritus, Alumni Association Archives, and a CAU Conference Center

Beckwith Hall: Residence hall for upperclass and transfer students

Biology Research Building: Faculty and staff offices for the Department of Biology

Brawley Hall (James P. Brawley Hall): Residence hall for first-year, undergraduate male students and Comprehensive Living and Learning Center, CAU Police Precinct

31 Brawley Drive: Offices of the Community and Family Life Center for the School of Social Work

Bumstead Hall: Residence hall for first-year, undergraduate female students and Comprehensive Living and Learning Center

Career Planning and Placement Center (CPPC)

Clement Hall: School of Education, administrative and faculty offices, classrooms, conference rooms, and lounge area

Thomas W. Cole, Jr., Research Center for Science and Technology: Natural sciences departments, Department of Chemistry; Engineering Program offices; Prism-D program; Video Conference Center (VITREC) and two auditoriums and other meeting and conference facilities, Telecommunications, Purchasing

Harkness Hall: The central administration building, including the Offices of the President, Provost/Vice President of Academic Affairs, Associate Provosts; Vice President for Administration and Finance; Deans of Undergraduate and Graduate Studies; General Education; Human Resources; University Legal Counsel; and Office of Information Technology (OIT)

Haven-Warren Hall: Administrative areas, including Offices of Vice President for Institutional Advancement and University Relations; Financial Aid; General Accounting; Student Accounts/Cashier; Department of English; Grants and Contracts; faculty and staff offices; Davage Auditorium; Vice President for Enrollment Services/Student Affairs, Auxiliary Services, Financial Planning and Evaluation, and Student Retention and Enrollment Services

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HBCU Consortium: Office of Associate Dean for Academic Services; Honors Program; and Student Retention and Enrollment Support Services

Holly Hill: The President's Residence

Holmes Hall (Merrill J. Holmes Hall): Residence hall for first-year, female students

Knowles Hall: Departments of Political Science; Sociology and Criminal Justice; Psychology

Kresge Hall: Vice President for Planning Assessment and Research; University Counseling Center, Residence Life (Student Housing), Center for Academic Achievement; and Summer School; Religious Life; Dean, Graduate Studies and Research Sponsored Program

McPheeters-Dennis Hall: Offices, classrooms, and laboratories for the Departments of Biology, Chemistry, Mathematics, and Physics; History, Religion and Philosophy; also housed: Center for Academic Computing; Health and Science Careers; Minority Access to Research Careers; Southern Center for Studies in Public Policy; and Student Assessment

Merner Hall (Annie Merner Hall): Residence hall for first-year, female students; the Birdie Wallace Lounge

Oglethorpe Hall: Offices of the Department of International Affairs and Development; Department of Criminal Justice; Department of Public Administration

Park Street Church: Offices, classrooms, and practice rooms for Departments of Music and Art

Pfeiffer Hall (Henry Pfeiffer Hall): Residence hall for first-year, female students; Upward Bound; Fitness Center

Residential Apartments: Residence hall for upperclass male and female students

Science Office Building: Offices of Special Programs; Real Estate Institute; School of Business Entrepreneurials.

Sage-Bacote Hall: Divisions of Humanities and Social Sciences, Department of Computer Science; Offices of the Dean, School of Arts and Sciences; Center for Theoretical Studies of Physical Systems; Foreign Languages

Student Center (Bishop Cornelius L. Henderson Student Center): Offices of the Associate Dean of Student Affairs, Student Activities, Community Service, Disability Services, Recreation and Intramural Sports, Student Center Management, Student Government Association, Yearbook and Student Organizations; Panther PAW (One-Card Office); (International, Commuter Services); University Bookstore, Student Cafeteria, Faculty/Staff Dining Room, Food Court, Multipurpose Room and other meeting and conference facilities

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Tanner-Turner Hall: Department of Public Safety (Police and Fire Bureaus)

Thayer Hall: Print Shop (Lower level); Mail Room (Lower level); School of Social Work, offices, lounge and classrooms

Title III Trailer: Offices of Title III Programs Administration

Trevor Arnett Hall: The School of Library and Information Studies; The Hale Woodruff “Art of the Negro” murals and the CAU Art Galleries; Offices of Admissions; Records and Registration; Instructional Media Services

VWH (Vivian Wilson Henderson Center): Athletics Department; Department of Allied Health; faculty offices, Inter-Collegiate Athletics Office; and Learning Resources Center. Also includes the L.S. Epps Gymnasium, swimming pool and conference facilities, classrooms

Carl and Mary Ware Academic Center: New classroom building

Ware Hall: Residence hall for first-year, female students and Dining Hall

Albert H. Watts Alumni House: Alumni Relations

Woodruff (Robert W. Woodruff Library): The Atlanta University Center Library; WCLK-FM Radio; CAU-TV/Cable 3; Departments of Mass Media Arts and Speech Communication and Theater Arts; studios, faculty and staff offices, and classrooms

Wright Hall: School of Business Administration, including administrative, faculty, and staff offices, classrooms, conference rooms, and lounges

BUILDING HOURS

As a general rule, classrooms are open from 8 a.m. to 8 p.m. Monday through Friday. In some buildings, however, classrooms remain open beyond 8 p.m. for graduate classes scheduled during evening hours. Faculty office hours are posted. Administrative offices are open from 9 a.m. to 5 p.m., Monday through Friday.

UNIVERSITY PROPERTY

University property may not be moved without prior written consent from the Facilities Department. Students are legally and financially responsible for damage to, or destruction of, University property. Costs for repairs of damages will be assessed and posted to the student's account immediately after damage occurs.

BISHOP CORNELIUS L. HENDERSON STUDENT CENTER

The Student Center is the “focal” point of the University that serves as the community center on campus. The Student Center provides a comfortable setting in

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which to study, relax between classes and enjoy social, cultural and intellectual campus functions. The Center is a convenient site for recreation, informal gatherings and group meetings. The Student Center is open between the hours of **7:00 a.m. - 10:00 p.m.** daily (office hours are 9 a.m. - 5 p.m.). Students can reserve meeting space and banquet facilities within the Center from **9:00 a.m. to 1:00 a.m.** through the Student Center Management Office located in Suite 242. A copy of the “Policies and Procedures at Your Fingertips,” which provides the guidelines and regulations for reservation and rental of the Student Center, can be obtained from the Student Center Management Office.

Students must assume responsibility for protecting their personal property while in the Student Center and for leaving the area or facility they use in a clean and orderly manner. While visiting or using the facility, students are expected to observe common courtesy, good judgment and respectful behavior.

RECREATION & INTRAMURAL SPORTS

A diverse program of recreational and intramural sports activities is provided for students, faculty and staff that includes 1) extramural sports with structured tournaments, contests and meets (i.e., flag football, 5-on-5 basketball, softball, tennis, double dutch and kickball); 2) outdoor recreational programs and activities that provide students with opportunities to experience new challenges (white water rafting, rock climbing, snow skiing); and 3) fitness programs that provide opportunities in personal exercise and aerobics. A current schedule of activities can be obtained from the Student Center Management Office or the Recreation Room located in the Student Center.

RECREATIONAL FACILITIES

Students may use University recreational facilities and areas provided that such use does not conflict with University-scheduled programs and activities. When using these areas, students are expected to exercise discretion in their conduct at all times and must leave facilities and areas in a clean and orderly manner. Users will be charged for any damages beyond ordinary wear and tear.

RECREATION ROOM

The Recreation Room located in the Student Center is equipped with billiard tables, card games, video arcade games, table tennis, and a separate audiovisual room with a large screen T.V. The Recreation/Intramural Sports Program hosts several tournaments in the Recreation Room throughout the year (8-ball billiards, spades, table tennis, chess, and dominoes). *The Recreation Room is open Monday-Friday from 9:00 a.m. - 8:00 p.m. and Saturdays from noon - 6:00 p.m. (hours subject to change).*

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FITNESS CENTER

The Fitness Center is a great place for students to interact and stay physically fit. It features a cardio/weight room with state-of-the-art exercise equipment and an aerobics studio. The Fitness Center is located in lower Pfeiffer Hall. Only currently enrolled students, faculty and staff may utilize the facility. Students are required to present their current student I.D. each visit. *The hours of operation are Monday - Friday, 10:00 a.m. - 8:00 p.m. and Saturdays, 10:00 a.m. - 6:00 p.m. (hours subject to change).*



U N I V E R S I T Y S E R V I C E S

BOOKSTORE

The Clark Atlanta University Campus Bookstore is located in the Student Center and operates as a retail outlet with the primary focus of quality customer service. The Bookstore provides, but is not limited to, textbook service, gift items, office and school supplies, career tools, software and computer supplies, newspapers, snacks, greeting cards, health and beauty aids, Greek paraphernalia, CAU souvenir merchandise, and best-sellers. The regular operating hours are Monday through Friday from 9:00 a.m. to 5:00 p.m., Saturday 10:00 a.m. to 2:00 p.m. during the academic year, summer and event hours will vary.
Campus Bookstore: (404) 880-8520

RELIGIOUS LIFE

Clark Atlanta University enjoys a close relationship to the General Board of Higher Education and Ministry of the United Methodist Church. The Office of Religious Life, directed by the University Chaplain, works to foster a university culture of increased spiritual awareness and respect for the diverse faith traditions in the Clark Atlanta community. In an intellectually, culturally, and socially curious environment, we work to provide the theology, counseling, and educational programming to enhance the religious life of the entire university community.

Because regular weekly worship is a staple of African-American religious life, the Office of Religious Life creates meaningful Christian ecumenical and interfaith worship services relevant to university life, and sensitive to the concerns of the university community. In an academic setting, worship offers the community an opportunity to express its spirituality, while bringing to bear the questions of religion on the contemporary social and cultural discourse. Religious Life also emphasizes service and volunteerism as meaningful avenues toward spiritual development. To that end, the office takes advantage of the virtually unlimited resources offered by the greater Atlanta community, and guides students toward religious and social agencies off campus, where they may enjoy meaningful opportunities for growth and development.

CAREER PLANNING AND PLACEMENT CENTER (CPPC)

The Career Planning and Placement Center strives to provide quality services and career development programming designed to prepare the Clark Atlanta University student for the global economy of work and graduate studies. The Career Planning and Placement Center serves as an integral part in the professional development of our students by providing opportunities for undergraduate and graduate students to pursue meaningful careers in a variety of professional and occupational fields. To this end the CPPC offers the following services to all students:

- Individualized and Group Counseling Sessions
- Self-Awareness and Career Exploration Inventories

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- Professional Development Workshops and Seminars (Resume Writing, Interviewing Strategies, Mock Interviews, Financial Planning, Dressing for Success, etc.)
- Experiential Learning (Cooperative Education, Internships, Summer Employment and Part-time Employment)
- Annual AUC Career Fairs, Graduate and Professional Schools' Day Fair and Summer Job and Internship Job Fairs

Other activities in which CPPC is involved include posting job notices, coordinating on-campus interview opportunities, and maintaining employer lists. Through on-campus interviews and workshops/seminars students have the opportunity to interact with representatives in both formal and informal settings in efforts to explore career paths.

PLACEMENT REGISTRATION

All classification of students from freshman year through graduate-level candidates must register each academic year with the CAU CPPC in efforts to utilize the services rendered. However, registration is mandatory for all juniors and seniors who seek the services of the CAU CPPC in efforts to utilize the interviewing services of the **AUC Career Planning and Placement Services office**.

All students should contact the office to schedule an individual appointment for career exploration and job-readiness counseling.

COMMUTER STUDENT SERVICES

The Office of Commuter Student Services is located in Suite 250, Student Center.

COMMUNITY SERVICE PROGRAM

The Clark Atlanta University Community Service Program fulfills the need to have one centralized area that supports and advocates the Clark Atlanta University motto, "Culture for Service," and the Campus Cultural Creed tenet which states, "I will commit myself to service so I can make a difference in the world and a difference to more than just myself." Overall, the program provides community service information to all CAU students, opportunities to first-year seminar classes in support of service-learning requirements, community service opportunities specifically for upper class students, opportunities for student organizations in conjunction with Student Activities and an annual Community Service Fair, "A Day of Service"; the adoption of families in the John Hope Community Homes for Christmas at CAU and the celebration of National Volunteer Week.

Moreover, the Community Service Program provides opportunities for students to contribute to their communities, learn civic responsibility and enhance their overall learning experience through volunteerism in community service agencies, school-based programs and special civic events. The program carries out its mission through the theme of Project G.I.V.E. (Giving Is a Valuable Experience).

Appointment Policy

Through the Department of Disability Services the Community Service Program operates an open-door policy for all students with the understanding that all meetings are on a first-come first-served basis when an appointment has not been made. Students can reserve appointments Monday through Friday between 10:00 a.m. and 4:00 p.m. at (404) 880-8709 or by stopping by the department, Suite 220, in the Bishop Cornelius L. Henderson Student Center. We particularly encourage first-year students to make appointments early in their academic career.

In addition, the program is the administrative office for the Bailey Emergency Loan Fund.

COUNSELING SERVICES

The University Counseling Center (UCC) offers comprehensive counseling and broad-based mental health assistance to all CAU students. Some of the specific areas of focus at the UCC include psychological, interpersonal, and student development services and resources. The Center's professional staff members conduct individual and group behavioral/mental health assessments and counseling, case management, crisis intervention, prevention and educational programs in the areas of alcohol and substance use/abuse and sexual assault, self-development and enhancement programs, and a wide array of personal/social development programs.

The UCC is staffed by licensed mental health professionals, interns, and support staff who serve both undergraduate and graduate students during their matriculation at Clark Atlanta University. The UCC staff has been carefully selected to provide students with counseling services that are responsive to their individual needs. The UCC also coordinates and implements specialized programming that fosters students' well-being and total development.

The UCC is open Monday through Friday, 9:00 a.m. to 5:00 p.m. Students may make their own appointment by phoning the UCC at (404) 880-8044 or by simply walking in to schedule an appointment. Students also may be referred by University administrators, faculty, staff, parents, or other interested parties. All services offered within the UCC are free of charge to CAU students. Confidentiality is strictly adhered to and highly regarded.

SERVICES FOR STUDENTS WITH DISABILITIES

Clark Atlanta University has a commitment to removing the barriers that deny individuals with disabilities an equal opportunity to share in and contribute to the vitality of American life. The Americans with Disabilities Act of 1990 mandates access to public accommodations, services, transportation, and communication.

The Department of Disability Services promotes a supportive community for students with disabilities through the provision of reasonable academic accommodations. The Department of Disability Services also enhances the awareness of disability issues with the University community. Services include, but are not limited to, the following:

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- Priority registration and assistance
- Communication with faculty/staff about disability needs
- Academic adaptation/adjustments
- Permission to tape lectures
- Note taker
- Enlarged print
- Assistance in locating readers, tutors and scribes
- Test accommodations and proctoring service
- Extended time on exams
- Extended time with class projects
- Interpreting services
- Removal of structural barriers
- Text Telephone Device
- Accessible parking
- Adapted housing

FINANCIAL AID

Financial aid to assist students with meeting expenses normally incurred by attending the University is available for eligible students. Students interested in financial aid must file all appropriate forms for aid programs for which they may be eligible. Students should consult the Office of Student Financial Aid for information and assistance. Interested applicants must file the Free Application for Federal Student Aid (FAFSA) annually.

Undergraduate Aid Programs

Academic scholarships are based on preparation and potential for achievement in the institution's academic programs, or on the preceding year's cumulative academic accomplishments.

Educational grants-in-aid are offered only to freshmen who have achieved excellence in high school, or who have achieved excellent SAT scores. These are incentive awards to encourage students to strive for academic excellence during their freshman year so that they may be eligible for a scholarship in their next academic year.

Cocurricular grants-in-aid are based on the student's preparation and potential for performance in nonacademic or cocurricular areas of Clark Atlanta University programs. Included are athletic, band, and choir grants.

Pell Grant awards, funded by the federal government, provide eligible students with a "floor" of financial aid to help defray the cost of postsecondary education. Student eligibility is based primarily on financial need, determined by a formula developed by the U.S. Office of Education and reviewed by Congress annually.

The Tuition Equalization Grant Program, established by the State of Georgia, provides assistance to Georgia residents who attend private institutions. Non-Georgia residents are urged to inquire about these programs in their states of residence.

Graduate Aid Programs

University Fellowships provide tuition and a stipend paid in nine or twelve monthly installments, beginning October 1. Fellowship awards are for one academic year, but recipients may apply for renewal.

Trustee Scholarships are awarded on an academic-year basis as available revenues permit. Primary consideration is given to students who would not otherwise have the necessary funds to obtain a graduate education. Recipients are designated as Trustee Scholars.

University Scholarships provide full tuition for applicants who: 1) meet the requirements for admission to a degree program; 2) have an above-average academic record (undergraduate GPA of 3.3 to 3.69); 3) submit satisfactory letters of recommendation from the school or department where the applicant will enroll.

Presidential Scholarships provide tuition and on-campus housing for applicants who: 1) meet the requirements for admission to a degree program; 2) have an above-average academic record (undergraduate GPA of 3.70 to 4.0); and 3) submit satisfactory letters of recommendation from the school or department where the applicant will enroll.

Foreign Exchange Scholarships are awarded in cooperation with the African Graduate Institute and similar agencies or foundations. These scholarships provide tuition to international students.

Research Assistantships are available in some departments for qualified students.

Resident Assistantships offer an opportunity to serve in a support capacity in residence halls and to assist residence hall directors with administrative responsibilities. The experience is particularly valuable to students in fields related to the social and intellectual development of young people. Candidates must demonstrate academic ability, maturity, responsibility, and leadership. The award pays for room and board expenses.

Teaching Assistantships/Teaching Fellowships are customarily made by departments. A typical award provides for tuition and a salary for nine months of service.

Graduate Assistantships in the Area of Reading provide a \$2,000 stipend and teaching apprenticeships at Clark Atlanta University, Morehouse, Morris Brown, or Spelman Colleges. Applicants must have undertaken advanced work in the fields of English or education and must possess special competencies in the teaching of reading.

*Financial Aid Programs for Both
Undergraduate and Graduate Students*

Federal Perkins Loan (formally NDSL) provides low-interest loans to eligible students who are capable of maintaining good standing (as determined by Clark Atlanta University) in their chosen course of study. Funds for this program are provided by the federal government and Clark Atlanta University.

Federal Work Study Programs provide employment for students who need a regular income to pursue a course of study at Clark Atlanta University. The Federal Work Study Program is funded by the federal government and the University; the Institutional Work Study Program, funded by Clark Atlanta University, may be offered

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to students who are ineligible for the Federal Work Study Program.

Federal Stafford Loan Programs enable students to borrow funds directly from a bank, credit union, savings and loan association, or other participating lenders. These loans are insured by the federal government or guaranteed by the state in which the student resides.

Discounts provide special benefit to the student or to the student's parents because of the parents' relationship to the institution or to a particular group. They include Faculty/Staff Discounts; Ministerial Discounts; awards to dependent United Methodist Church ministers' children; and tuition waivers for dependent children of full-time personnel of designated institutions in the Atlanta University Center.

Endowed Scholarships offered and administered by sources within and outside of the University are available to support study in numerous fields. These scholarships are described in the Undergraduate University catalog.

Dr. Joseph L. Bailey Emergency Loan Fund

The loan has been available to students for the purpose of emergencies up to the amount of \$300.00. Students are provided with a packet that consists of an application, detailed information outlining the terms of the loan, a promissory note and a brief history of the alumnus, the late Joseph A. Bailey, Sr., who provided the loan, which was created for Clark Atlanta University.

FOOD SERVICES

Boarding (meal plan) students will be issued a computerized identification card that records the meals to which they are entitled. Students must present their identification card upon entering the dining hall for each meal.

Lost or stolen I.D. cards should be reported immediately to the Food Service Office located in the Student Center.

To keep student meal rates as inexpensive as possible, meal cards are nontransferable. Loaning a meal card to a fellow student is prohibited and subjects the students involved to disciplinary action.

Students are expected to come to all meals appropriately dressed, to talk in moderate tones, and to exhibit courteous behavior at all times. Students must present a valid meal card or pay charges incurred.

Meals are served at the following hours (subject to change):

Monday through Friday:

Breakfast	7:00 a.m. - 9:00 a.m.
Continental Breakfast	9:00 a.m. - 10:00 p.m.
Lunch	11:00 a.m. - 3:00 p.m.
Dinner	4:30 p.m. - 7:00 p.m.

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Saturday, Sunday, and all Holidays:

Continental Breakfast	7:30 a.m. - 9:30 a.m.
Brunch	11:00 a.m. - 2:00 p.m.
Dinner	4:30 p.m. - 6:30 p.m.

Students may take meals from the Cafeteria only in cases of illness and when permission has been given by the Student Health Center staff. When presenting a permission slip for a carryout meal, the student must present the meal card.

Social functions scheduled during the meal hour in the Cafeteria must be cleared with the Food Services Manager and the Associate Dean of Student Affairs ten (10) days before the anticipated function.

In addition to the Cafeteria, food is available at the Food Court, located in the Student Center.

HEALTH SERVICES

The Student Health Center, staffed by a physician and licensed nurses, provides primary health care. The Center's major emphasis is preventive health care, but renders treatment for short-term, acute, episodic medical illnesses. Routine health matters are handled during regular office hours— 8:00 a.m. to 6:00 p.m., Monday-Friday. A nurse is on call at all times.

University policy requires that all new incoming graduate and undergraduate students (first-time and transfer) submit the following information to the Student Health Center:

- proof of immunizations (measles, meningitis, mumps, rubella, diphtheria/tetanus)
- results of a current tuberculin skin test or chest x-ray

This information is mandatory for all first-time entering students, transfers and international students prior to enrolling. Students who arrive without proof of the required immunizations and results of a current tuberculin skin test or chest x-ray will be required to have these procedures done and the appropriate documentation submitted to the Health Center before they will be permitted to register for classes. Students may provide the required proof by submitting one of the following:

- (1) The appropriate section on the Report of Medical History Form enclosed in the Admissions Acceptance Packet;
- (2) An appropriate form from a physician; or
- (3) An appropriate form from a public health agency.

To avoid delays in registration and residence hall entry, students should submit the required information on immunizations and tuberculosis test results by July 1 (fall registration) or October 1 (spring registration).

Further, it is necessary for the welfare of the student body, as well as that of the individual student, that illnesses be reported promptly to the Student Health Center, or the Hall Director. Students are urged to seek assistance before their illness becomes incapacitating.

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Hours of Operation. All nonemergency visits should be made when the student has no scheduled classes. **Emergency medical attention is available 24 hours a day when school is in session.**

Service Hours (Outpatient):

Monday through Friday: 8:00 a.m. - 6:00 p.m.

Physician's Hours:

Monday through Friday 9:00 a.m. - 1:00 p.m.

The Center is closed when the University is not in session.

Outpatient Service. Student Health Center treatment is provided free. If the student's condition requires outside consultation or treatment by a medical specialist, the Student Health Center Staff will make referrals for such services. Coverage may be provided by the Student Accident and Illness Insurance. The Student Health Center will not be responsible for medical fees or expenses deriving from treatment rendered by outside physicians, when not referred by Health Services or for nonemergencies.

Illness Excuse Regulation. A written statement informing an instructor that the student is to be excused from class due to illness will be issued only under the following circumstances:

1. When a student has been hospitalized for treatment or confined to the Student Health Center.
2. When a student has been ill at home or hospitalized and presents documentation from a licensed physician verifying the illness.

Students who are too ill to attend classes are advised to report in person to the Student Health Center for evaluation and disposition. Except for extenuating circumstances, absence excuses will not be given to students who do not present documentation from a licensed health care provider or who have not visited the Student Health Center.

Eligibility for Treatment. All Clark Atlanta University students may receive treatment at the Student Health Center. All students coming to the center for medical needs must present their University identification card at the time of visit and must complete a current health form before treatment.

Insurance Coverage. All full-time undergraduate, residential and international students are insured for a twelve-month period which includes interim vacations. Coverage begins at midnight on the date of enrollment into the University and terminates at the close of the academic year.

INTERNATIONAL STUDENT SERVICES

As a service to students studying at the University while holding nonimmigrant visas, International Student Services, located within the Office of Student Relations and Assistance (OSRA), provides specific and relevant information and programs. Within the University, the Director of OSRA acts as a liaison between nonimmigrant visa holders and the University. Outside of the University, the Associate Dean of Student Affairs serves as liaison between students and the U.S. Immigration and

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Naturalization Service, the U.S. Information Agency, the U.S. and Georgia Departments of Labor, sponsoring agencies, and foreign governments. Through International Student Services, international students can receive information on changes in immigration regulations, social security requirements affecting nonimmigrants, social activities on campus and within the Atlanta community, notice of upcoming events of interest to the international community, and apply for work authorization.

The Office of International Student Services maintains information regarding the course load of students on nonimmigrant visas to help ensure that they are enrolled in a full course of study during the academic year and to maintain records of F-1 students as required by the Code of Federal Regulations. Ultimately, it is the student's obligation to maintain compliance.

LAUNDRY FACILITIES

Each residence hall is equipped with coin-operated washers/dryers to accommodate laundry needs.

THE ROBERT W. WOODRUFF LIBRARY

Opened in 1982, the Robert W. Woodruff Library is a modern, up-to-date facility which serves Clark Atlanta University and other Atlanta University Center (AUC) institutions. The primary mission of the Library is to provide bibliographic, physical, and intellectual access to recorded knowledge and information in support of learning, teaching, cultural and research needs of students, staff, faculty and administrators of AUC institutions. Among the Library's services are a program of bibliographic instruction for all students enrolled in AUC institutions. In addition, the Library provides access to resources other than its own through a microfiche collection, inter-library loan programs, and an online reference service which gives access to the Lockheed DIALOG system.

The Library's resources include over 751,000 items, among which are circulating and reference sources, special collections, microforms, government documents, theses, bound and current periodicals, and archival collections. Important collections include the Carnegie Art Reference Set; the Henry P. Slaughter and Countee Cullen Memorial Collection of graphic and performing artists; the papers of the Southern Regional Council Archival Collection on race relations and socioeconomic conditions in the Southeast (1944-68); the Hoyt W. Fuller collection of books and papers on the Black experience and First World publications; the William Crogman Collection of the first Black president of Clark College; the poetical and musical works of the internationally acclaimed Dr. Eva Jessye; the archival collections of the Gammon (United Methodist) and Turner (African Methodist Episcopal) Theological Seminaries of Interdenominational Theological Center; the Vivian Henderson Collection; and the John Hope Collection.

Four conference rooms are available on the main level for study. Private study facilities are provided through 138 locked carrels and 468 open carrels. Workshops, seminars, and art exhibits are held in the Library's three conference rooms and in the

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Exhibition Gallery on the upper level. The locked carrels are available to graduate students, faculty, and staff. Applications are available at the circulation desk.

The Library is open Monday through Thursday from 8:30 a.m. to midnight; Friday from 8:30 a.m. to 5 p.m.; Saturday, 10:00 a.m. to 6 p.m.; Sunday from 2:00 p.m. to 10:00 p.m.

LOST AND FOUND

Lost and found articles may be reported to and claimed in the Public Safety Department (Tanner-Turner Building).

MAIL SERVICE

The Clark Atlanta University Mailroom, located on the lower level in Thayer Hall, is open Mondays through Fridays, 10:00 a.m. to 5:00 p.m., and Saturdays, 10:00 a.m. to 1:00 p.m. during the fall and spring semesters. The hours during the summer will vary. Students can pick up packages from the mailroom during these hours only.

Students living in Pfeiffer, Brawley, Holmes and Merner Halls have a mailbox assigned to them by room number in the mailroom. Students living in Ware/Bumstead, Beckwith Hall, and the Residential Apartments have mailboxes assigned to their room in the residence halls.

Express mail and overnight packages can be picked up from the mailroom. If express packages are delivered before noon, the student will receive a call for pick-up. Mailroom personnel will notify a student that there is a delivery only if a room telephone number is on record. Express packages delivered on Saturday will not be available for pick-up until the following business day.

Students may purchase postage stamps (first-class and U.S. Express Service) Monday thru Friday, 10:00 a.m. - 5:00 p.m.

VETERANS SERVICES

The Office of the University Registrar assists disabled veterans, spouses of veterans, and their dependents with the certification of educational benefits. Services are available on a self-referral basis. Veterans services include:

- Montgomery G.I. Bill (active duty, Chapter 20)
- Montgomery G.I. Bill (selected reserved, Chapter 106)
- Survivors and Dependents Educational Assistance (Chapter 35)
- Restored Entitlement Program for Survivors (REPS)
- Educational Assistance Test Program (Section 903)
- Educational Assistance Pilot Program (Section 903)
- Post-Vietnam Era Educational Assistance (VEAP)

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FIRST-YEAR SEMINAR

First-Year Seminar is a one-hour credit course for entering first-year undergraduate students. Transfer students who have 28 or more credit hours are exempted from the First-Year Orientation requirements. The course is designed to present information to help first-year students make the transition from high school to university life, and to cultivate a better understanding—intellectually, socially, and emotionally—of how this adjustment occurs.

PUBLIC SAFETY

Although the University has implemented measures for the safety and protection of students and other members of the University community, the effectiveness of the measures depends on each person's assuming responsibility for self-protection. The Clark Atlanta University Department of Public Safety provides police officers and public safety officers to patrol on foot and in vehicles to provide for the safety of Clark Atlanta University community members and protection of University property. Students are expected to be knowledgeable of and to observe all rules designed to protect persons and property. Security measures that must be followed at all times include:

- carrying student I.D. card and presenting it upon request
- following the procedures for evacuation of residential buildings
- using panic doors
- observing the regulations governing conditions for residence hall visitation
- declining requests to transfer keys to unauthorized users
- keeping residence hall room doors locked
- utilizing “operation identification” on all valuables
- attending crime prevention and safety awareness programs

In accordance with the passage of the Student's Right to Know Act of 1990, the Clark Atlanta University Department of Public Safety maintains records of all crimes reported to the department. CAU Department of Public Safety publishes, on a monthly basis, a statistical report of all index crimes (homicide, sexual assault, robbery, physical assaults, burglary, auto theft, arson), drug violations, and weapons violations. The index crime statistics are also reported to the Georgia Crime Information Center (GCIC) on a monthly basis for inclusion in its annual crime report. GCIC forwards these statistics to the Federal Bureau of Investigation for inclusion in the Uniform Crime Report.

RESIDENCE HALL LOUNGES

Residence lounges may be used by all residents who show proper respect for the rights and needs of others and who maintain the room furnishings and decor in good condition. Callers may wait in the lounge for residents, though unscheduled visits must be limited in consideration of others.

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SAFEKEEPING: PERSONAL VALUABLES

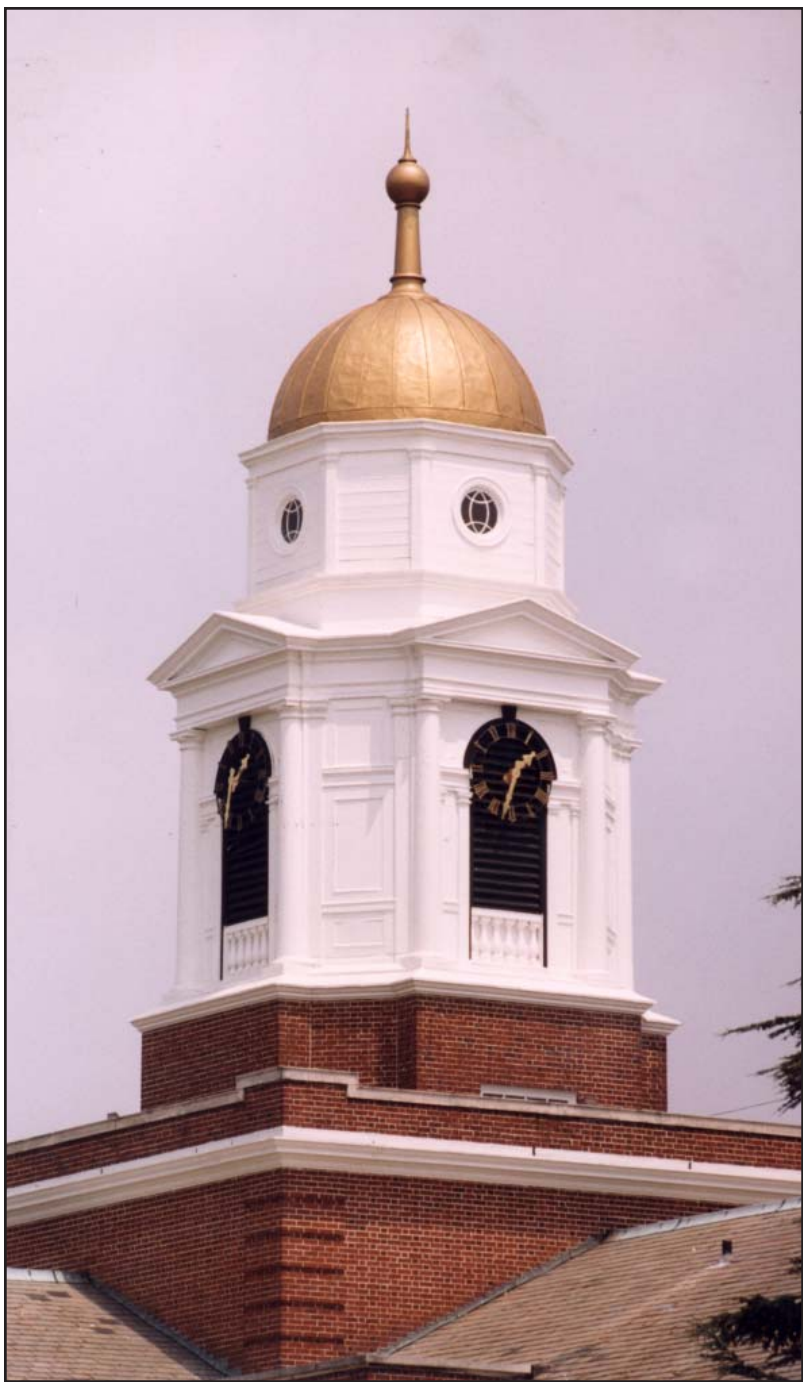
CAU will not assume responsibility for valuables and money left in rooms, or for personal property damaged or stolen on University premises. Students are advised to purchase personal property insurance or to amend the parent/guardian homeowner's insurance policy. Renter's insurance information can be obtained from the Department of Residence Life, 308 Kresge Hall.

TELEPHONE SERVICE

Each residence hall room has local telephone service. Students may secure long distance service by obtaining a calling card. Long distance and telegraph charges are not to be billed to residence hall office phones.

Students in the residence halls are contacted by a desk attendant. If a student does not answer the second call, a message will be recorded at the desk and notice posted on the bulletin board. Only emergency messages will be relayed to the classrooms from the appropriate dean's office.

NOTES



UNIVERSITY POLICIES, PROCEDURES, AND INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, as amended (the “Act”), is a federal law which requires that: (a) a written institutional policy must be established and (b) a statement of adopted procedures covering the privacy rights of students must be made available. Clark Atlanta University shall maintain the confidentiality of Education Records in accordance with the provisions of the Act and shall accord all the rights under the Act to eligible students who are, or have been, in attendance at the University.

PERSONS PROTECTED

The rights of privacy provided herein are accorded to all students who are, or have been, in attendance at the University. The rights do not extend to persons who have never been admitted to the University. A student who has been in attendance at one component of the University does not acquire rights with respect to another component of the University to which the student has not been admitted. A “component” is an organizational unit which has separately administered admissions and matriculation policies and separately maintains and administers Education Records.

RIGHTS OF INSPECTION

The Act provides students with the right to inspect and review information contained in their Education Records, to challenge the contents of those records which they consider to be inaccurate, misleading, or otherwise in violation of their privacy or other rights, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their records if the decision of a hearing officer or panel is unacceptable. The Office of Records and Registration at Clark Atlanta University has been assigned the responsibility to coordinate the inspection and review procedures for Education Records.

EDUCATION RECORDS: DEFINITION

The term “Education Records” encompasses all recorded information, regardless of medium, which is directly related to a student and which is maintained by the University. Education Records include, but are not limited to, admissions, personal, academic, disciplinary, certain personnel, financial aid, cooperative education and placement records. Education Records do not include the following:

1. Records of instructional, supervisory, and administrative personnel, and ancillary educational personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute who may temporarily perform the duties of the maker;
2. Records of a law enforcement unit of the University, which are maintained separate from Education Records, are maintained solely for law enforcement purposes, and are not disclosed to individuals other than law enforcement

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officers of the same jurisdiction, provided that Education Records of the University may not be disclosed to the law enforcement unit;

3. Records relating to individuals who are employed by the University which are made and maintained in the normal course of business related exclusively to individuals in their capacity as employees and are not available for another purpose;

Note: Employment records of persons who are employed solely as a consequence of college attendance, e.g., teaching/graduate assistants, work-study students, and student interns are Education Records.

4. Records created and maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in a professional capacity, such as student health records, to be used solely in connection with the provision of treatment to the student and not disclosed to anyone other than for treatment purposes, provided that records may be disclosed to a physician or professional of the students' choice;

Note: Treatment in this context does not include remedial education activities or other activities which are part of the program of instruction at the University.

5. Records of an institution which contain only information relating to a person after that person is no longer a student at the institution, e.g., accomplishments of alumni.

REQUEST FOR REVIEW

Students who desire to review their Education Records must present a written request to the Registrar, listing the item or items to be reviewed. Only those Education Records subject to inspection under this policy will be available for review. The items requested which are subject to review shall be made available for review no later than 45 calendar days following receipt of a written request. Students have the right to a copy of an Education Record which is subject to review when failure to provide a copy of the Record would effectively prevent the student from inspecting and reviewing the Education Record as determined in the reasonable discretion of the University. A copy of an Education Record otherwise subject to review may be refused if a "hold" for nonpayment of financial obligations exists. Copies shall be made at the student's expense. The fee for making copies of an Education Record is ten cents (\$.10) per page and must be paid at the time copies are requested.

LIMITATIONS ON STUDENT RIGHTS

There are some limitations on the rights of students to inspect Education Records. Students shall have no right of inspection or review of:

1. Financial information submitted by their parents.
2. Confidential letters and/or recommendations placed in the student's file prior to January 1, 1975, if such documents were intended to be confidential and are used only for the purpose(s) for which they were specifically intended.

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3. Confidential letters and/or recommendations placed in the student's file prior to January 1, 1975, associated with admissions, employment, or job placement or the receipt of an honor or honorary recognition if the student has voluntarily waived his/her right to inspect the confidential letters and/or recommendations in writing.
4. Education Records containing information about more than one student. In such a case, the University will permit access only to that part of the Education Record pertaining to the inquiring student.

WAIVER OF STUDENT RIGHTS

A student may waive any or all of his/her rights under this Policy. The University does not require waivers and no institutional service or benefit shall be denied a student who fails to supply a waiver. All waivers must be in writing and signed by the student. A student may waive his/her rights to inspect and review either individual documents (e.g., a letter of recommendation) or classes of documents (e.g., an admissions file). The items or documents to which a student has waived his/her right of access shall be used only for the purpose for which they were collected. If used for other purposes, the waiver shall be void and the documents may be inspected by the student. A student may revoke a waiver in writing, but by revoking it the student does not regain the right to inspect and review documents collected while the waiver was validly in force.

CONSENT PROVISIONS

No person outside of the University shall have access to, nor shall the University disclose any personally identifiable information from a student's Education Records without the written consent of the student. The consent must specify the Education Records to be disclosed, the purpose of the disclosure, the party or class of parties to whom disclosure may be made, and must be signed and dated by the student. A copy of the Education Record disclosed or to be disclosed shall be provided to the student upon request.

There are exceptions to this consent requirement. The University reserves the right, as permitted by law, to disclose Education Records or components thereof without written consent to:

1. "School officials" who have a "legitimate educational interest." "School officials" shall mean any person who is a trustee, officer, agent or employee of the University. "Legitimate educational interest" shall mean any authorized interest or activity undertaken in the name of the University for which access to an Education Record is necessary or appropriate to the proper performance of the undertaking. It shall include without limitation, access by a student's instructor, department or division head, dean, the chief academic and student affairs administrator, the President, a trustee, the custodian of the University records, the alumni administrator, legal counsel, the financial aid administrator, administrators charged with maintaining Education Records, faculty, the staff and

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subordinates of the foregoing, and others authorized by the President, to the extent the foregoing persons are acting within the course and scope of their employment or authority.

2. Officials of other educational agencies or institutions in which a student seeks to enroll.
3. Officials of other educational agencies or institutions in which the student is currently enrolled.
4. Persons or organizations providing student financial aid in order to determine the amount, eligibility, conditions of award, and to enforce the terms of the award.
5. Accrediting organizations carrying out their accrediting functions.
6. Authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, and state or local educational authorities only if the information is necessary for audit and evaluation of federal, state, or locally supported programs and only if such agencies or authorities have a policy for protecting information received from redisclosure and for destroying such information when it is no longer needed for such purposes (unless access is authorized by federal law or student consent).
7. State or local officials to whom disclosure is required by state statute adopted prior to November 19, 1974.
8. Organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction, so long as there is no further external disclosure of personally identifiable information and the information is destroyed when no longer necessary for the project.
9. Parents of a "dependent student" where the student's status as a dependent as defined in Section 152 of the Internal Revenue Code of 1954, as amended, has been established to the satisfaction of the University.
10. Persons in order to comply with a judicial order or a lawfully issued subpoena provided a reasonable effort is made to notify the student in advance of compliance.
11. Appropriate persons in a health or safety emergency if the information is necessary to protect the health or safety of the student or other individuals.
12. An alleged victim of any crime of violence (as that term is defined in Section 16 of Title 18, United States Code) but only the results of any disciplinary proceeding conducted by the University against the alleged perpetrator of such crime with respect to such crime.

With respect to Items 2 and 3 above, the student shall be entitled to receive a copy of any disclosed Education Record upon request.

INSTITUTIONAL RECORD OF DISCLOSURE

The University shall keep a written record of all Education Record disclosures and the student shall have the right to inspect such record. The record shall include the names of parties or agencies to whom disclosure is made, the legitimate reason

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for the disclosure, and the date of the disclosure. No record of disclosure shall be required for those disclosures made to a student for his/her own use, disclosures made with the written consent of a student, disclosures made to a University "official" with a "legitimate educational interest," disclosures of "Directory Information," or for disclosures to persons or parties identified in the section titled, "Consent Provisions," Item 6, for purposes of auditing the University's record-keeping practices.

REDISCLASURE OF STUDENT RECORDS

Any disclosure of Education Records authorized under this Policy (whether with or without student consent) shall be made on the conditions that the recipient shall not redisclose the Education Records without consent or authorization as required herein, and shall not permit or condone any unauthorized use.

Authorization for redisclosure, without consent, for purposes and to persons and parties permitted by law, may be given to a person or party designated in the section titled "Consent Provisions" above, provided such authorization includes a record of:

1. The name of the person or party to whom redisclosures can be made; and
2. The legitimate interests which the additional person or party has for receiving the information and the purposes for which it may be used.

Such redisclosure must be on the conditions set forth in the first paragraph of this section.

DIRECTORY INFORMATION

In its discretion, the University may disclose, publish, or provide Directory Information concerning a student without consent or a record of disclosure. Directory Information shall include: a student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, and other similar information. Students may withhold Directory Information by notifying the official in writing within 10 calendar days after the first scheduled day of class of the fall term of such election. All written requests for nondisclosure will be honored by the University for only one (1) academic year; therefore, authorization to withhold Directory Information must be filed annually. (Alumni may request nondisclosure of Directory Information concerning them at any time. Such requests will be honored continuously).

CHALLENGE OF CONTENTS OF EDUCATION RECORDS

Any student who believes that his/her Education Records contain information that is inaccurate or misleading or is otherwise in violation of his/her privacy or other rights may discuss his/her concerns informally with the Registrar. If the decision of

the official is in agreement with the student's request, the appropriate Education Records shall be amended and the student shall be notified in writing of the amendment. If the decision is not in agreement, the student shall be notified within ten (10) calendar days that the Education Records will not be amended and the student shall be notified by the officer or official of the student's right to a hearing.

Student requests for a formal hearing must be made in writing within fifteen (15) calendar days after receipt of the notice from the official. Within ten (10) calendar days after receipt of the written request, the official shall notify the student of the date, time and place of the hearing which shall not be held sooner than ten (10) calendar days after issuance of said notice.

The student shall be afforded a full and fair opportunity to present evidence relevant to the issue(s) raised. If the student desires, he/she may be assisted or represented at the hearing which shall not be held sooner than ten (10) calendar days after issuance of said notice.

The hearing shall be conducted by a person (or persons) designated by the President who does not have a direct interest in the outcome of the hearing. The decision of the hearing officer or panel shall be final, shall be based solely on the evidence presented at the hearing, and shall be in writing, summarizing the evidence and stating the findings of fact and conclusions which support the decision. The written report shall be mailed to the student and any concerned party no later than thirty (30) calendar days after the date of the hearing.

If the hearing officer or panel determines that the Education Records at issue are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the Education Records shall be amended in accordance with the decision and the student shall be so informed in writing.

If the hearing officer or panel determines that the Education Records at issue are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the student may place in the Education Records a statement commenting on the information in the Education Records, or a statement setting forth any reasons for disagreeing with the decision of the hearing officer or panel. The statement shall be placed in the Education Records and shall be maintained as part of them so long as they are maintained and shall be disclosed whenever they are disclosed.

Note: Rights of challenge cannot be used to question substantive educational judgments which are correctly recorded (e.g., course grades with which the student disagrees).

A student who believes that the determination made concerning his/her challenge was unfair or not in keeping with the provisions of this Policy or the Act, may request in writing assistance from the President of the University to aid him/her in filing a complaint with the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

DESTRUCTION OF RECORDS

Once a student has requested access to his/her Education Records, such Records shall not be destroyed until inspection and review have been provided or, if denied, until all complaint proceedings have been completed. Subject to the foregoing

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condition, the obligation to maintain student statements of clarification exists only so long as the underlying Education Records are maintained. Subject to other applicable laws, policies or regulations, the University reserves the right to dispose of Education Records when it deems appropriate.

CHANGE OF INFORMATION

It is the student's responsibility to provide the Office of Records and Registration with current information concerning local and permanent mailing addresses and telephone numbers. Any changes of information during the academic year must be provided to the Office of Records and Registration immediately to ensure receipt of all official University correspondence.

ADMINISTRATIVE TERMINATION POLICY

The University reserves the right to administratively withdraw any student who violates any of the following conditions:

- Forgery, fraud, or falsification of information on any form or document, including business office clearance card, grade report, recommendations, transcripts, etc.
- Behavior or conduct which poses a threat of physical harm or injury to the student, others, or University property.
- Violation of the Drug-Free Schools and Communities Act.
- Failure to satisfy an overdue financial obligation to the University (i.e., tuition, loans, housing fees, library fines or fees, orientation fee, student activities fee, health services fee, and other fees established by the University).

EFFECTS OF ADMINISTRATIVE TERMINATION

If a student is administratively terminated:

- The student is not allowed to complete the current semester, and a grade of "T" (administrative termination) is recorded on the transcript.
- The student must return his/her identification card and other University property.

PROCEDURES FOR IMPLEMENTING ADMINISTRATIVE TERMINATION

The University withdraws the student from classes, suspends social privileges, and notifies him/her in accordance with the following procedures:

- The appropriate administrative official (VP for Student Affairs, VP Academic Affairs or Vice President of Fiscal Affairs) informs the Registrar, in writing, that administrative termination is in progress and of the final decision.
- The facts upon which the recommendation is based must be stated precisely and accurately by the appropriate administrative official.
- The administrative official notifies the student, in writing, of the pending termination and of the final decision. The student has no opportunity to appeal the final decision.

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- The student remains liable for any balance due.

REINSTATEMENT

The University's policy for reinstatement is as follows:

- The student may reapply to the University one year from the end of the semester in which he/she was terminated (unless otherwise provided for in other regulations of the University).
- If the student satisfies the requirements for reinstatement at the end of the one-year period, the grade of "T" is removed.
- In all instances, the student remains liable for any balance due. Upon payment of the balance or expiration of the penalty, the student may apply for readmission.

SMOKING POLICY

In keeping with Clark Atlanta University's long-standing policy to promote and protect the safety of our students, faculty and staff, smoking is prohibited in all University-owned buildings. This policy also applies to contractors and visitors. Any exception to this policy shall be designated by the University's Administration.

OFFICIAL ABSENCE EXCUSES

The official absence excuse, processed by the Office of Associate Dean of Student Affairs, Suite 245, is provided **only** when a student has missed an examination or failed to submit a major assignment during his/her absence. Absence excuses are provided for the following reasons **only**: (1) major illness (student or immediate family), (2) death in the immediate family and (3) inhibited by a natural disaster. Documentation, which supports the request for an official absence excuse is **mandatory, and must** be attached to the form.

Requests for official excuses are **received Monday through Friday between the hours of 2:00 p.m. and 5:00 p.m.** Requests are made in Suite 245, Student Center.

Note: Policy may be subject to change.

DRUG-FREE CAMPUS INFORMATION: CLARK ATLANTA UNIVERSITY DRUG PREVENTION PROGRAM

POLICY STATEMENT

The Drug-Free Schools and Communities Act of 1989 requires Clark Atlanta University as an institution of higher education receiving federal funds to certify to the Secretary of Education that it has adopted and implemented an antidrug and alcohol abuse program for its students and employees. Accordingly, the University adopts the following policy:

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Clark Atlanta University does not permit or condone the illicit or unauthorized possession, use, consumption, sale, or distribution of illegal drugs and/or alcohol by its students and employees on its property or as part of its activities. This policy applies to all full-time and part-time students; and all full-time and part-time permanent and temporary employees, including faculty, administration, all exempt and nonexempt staff, and any student employees and interns.

Students who violate this policy will be subject to appropriate disciplinary action consistent with local, state, and federal laws, and University policies and procedures which may include counseling, a reprimand and warning, disciplinary probation, suspension, expulsion, and referral to the proper law enforcement authorities for prosecution. Employees who violate this policy will be subject to appropriate disciplinary action consistent with local, state, and federal laws which may include counseling, mandatory participation in an appropriate rehabilitation program, a warning, placement on strict probation, unpaid suspension from employment, termination of employment and referral to the proper law enforcement authorities for prosecution.

All disciplinary procedures and appeals presently applicable to students and all categories of employees will continue to be available for violation of this policy.

The purpose of this policy is to produce a workplace and campus environment that discourage the unauthorized or illegal use of drugs and alcohol by students and employees. The following is information that is important for each student and employee to read and understand regarding the legal penalties and the health risks that are associated with alcohol and drug abuse.

APPLICABLE LAWS

Most people know that selling illicit drugs is a criminal offense punishable by a fine or imprisonment depending on the specific offense and other factors such as prior convictions for similar offenses. Most people also know that driving while intoxicated is against the law and can result in driver's license revocation or even imprisonment, in some cases. It is less well-known that an individual under the age of 21 could be arrested and put in jail for purchasing, or even attempting to purchase, alcohol.

The following is a brief overview of local, state, and federal laws governing the possession, use, and distribution of illicit drugs and alcohol. It is not intended to be an exhaustive or definitive statement of various laws, but rather is designed to indicate the types of conduct that are against the law and the range of legal sanctions that can be imposed for such conduct.

ALCOHOL LAWS

Open Container Law. The City of Atlanta, like many other cities, towns, and villages, has an ordinance prohibiting the consumption of an alcoholic beverage in any public place or on private property without the owner's permission or possession of an open container of such beverage. Such permission on all University property must be specifically requested and granted in writing by an authorized official.

Violations of the ordinance are punishable by a fine of up to \$150 and/or imprisonment for up to 15 days.

Georgia Alcoholic Beverage Control Law. All states prohibit persons from selling or giving any alcoholic beverage to a minor (defined in Georgia as under age 21) or to a person who is already intoxicated. It is also an offense in Georgia, punishable by a fine of up to \$200 and/or imprisonment for up to 5 days, to misrepresent the age of a minor for the purpose of inducing the sale of an alcoholic beverage. Any minor who uses false identification or the identification of another person to purchase an alcoholic beverage can be convicted and fined up to \$100 and/or sentenced to probation for up to one year. In addition, a minor can be arrested and fined up to \$50 for possessing an alcoholic beverage with the intent to consume it.

Georgia Vehicle and Traffic Law. All states prohibit drinking and driving. In Georgia, it is a misdemeanor punishable by a fine of at least \$350 and/or imprisonment for up to one year (as well as suspension and/or revocation of your driver's license) to operate a motor vehicle with a blood alcohol content of one-tenth of one percent or higher. Multiple convictions can result in more serious penalties.

LEGAL SANCTIONS UNDER GEORGIA LAW CONCERNING DRUGS AND ALCOHOL

Georgia statutes cover a wide range of drug offenses including the offer, sale, possession with the intent to sell, gift and the mere possession of various types of drugs [O.C.G.A. 16-13-30, 16-13-31, 16-13-32. 4 (1990)]. The state laws create the following mandatory/minimum prison sentences for first-time offenders:

- Two (2) years for the purchase, possession, or control of any controlled substance.
- Five (5) years for the manufacture, delivery, distribution, dispensing, administering, sale, or possession with intent to distribute any controlled substance.
- One (1) year for the purchase, possession, or control of a drug or other substance that has a low to moderate potential for abuse, low physical dependence or high psychological dependence.

The state laws create the following mandatory minimum prison sentences and fines for trafficking in cocaine, illegal drugs, or marijuana:

- Ten (10) years and a fine of \$200,000 for the sale, manufacture, delivery or bringing into the state 28 grams or more, but less than 200 grams, of cocaine, including "crack."
- Five (5) years and a fine of \$50,000 for the sale, manufacture, delivery or bringing into the state, or possession of four (4) grams or more of any morphine or opium, including heroin.
- Five (5) years and a fine of \$100,000 for the sale, manufacture, growth, delivery, or bringing into the state, or possession of 50 pounds or more, but less than 2,000 pounds, of marijuana.

Convictions for drug-related offenses involving minors or in the proximity of elementary or secondary schools or school boards used for elementary or secondary education shall carry the following mandatory sentences in addition to any term of imprisonment imposed for violations of the statutes which prohibit the distribution, sale, and possession with intent to sell controlled substances or marijuana:

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- No person shall allow or require a person in his employment under 18 years of age to dispense, serve, sell or take orders for any alcoholic beverages.
- It is unlawful for a person to furnish, sell, barter, or exchange alcoholic beverages to a person who is noticeably intoxicated.
- Fine of not less than \$300.00 nor more than \$1,000, and not less than ten (10) days nor more than one (1) year imprisonment for driving under the influence of alcohol or drugs for first-time offenders.
- An alcohol concentration of 0.10 grams or more denotes a presumption that a person is under the influence of alcohol.
- An alcohol concentration of 0.12 grams at the time or within three (3) hours after, during, or being in actual physical control of a moving vehicle is deemed to be driving under the influence of alcohol or drugs.
- Not more than twenty (20) years, or a fine of not more than \$20,000, or both for the manufacture, distribution, dispensing, possession with intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by, or leased to, any public or private elementary, secondary school, or school board used for elementary or secondary education.
Actual sentences depend upon the severity and the circumstances of the offenses and the character and background of the offender.

Georgia law prohibits the sale, delivery, giving or taking of alcohol to or from minors or intoxicated persons. [O.C.G.A. 3-3-23, 3-3-23.1, 3-3-22, 3-3-24]. Georgia law also prohibits driving under the influence of alcohol or drugs. [O.C.G.A. 40-6-391, 40-6-392]. Georgia statutes create the following mandatory minimum fines and sentences for first-time offenders:

- Not more than 30 days imprisonment, or a fine of not more than \$300.00, or both upon the first conviction of furnishing to, purchasing of, or possessing alcoholic beverages by persons under 21 years of age.

FEDERAL LAW

Federal drug laws parallel Georgia's drug laws in many respects. For example, it is a federal offense to manufacture, distribute, or possess with intent to distribute, a controlled substance or a counterfeit controlled substance. As under the Georgia Penal Code, any property associated with the unlawful handling of controlled substance may be forfeited to the authorities. Federal law also provides that a person age 18 or older who distributes a controlled substance to a person under 21 years of age may be sentenced to a term of imprisonment and/or a fine of up to twice the amount authorized for distribution to a person over the age of 21.

An important sanction under federal law is that persons convicted of any federal or state offense involving possession of a controlled substance are ineligible to receive any or all federal benefits (e.g., social security, student loans) for up to one year. If the offense involves distribution of a controlled substance, the guilty person could be ineligible for any or all federal benefits for up to 5 years.

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There are both federal and state laws specifically dealing with the distribution or manufacturing of controlled substances in or near schools or colleges. For example, federal law provides that a drug offense committed within 1,000 feet of school property, including universities, is punishable by a term of imprisonment and a fine of up to twice the amount authorized for the same offense committed away from school property.

HEALTH RISKS

Drugs and alcohol are toxic to the human body and if abused can have catastrophic health consequences. Some drugs, such as crack, are so toxic that even one experimental use can be fatal.

The following is a summary of the various health risks associated with alcohol abuse and use of specific types of drugs; it is not intended to be an exhaustive or final statement of all possible health consequences of substance abuse.

ALCOHOL USE AND ABUSE

Alcohol is the most widely used and abused drug in the United States. Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse, as well as dangerous risk-taking behavior. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can be fatal. Alcohol-related automobile accidents are the number one cause of death among people ages 15 through 24. Furthermore, approximately fifty percent (50%) of all youthful deaths from drowning, fires, suicide, and homicide are alcohol-related.

Repeated use of alcohol can lead to physical and psychological dependence. Dependent persons who suddenly stop drinking are likely to suffer withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents have an increased risk themselves of becoming alcoholics.

USE OF ILLICIT DRUGS

Drugs interfere with the brain's ability to take in, sort, and synthesize information. They distort perception which can lead users to harm themselves or others.

Drug use also affects sensation and impairs memory. In addition to these general effects, specific health risks associated with particular types of drugs are discussed below.

COCAINE/CRACK

Cocaine use is the fastest growing drug problem in the United States. One reason for this is the ready availability of cocaine in a cheap but potent form called “crack” or “rock.” Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly and leads to higher and higher doses to produce the desired effect.

“Crack” or freebase rock is a purified form of cocaine that is smoked. “Crack” is far more addictive than heroin or barbiturates. Repeated use of “crack” can lead to addiction within a few days. Once addicted, many users have turned to stealing, prostitution, and drug dealing in order to support their habit. The effects of crack are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and psychotic states similar to schizophrenia. Cocaine, in any form, but particularly in the purified form known as “crack,” can cause sudden death from cardiac arrest or respiratory failure.

MARIJUANA

Marijuana use causes a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, increased appetite, and it may impair short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that motivation and cognition may be altered, making the acquisition of new information difficult. When marijuana contains 2% THC, it can cause severe psychological damage, including paranoia and psychosis. Since the early 1980s, most marijuana has contained from 4 to 6% THC — two or three times the amount capable of causing serious damage.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

Long-term users of marijuana may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

NARCOTICS

Narcotics such as heroin, codeine, and morphine initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death.

Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

AMPHETAMINES/OTHER STIMULANTS

Amphetamines (speed, uppers), methamphetamines, and other stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

BARBITURATES/OTHER DEPRESSANTS

Barbiturates (downers), methaqualone (quaaludes), tranquilizers (Valium), and other depressants have many of the same effects as alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering, and altered perception. Very large doses can cause respiratory depressants, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety, to convulsions and death.

Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems may also result.

HALLUCINOGENS

Phencyclidine (PCP, Angel Dust) interrupts the functions of the part of the brain that controls the intellect and instincts. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP are

predictable and can vary, but users frequently report a sense of distance and estrangement, and body movement is slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Mood disorders also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, as well as heart and lung failure.

Lysergic acid (LSD, Acid), mescaline, and psilocybin (mushrooms) cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

DESIGNER DRUGS

“Designer Drugs” are produced by underground chemists who attempt to avoid legal definitions of controlled substances by altering their molecular structure. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Some designer drugs have been known to cause permanent brain damage with a single dose. Many so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphorants. They can cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as those in Parkinson’s disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

INHALANTS

The immediate negative effects of inhalants (laughing gas, whippets) include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvent and aerosol sprays also decrease the heart and respiratory rates and impair judgement. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage.

Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs, or by depressing the central nervous system to the point that breathing stops.

Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can damage the nervous system permanently.

ANABOLIC STEROIDS

Steroid users subject themselves to more than 70 side effects ranging in severity from liver cancer to acne and including psychological as well as physical reactions. The liver, cardiovascular and reproductive systems are affected most seriously by steroid use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Physical effects in both sexes include jaundice, purple or red spots on the body, swelling of the feet or lower legs, trembling, unexplained darkening of the skin, and persistent unpleasant breath odor. Psychological effects in both sexes include very aggressive behavior known as “roid rage” and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

COUNSELING SERVICES

The Clark Atlanta University Counseling Center (UCC) provides confidential, professional assessment, behavioral mental health, psycho-education and referral services. These services are rendered by licensed mental health professionals at no cost to CAU students in an effort to resolve personal problems and concerns, as well as to enhance overall psychological and interpersonal well-being. The UCC provides both short-term and long-term counseling services for any presenting problem area. No problem is too big or too small for the services of the UCC. In some cases, it may be necessary to refer students to external resources to augment the counseling received at the UCC (for example, referrals for acute treatment or hospitalization, or support groups such as Alcoholics Anonymous). When referrals are made, the UCC professional staff will coordinate the referral and conduct ongoing case management.

The UCC staff members encourage students to contact us before an issue becomes an impairment, and before a concern becomes a crisis. The staff will answer questions and respond to any inquiries to assist with problem resolution and lifestyle enhancement. The UCC staff members also provide consultative services to all CAU constituents inclusive of administrators, faculty, staff, students, and parents. Contact information for the UCC is delineated below.

Clark Atlanta University Counseling Center
223 James P. Brawley Drive, S.W.
210 Kresge Hall
Atlanta, Georgia 30314
(404) 880-8044

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STATEMENT OF DISCIPLINARY SANCTIONS PURSUANT TO THE FEDERAL DRUG-FREE SCHOOLS AND COMMUNITIES ACT

In accordance with the federal Drug-Free Schools and Communities Act, Clark Atlanta University has adopted the following standards of conduct:

- All students are prohibited from engaging in the unlawful possession, use or distribution of illicit drugs and alcohol on University-owned or -controlled property, or at any University-sponsored event.

Any student who violates the above standards of conduct will be subject to disciplinary sanctions according to the following guidelines:

Unlawful possession of alcohol:

- *Official Reprimand and Disciplinary Probation*

Unlawful use of alcohol:

- *Official Reprimand and Disciplinary Probation*

Unlawful sale or distribution of alcohol:

- *Official Reprimand and Disciplinary Probation*

Possession of illicit drugs:

- *Disciplinary Probation and Suspension up to three semesters*

Use of illicit drugs:

- *Disciplinary Probation and Suspension up to three semesters*

Gratuitous distribution of illicit drugs:

- *Disciplinary Probation and Suspension up to six semesters*

Sale of illicit drugs:

- *Suspension up to six semesters and Expulsion*

The actual sanction to be imposed will depend on the type and amount of unlawful substance and any other aggravating or mitigating circumstances. The above ranges of disciplinary sanctions apply to first offenses only and multiple offenses will result in more severe sanctions, including possible expulsion. The University may combine other sanctions (such as completion of a rehabilitation program and/or community service) with those listed above. In addition to imposing appropriate sanctions, the University **may notify** local and federal authorities when criminal activity has occurred.

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The disciplinary procedures for resolving alleged violations of these standards of conduct and the rights of students subject to discipline will be governed by the Code of Student Conduct in the Student Handbook and General University Regulations as adopted or amended by the University from time to time.

SEXUAL ASSAULT POLICY STATEMENT

Clark Atlanta University prohibits sexual assault by its students on its property or as part of its activities. Sexual Assault is defined as:

Sexual Assault I: Rape, forcible sodomy, forcible sexual penetration of another person's anal or genital opening with any object. These acts must be committed either by force, threat, intimidation, or through the use of the victim's mental or physical incapacitation, of which the accused was aware, or reasonably should have been aware.

Sexual Assault II: The touching of an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation, or through the victim's mental or physical incapacitation, of which the accused was aware, or reasonably should have been aware.

This policy applies to all full-time and part-time students. Students who violate this policy will be subject to appropriate disciplinary action which may include counseling, disciplinary probation, suspension, expulsion, and referral to the proper law enforcement authorities for prosecution. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. All disciplinary appeals presently applicable to students will continue to be available for violation of this policy.

The purpose of this policy is to produce a campus environment that discourages sexual assault. The following is information that is important for each student to read and understand regarding the legal penalties associated with sexual assault.

SEXUAL ASSAULT: WHAT TO DO — HOW TO RESPOND

Clark Atlanta University is a community of trust whose very existence depends on strict adherence to standards of conduct set by its members. Sexual assault is a serious violent crime. When it occurs at the University, it is also a flagrant violation of the standards set forth in the Clark Atlanta University Student Handbook.

Anyone can be a victim of sexual assault. One recent survey reported that one in every four women had been the victim of rape or attempted rape. In another survey, one in two college women reported being the victim of some kind of sexual aggression. And it is estimated that 10% of all men will be sexually assaulted in their lifetime.

Many sexual assaults involve acquaintance rape which often occurs on college campuses. When the assailant is an acquaintance, a survivor often has mixed feelings concerning both the incident and what to do about it.

Besides feeling frightened, angry, hurt and ashamed, survivors can feel betrayed and even guilty for having “facilitated” the assault. In some cases, they do not even acknowledge that they have been assaulted until well after the incident has occurred.

Victims can also be unsure of how to deal with the assault — administratively, legally, and otherwise — and can wonder what course, or courses, of action are available and appropriate for them.

An unfortunate result is that many assault victims elect not to tell anyone about their ordeal, and decline to seek the help they need — on an emotional level and otherwise — to deal with the trauma they have suffered.

The Division of Student Affairs encourages all members of the University community to be aware of both the consequences of sexual assault and the options available to victims/survivors. It further urges survivors to seek help using any of the resources that follow.

For more information, contact the Associate Dean of Student Affairs (404-880-8043), the University Counseling Center (404-880-8044), or the Department of Public Safety (404-880-8621).

OVERVIEW

The purpose of this material is to provide information and assistance to sexual assault victims and persons who may come into contact with a victim. Being forced into sexual activity — even if it is a date, a steady relationship, or a casual acquaintance — is still sexual assault. Nothing a person does, says, or wears gives anyone the right to commit an assault — sexually or otherwise.

Making decisions and regaining control are important to the healing process after an assault. The choice of how to proceed after the assault belongs solely to the victim. The following are a number of factors to consider:

GETTING ASSISTANCE

The University encourages reporting all incidents of assault to the Department of Public Safety (404-880-8621). On-campus sexual assault should also be reported as quickly as possible to the University Counseling Center (404-880-8044). The best off-campus resource is the Grady Rape Crisis Center (404-616-4861), or the police in the local jurisdiction.

Emotional trauma is severe after a sexual assault. The violation, loss of trust, and loss of control can have a serious long-term impact. It is not unusual for a person to withdraw, feel guilty or distrustful. However, there are many people who understand and know places where support is available while one is recovering. The University Counseling Center is the best resource for all students.

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MEDICAL ATTENTION

Even if the student ultimately decides not to report the assault to the police, it is still very important to seek medical attention immediately for possible internal injuries or sexually transmitted diseases. Also, the collection of medical evidence becomes critical in the event of prosecution. Therefore, it is important to seek medical attention promptly and to refrain from:

1. Taking a shower or washing any part of the body
2. Douching
3. Brushing teeth
4. Drinking liquids
5. Changing clothes or changing sheets before seeking medical help

This will prevent the destruction of valuable evidence.

At the Emergency Room, the doctor will collect hair samples, semen samples, and other evidence, including clothing. (A victim should bring a change of clothing to wear home.) The police will be contacted to take possession of the samples until the victim makes a decision about whether or not to press charges.

COUNSELING

Counseling is a very important step in helping someone who has been sexually assaulted regain control of his/her own life. Sexual assault is an extremely traumatic experience that needs professional attention. The University urges students involved in a sexual assault to meet with a counselor. Among other things, counselors can help victims decide what further steps should be taken following an assault. The best resources are the Grady Rape Crisis Center and the University Counseling Center.

REPORTING TO THE POLICE

If an assault occurs on University property, it should be reported to the CAU Department of Public Safety (880-8621). Assaults which occur off campus should be reported to the local police (911).

The CAU Department of Public Safety believes that a student who has been sexually assaulted deserves the right to a complete professional investigation before making a decision about how to proceed with the case. When the Campus Police are contacted, an officer will:

1. Conduct a preliminary investigation
2. Complete necessary procedures to protect against loss of evidence
3. Transport the victim to Grady Memorial Hospital
4. Notify the University Counseling Center
5. Notify the Associate Dean of Student Affairs

A follow-up investigation is conducted and the results are discussed with the student along with rights and options. A victim's identity is kept confidential. The City of Atlanta Police may be involved. Even if charges are not pursued, reporting the assault is a way to regain a sense of personal power and control by enabling the victim to do something about the crime committed. Furthermore, information provided helps in the prevention of rape and the protection of other potential victims. (Most rapists are repeat offenders.)

NOTE TO FRIENDS, FACULTY, AND STAFF

If someone who has been sexually assaulted comes to you, encourage the person to report the incident, seek medical attention, and pursue counseling. If the person will not report the assault, anyone can inform the Associate Dean for Student Affairs and/or the University's Counseling Center that a sexual assault has occurred.

SUPPORT RESOURCES

Clark Atlanta University students who are sexually assaulted have a number of resources available to them.

Public Safety: 404-880-8621

Police Off Campus: 911

Grady Rape Crisis Center: 404-616-4861

This 24-hour hotline will put the victim in touch with a volunteer victim advocate for help.

Student Health Service: 404-880-8286

If the victim chooses not to have the examination, medical attention at the Student Health Center may be considered.

University Counseling Center: 404-880-8044

Student Affairs: 404-880-8043

Grady Memorial Hospital: 404-616-4861

Within 72 hours after the assault, a rape protocol examination can be administered. The police, a friend or relative should take the victim to the hospital. If the Rape Crisis Center is called, then a Rape Crisis Victim Advocate will meet the victim at the Center. It is important not to shower or change clothes before the examination.

It should be stressed that seeking assistance in connection with a sexual assault — whether from the emergency room, the police, the Office of the Associate Dean of Student Affairs, or anyone else — does not obligate victims to take further action.

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However, students may be accountable to both criminal and civil authorities as well as to the University for acts that constitute violations of law and of the University's Code of Student Conduct. Disciplinary action at the University normally will proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Even if the victim does not choose any of the above actions or remedies, there are other options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

CLARK ATLANTA UNIVERSITY-SPONSORED EDUCATIONAL PROGRAMMING

Clark Atlanta University sponsors a number of educational and awareness programs regarding sexual assault (including acquaintance rape) and violence in relationships. Information sessions are provided by Department of Public Safety (880-8621); University Counseling Center (880-8044); Student Health Services (880-8286); and Student Activities (880-8075). For more information, contact the individual departments.

DUE PROCESS

A student accused of a serious offense shall be notified in writing of the specific charge before the case is considered. The student shall be notified in writing of the time and place of the consideration of the case, and shall have reasonable time and opportunity to prepare a defense and the right to be represented by a person of the student's choice consistent with University policies. The student shall also have the opportunity to testify and to present witnesses and evidence.

SEXUAL HARASSMENT POLICY

It is the policy of Clark Atlanta University that sexual harassment and discrimination on the basis of gender will not be condoned. As a matter of practice and policy, the University is committed to maintaining an educational and working environment free of conduct which degrades or subjugates employees or students. This policy applies equally to faculty, administrative and support staff and students, and is in keeping with the spirit and intent of Federal guidelines (Title VII of the Civil Rights Act of 1964) on discrimination because of gender.

It is the policy of Clark Atlanta University to provide each student, faculty member and staff member with an environment free from harassment.

Sexual harassment is any unwelcome sexual advances; requests for sexual favors; or verbal or physical conduct of a sexual nature that interferes with performance by creating a hostile, offensive, or intimidating work environment, or is an expression of implied condition of employment. Such behavior will be subject to disciplinary actions up to and including dismissal.

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REGULATIONS

- a. Any complaints relating to this type of misconduct against a student should be directed to the Associate Vice President for Student Affairs. These complaints will be investigated and handled in accordance with the “Code of Student Conduct.”
- b. Any complaints relating to this type of misconduct against a faculty or staff member should be reported to the Director of Human Resources immediately. Complaints will be treated confidentially and promptly, and will be carefully investigated.
- c. It is a violation of University policy for any member of the University community to retaliate against an individual who brings forth a complaint of sexual harassment.

RESPONSIBILITIES

- a. The Human Resources Department is responsible for the coordination and implementation of the University’s sexual harassment policy and the coordination of the grievance process for charges and complaints against faculty and staff.
- b. Each Dean, Department Chair and Administrative Head of a unit is responsible for creating an atmosphere free of discrimination and harassment, sexual or other, and for dissemination and implementation of this policy within the area of responsibility. These individuals are also responsible for referring reported incidents of sexual harassment to Human Resources.
- c. It is the responsibility of all members of the University community to discourage sexual harassment, report such incidents, and cooperate in any investigation which might result.

PROCEDURE FOR COMPLAINT AGAINST FACULTY/STAFF MEMBER

- a. Any student who feels that he or she has been the victim of sexual harassment should contact the Director of Human Resources within fifteen (15) working days of the incident. This report can be oral or written, but a written and signed statement of the complaint must be submitted by the complaining student within three (3) working days of the initial report before an investigation can proceed.
- b. Upon receipt of the written complaint, the Director of Human Resources will contact the person who allegedly initiated the sexual harassment, and inform that person of the basis of the complaint and of the opportunity to respond in writing within seven (7) working days of the complaint.
- c. Upon receipt of the written response, the Director of Human Resources, after conducting a thorough investigation, will submit in writing a confidential summary of the complaint, the response, and the facts of the investigation to the Provost/Vice President of Academic Affairs. The Provost, after conducting a thorough review of the facts of the investigation, including possible interviews with all parties involved, will determine whether sexual harassment has occurred. All parties will be notified in writing of the Provost’s decision.

- d. If it is determined that sexual harassment has occurred, appropriate disciplinary action up to and including discharge will be taken. The severity of the discipline will be determined by the severity and frequency of the offense or other conditions surrounding the incident. If a faculty/ staff person wishes to appeal the disciplinary action, she/he may appeal such action by the Provost under the provisions of Section 2.16 of the Faculty Handbook.
- e. A student's failure to report the occurrence of sexual harassment within fifteen (15) working days may be deemed a waiver of any University action. Failure to file a written complaint within three (3) working days of the verbal report will be considered a withdrawal of that report. If the person against whom the complaint of sexual harassment is filed fails to respond to the complaint within seven (7) working days of notification, the complaint will be taken as true, and the appropriate disciplinary measures will be taken if circumstances warrant.

Students are not allowed representation by a lawyer in the University's complaint resolution process.

POLICY ON PEACEFUL ASSEMBLY

Clark Atlanta University acknowledges the rights and privileges of students or groups of students to gather on University property for the purpose of peaceful assembly. The University expects the rights and privileges of all persons to be respected at such gatherings.

"Peaceful assembly" is defined as any purposeful gathering on campus, in or outside a University building or facility, by one or more persons whose conduct is peaceful and is in accordance with the University rules, practice, and law. Peaceful assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, and similar meetings or gatherings that do not threaten or violate policies and rules; interfere with the conduct of University business, regular schedules, or events; infringe on the rights of others; endanger the health and safety of others; or damage or destroy property.

The University requires that persons engaged in such assemblies on campus conduct themselves in a manner that will not impair the health or safety of any individual, disrupt the normal conduct of University affairs, or damage and destroy property. Any act by student demonstrators that interferes with the rights of others, disrupts or impairs the normal functioning of the University, damages or destroys property, or impairs health or safety is grounds for suspension or dismissal from the University.

Persons planning or initiating such assemblies to be conducted on the University campus are requested to identify their groups and to state their purposes in advance to the appropriate University personnel through the Office of Student Affairs. Areas may be reserved, if available, for the accommodation of such assemblies. Arrangements for any assembly which involves the use of University buildings not available for general use must be made with the appropriate person. The organization sponsoring a speaker or conducting an assembly assumes the responsibility for maintaining the University's policies on peaceful assembly and student freedom of

expression. Staff assistance is available in the planning of such events in ways to eliminate or minimize the possibility of disruption. The CAU Department of Public Safety may be required to assure that the rights of all concerned are protected.

Demonstrations are prohibited in classrooms during hours they are scheduled for use, or at any locality when conducted in a manner which interferes with the educational function of the University. Demonstrations are further prohibited in any special use facility. Demonstrators refusing to vacate such premises when directed by the instructor in charge or by authorized staff are subject to immediate disciplinary action and arrest under applicable City and State laws.

DISORDERLY CONDUCT

Physical assault, including sexual assault, is prohibited. Intentional harassment of another person shall not be tolerated. Harassment includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, following or persistently bothering or annoying. Harassment may represent, but is not limited to, acts based on gender, race, religion, national origin, handicap, sexual orientation or group/organization affiliation.

All students shall comply with the directions of University officials or authorized agents acting in the performance of their duties.

Any transferring (lending/selling) of student registration materials or student identification cards is prohibited.

Malicious destruction, unwarranted damage or misuse of University property, items rented, leased or placed on the campus at the request of the institution, or items belonging to students, faculty, staff, guests of the University or student groups is prohibited.

Unauthorized possession of library books, or items placed in the library or defacement of library books and materials is prohibited.

USE OF UNIVERSITY FACILITIES

1. Scheduling of events and activities is done on a first-come first-served basis. Students will be given preference in the Student Center when rooms are available. Reservation request forms may be obtained from the Office of Student Activities located in Suite 250, Student Center. Reservations for food service should be made with the University's contracted food service vendor.
2. Reservation request forms for the Student Center can be obtained from the Student Center Management Office, Suite 242, Student Center. Students will be given preference in the Student Center when rooms are available.
3. Food will not be permitted in the lounges or study rooms.
4. Groups or individuals reserving space in University facilities shall be responsible for the behavior of their members and guests.
5. Individuals or groups shall be responsible for any negligent damage of any University property, and damages shall be charged to the individuals or groups using a facility at the time damages occur.
6. The University will not be responsible for any articles lost in its facilities.

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7. No student organization, group, or student shall remain in a facility after it is officially closed without permission from a University official and without notice to the Department of Public Safety.

USE OF INSTITUTIONAL NAME

No student or organization may make use of the institutional name of the University for the purpose of solicitation unless permission is obtained in writing from the Office of Development and Institutional Relations, located in Haven-Warren Hall.

SOLICITATION ON CAMPUS

Solicitation on University property is generally prohibited. Individual students and organizations recognized by the University must comply with the regulations governing solicitation as provided herein and with the approval of the Dean of Student Affairs.

DISTRIBUTION OF LITERATURE

The encouragement of freedom of speech and expression is highly valued by the University. Distribution of noncommercial literature, pamphlets or leaflets on campus, or within buildings located on University-owned property, however, is restricted as follows:

1. Distribution of literature in University-owned buildings by individual students or by organizations recognized by the University may occur only with prior written permission. A request for the required advance permission should be submitted to the Dean of Student Affairs.
2. In no case may any distribution include materials which are libelous, obscene, or violate or encourage the violation of federal, state or local laws, or the Code of Student Conduct.

ADVERTISING

1. Regulations relating to posting of materials on campus shall apply to all students and organizations.
2. General Regulations:
 - a. All publicity must reflect good taste and cannot be misleading in purpose or content. While the names of commercial sponsoring groups or brand names may appear on organizational advertising, they must be of secondary importance and not the main theme of the advertisement. When sponsors are used, approval must be obtained from the Associate Dean of Student Affairs.
 - b. Publicity encouraging the direct consumption of alcohol is prohibited.
 - c. Signs and other publicity may be placed only on bulletin boards. They may not be attached to interior walls, doors, overhangs, exterior walls, fences, utility poles, waste receptacles, signs, signposts, trees, or shrubbery.
 - 1). The posting of materials in the Residence Hall is permitted only with

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the advance approval of the Office of Residence Life or the Hall Director at the time, place, and manner they designate.

- 2). All materials must clearly identify the organization or person posting the advertisement.
 - 3). All materials must be removed within 24 hours following the event advertised.
 - 4). Failure to meet these specifications will result in the removal of all materials and possible disciplinary action.
3. Approval for the posting of advertisements by students and or organizations must be obtained from the Office of the Dean of Student Affairs, Suite 250, Student Center.

USE OF AMPLIFYING EQUIPMENT

Any use of amplifying equipment, including sound trucks, on University-owned property requires the prior approval of the Dean of Student Affairs.

STUDENT IDENTIFICATION CARDS

The University issues an identification card (Panther Paw) to each student upon initial enrollment. The card remains the property of the University and must be surrendered when the student withdraws or upon request. The card must be surrendered only for identification purposes upon the request of an official of the University.

1. Issuance: All students are issued ID cards upon financial enrollment in the University. Readmitted students should not have another ID card made if they retained possession of the original issue. A fee will be charged to reissue an ID.
2. Validation: The ID card is validated each semester and summer session.
3. Usage: A currently validated ID card is required for borrowing books from the Library, admission to athletic events, selling textbooks, social, meal plans, copy center, voting and cultural activities, and such other purposes that may be authorized. The card should be kept in the student's possession at all times.
4. Fraudulent Usage: Fraudulent use of the ID card will result in disciplinary action. The card is issued to the individual student and must not be loaned to another person for any reason. ID cards loaned to parents, friends, or others enabling them to gain admission to events sponsored by the University will result in the confiscation of the card and the owner being denied further use of the card except in academic matters.
5. Lost, Stolen, Damaged, Change in Data: A student whose ID card has been lost, stolen, damaged, or who needs to have data changed may make application in the Panther PAW office. Lost or stolen cards must be reported to the PAW office and the Department of Public Safety. There is a \$25.00 replacement charge for lost or stolen cards.

PARKING REGULATIONS AND INFORMATION

Students may purchase parking permits from the Parking Office. Residential

students must also register their vehicles. Registering vehicles with CAU enables the Department of Public Safety to respond more effectively in instances of theft or damage to vehicles. For more information contact the Parking Office at (404) 880-6295.

The following regulations apply to parking on Clark Atlanta University property:

Towing of Vehicles: Vehicles will be towed in the following instances: (1) parked in reserved spaces, (2) parked in handicapped spaces, (3) blocking other vehicles, (4) double parked, (5) parked on yellow curbs.

Parking Permits: Valid permits entitle holders to park in designated lots on a “space available basis.”

Residential Students: Vehicles belonging to residential students must display valid parking permits in order to be parked in lots adjacent to the residential facilities.

Parking Lots: Students with valid parking permits may park their vehicles on a “space available basis” in the following CAU parking lots:

- Beckwith Hall Lot
- Ware Hall Lot
- Vivian Wilson Henderson Lot
- Bumstead Hall Lot
- AUC Lot
- Mildred Street Lot

Students should not park in:

- Reserved spaces
- Sage-Bacote Lot
- Disability spaces
- Fair and Brawley Streets Lot
- Visitors’ Spaces
- Fire Lanes

WARNINGS: (1) Vehicles parked on private property or blocking driveways may be ticketed or towed by city police, and (2) Residential Apartments parking lots are restricted to Residential Apartments residents and cars with valid stickers only. Other vehicles will be ticketed and subject to tow. All visitors must park in the Parking Deck.

PARKING PROCEDURES FOR PERSONS WITH A DISABILITY

The condition “Disabled” is defined as having a physical or mental disability that substantially limits one or more major functions of life.

1. **Handicapped Parking Policy:** Persons with valid handicapped license plates or other valid insignias may park in designated “Handicapped” spaces for the parking lot assigned (must purchase a parking permit).

Procedure: Handicapped spaces are clearly designated in all University parking lots.

A. CAU Employees and Students

Employees: CAU employees who requested reserved handicapped parking spaces must apply at the Parking Office. Documentation must accompany the application. Documentation consists of a physician's statement and/or handicapped parking permit issued by the State. This documentation must accompany the application. The Parking Office will certify the request and issue a permit.

Students: Students must apply for certification through the Department of Disability Services. The Director of Disability Services will certify applications and accompanying required documentation (physician's statement and/or handicapped parking permit issued by the State).

2. Temporary Disability Parking Policy

CAU employees and students who experience a temporary physical disability and who request reserved parking space must apply through the Department of Human Resources or the Office of Disability Services.

Procedure: Employees will apply at the CAU Parking Office. Students will apply at the CAU Office of Student Relations and Assistance. Documentation must accompany the application. Documentation consists of a physician's statement and/or handicapped permit issued by the State. Certification for reserved parking due to a temporary physical disability is valid for a limited time as verified by the documentation.



STUDENT LIFE

STUDENT ACTIVITIES AND OPPORTUNITIES

Student activities provide students with educational experiences beyond the classroom. Participation in substantive program activities can afford students a variety of pleasurable and enriching experiences which will augment classroom instruction and better equip them to discharge personal and citizenship responsibilities.

Through clubs and organizations as well as cultural, social, recreational, and leadership programming, student life programs and student activities make available to students as many opportunities as possible for leadership development and self-realization.

More specific information and guidelines on student activities and student organizations can be found in the Student Activities Handbook. Copies can be obtained from the offices of Student Activities, and the Dean of Student Affairs office.

CAMPUS ACTIVITIES BOARD

The Campus Activities Board (CAB) consists of students that assist the Office of Student Activities in identifying, planning, implementing and evaluating cultural, social, educational and entertainment activities for the students. The Board is composed of students who are selected by the Office of Student Activities and recommended by faculty and staff through an application process.

POLICIES GOVERNING STUDENT ORGANIZATIONS AND ACTIVITIES

Student organizations at Clark Atlanta University provide many opportunities for students interested in out-of-class participation, fellowship and leadership development. All organizations on campus are nonprofit. They must register with the Office of Student Activities to use University facilities and services. To retain its status on campus, each organization must adhere to the following guidelines:

CHARTERING PROCEDURES FOR STUDENT ORGANIZATIONS

1. Student groups seeking authorization to function as approved student organizations shall first submit a proposed constitution and organization application to the Office of Student Activities. The constitution shall be consistent with University regulations and policies governing student life.
2. Chartered student organizations (fraternities and sororities) shall submit an organization application, and national and chapter constitutions to the Office of Student Activities. The chapter constitution shall be consistent with University regulations and policies governing student life.
3. Upon receipt of the constitution, the Office of Student Activities shall present the proposed constitution to the Office of the Dean of Student Affairs for final action.
4. When a petitioning student group is granted approval, it shall be further required to submit to the Office of Student Activities an annual report by September 30 of each academic year.
5. Each student organization shall have two representatives at all mandatory

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organizational workshops (Fall Leadership Mini-Workshop and Spring Leadership Conference).

6. Student organizations shall conduct two campus or community service projects each semester.
7. Student organizations are entitled to the use of University facilities; use of campus bulletin board space; publicity for events and activities in University publications; and guidance and assistance from the Office of Student Activities in planning activities.

ADVISOR

The duties of the advisor shall be to counsel, guide and advise. Each student organization must have two advisors. Advisors are to be members of the faculty or staff approved by the Office of Student Activities and Associate Dean of Student Affairs. A statement of consent must be signed and filed annually with the Office of Student Activities and the Office of the Associate Dean of Student Affairs.

REVOCATION OF CHARTER

1. The Office of Student Activities through the Director of Student Activities may recommend the revocation of the charter of a student organization to the Associate Dean of Student Affairs. The reasons for revocation of charters include, but are not limited to, inactivity, violations of University policies, or other reasons deemed appropriate. This policy applies to all student organizations.
2. Before an organization is regarded as active for any given year, a roster of officers, members and advisors, along with the time and place of regular meeting dates, should be completed and on file in the Office of Student Activities by the fourth week of each semester.
3. Any organization which encourages the violation of University regulations forfeits the right to function on the campus.

GENERAL REGULATIONS GOVERNING FRATERNITIES, SORORITIES, PROFESSIONAL, AND SOCIAL FELLOWSHIP ORGANIZATIONS

1. A new student must be in residence one academic year before he/she is eligible for in-take. Transfer students from an accredited school who satisfy all requirements are eligible for in-take during the second semester of matriculation at Clark Atlanta University.
2. A student must complete a minimum of 24 semester hours with a cumulative grade point average of 2.7 for all courses completed at the college level.
3. In-take periods will be established by the Director of Student Activities and the Panhellenic Council.
4. No student carrying less than twelve semester hours is eligible for in-take activities.
5. Graduate students may not be initiated into an undergraduate chapter.

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6. All students interested in membership (prospectives) must complete the membership in-take class conducted by the Office of Student Activities. Only students whose names appear on the eligibility list are to be considered for in-take. Any organization violating this rule is subject to suspension.
7. Hazing or physical harm of any kind is prohibited. (University policy on hazing can be found in the Code of Student Conduct section of this Handbook.)
8. In-take activities are not to interfere in any manner with classroom work or University work-study assignments of students. Any organization violating this rule is subject to probation or suspension.
9. Students are eligible for in-take if their financial accounts with the University are current, and if they are not on University disciplinary probation.
10. Persons holding offices in an organization must be full-time students pursuing degrees.
11. In-take activities must take place on the campus unless special permission is granted by the Associate Dean of Student Affairs.
12. In-take activities must terminate by 11:00 p.m., Sunday through Thursday, and by 12:00 midnight, Friday and Saturday. Any organization violating this rule is subject to probation or suspension.
13. No in-take activities may begin prior to 3:00 p.m. during a scheduled class day.
14. No Greek-letter organization may function independent of the Panhellenic Council.
15. To maintain active status a member must earn a minimum 2.50 grade point average each semester.
16. A chapter must earn a 2.50 cumulative grade point average to remain active each semester.

Financial Management Procedures for Student Organizations

1. The organization's treasurer or business manager will keep records of all monies received and expended.
2. Requisitions for expenditures must have the signatures of the advisor and treasurer/business manager.
3. A financial statement must be submitted to the Director of Student Activities each semester.

GREEK LIFE

Greek-letter fraternities and sororities have assumed an active role on the CAU campus, and contributed to the cultural, scholastic, political, service, and social life at the University. In addition, Greek-letter organizations provide another vehicle for student leadership opportunities. Greek-letter organizations provide their members with a strong bond of friendship and esprit de corps.

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The Greek-letter fraternities and sororities at CAU are:

Alpha Phi Alpha Fraternity, Inc.
Alpha Phi Chapter
Kappa Alpha Psi Fraternity, Inc.
Gamma Kappa Chapter
Omega Psi Phi Fraternity, Inc.
Beta Psi Chapter
Phi Beta Sigma Fraternity, Inc., Psi Chapter
Iota Phi Theta Fraternity, Inc.
Epsilon Beta Chapter
Alpha Kappa Alpha Sorority, Inc.
Alpha Pi Chapter
Delta Sigma Theta Sorority, Inc.
Sigma Chapter
Zeta Phi Beta Sorority, Inc.
Psi Chapter
Sigma Gamma Rho Sorority, Inc.
Phi Chapter

Intermediate (Graduate) Fraternities:

Kappa Alpha Psi Fraternity, Inc.
Kappa Zeta Chapter

Fraternities and sororities are expected to comply with regional, national, and institutional regulations governing their respective organizations as well as those established by the campus Panhellenic Council and University Code of Student Conduct. Further, they are required to adhere to the published rules and regulations governing student organizations.

Prospective students interested in obtaining membership in campus Greek-letter fraternities and sororities must have the minimum requirements set by the University and additional requirements set by the individual organization. All students interested in obtaining additional information and regulations concerning Greek Life should contact the Office of the Director of Student Activities, 250 Student Center.

All Greek organizations must submit the required forms to the Office of Student Activities for approval of the prospective members. The organization's President or in-take chairperson must provide a written statement signed by each organization member stating their compliance with the rules and regulations regarding hazing. Organizations must not hold any activities with or for prospective members before the official membership in-take period as stipulated by the Office of Student Activities. Greek organizations must provide the Office of Student Activities with general guidelines on membership required by their local, state, or national office. All organizations must follow the rules and regulations regarding hazing on a state, local and national level in addition to the policy of Clark Atlanta University regarding hazing. The hazing policy is located in the Student Code section of this Student Handbook.

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CATEGORIES OF CHARTERED ORGANIZATIONS

Honorary Organizations: Alpha Eta Society (allied health majors); Alpha Kappa Delta National Sociological Fraternity (sociology majors of high standing); Alpha Kappa Mu National Honor Society (juniors and seniors who have accumulated a 3.3 average); Beta Kappa Chi (natural sciences and mathematics majors); Beta Phi Beta Biological Society (biology majors and minors); Epsilon Tau Sigma (allied health majors); Iota Beta Chemical Society (chemistry majors and minors); Phi Mu Alpha Sinfonia National Music Fraternity (Omicron Kappa Chapter - music related); Pi Gamma Mu (social science majors); Psi Chi (psychology majors); Sigma Delta Pi (Spanish majors); Kappa Delta Epsilon (education majors).

Honors Program: Composed of selected students who maintain a grade point average of 3.250 and above. Applications are available in the Office of the Associate Dean for Academic Services.

Panhellenic Council: Composed of the president, secretary, and advisor of each fraternity and sorority, this council makes recommendations and consults with the Dean of Student Affairs through the Director of Student Activities regarding the activities of Greek-letter organizations on campus. Copies of regulations governing the activities of fraternities and sororities may be obtained upon request from the advisors of the Panhellenic Council.

Greek-letter Organizations: Alpha Phi Alpha Fraternity; Omega Psi Phi Fraternity; Phi Beta Sigma Fraternity, Kappa Alpha Psi Fraternity; Alpha Kappa Alpha Sorority; Delta Sigma Theta Sorority; Zeta Phi Beta Sorority; Sigma Gamma Rho Sorority.

Religious Organizations: The Midweek Prayer Hour and the Student Christian Association (merger of Faith in Action Group, the YWCA) command the interest and services of many students. A desire to serve is the only qualification necessary for membership.

The Office of Student Activities or the Associate Dean of Student Affairs can furnish students with a list of contact persons for each organization.

RECREATION/INTRAMURAL SPORTS PROGRAM

The Office of Student Activities coordinates a recreational program which includes worthwhile leisure and recreational opportunities. The program also includes intramural sports such as basketball, softball, and volleyball. Residential and commuter students are encouraged to participate in the recreational/intramural activities.

The mission of the Recreational Sports office is to provide a broad and diversified program of sports and activities that meet the needs and interests of the Clark Atlanta University community.

The recreational sports program comprises intramurals, sports clubs, funk/step aerobics, and open recreation (aquatics, open gym, weight room).

Up-to-date information concerning scheduled activities can be obtained by calling 880-6256. Information can also be obtained on campus flyers, the student activity calendar and other University publications.

All Clark Atlanta University students, faculty and staff with appropriate identification are eligible to participate. Participation in most programs is as easy as showing

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up. Intramural participation simply requires advance sign-up in the Recreational Sports office.

All programs of the Recreational Sports program are open to all students, regardless of any disability. Should you or someone you know need assistance in the use of facilities, contact the Recreational Sports office.

Participants in all programs sponsored by the Recreational Sports office should be aware that injuries may occur as a result of participation. Neither the Recreational Sports office nor the University is responsible for injuries incurred in intramurals, open recreation, or club sports activities. The Student Health Center will provide first aid, and if necessary, with the assistance of Public Safety, coordinate emergency medical response.

The main office of the Recreational Sports program is located in Suite 233, Student Center.

INTERCOLLEGIATE ATHLETICS

The University's Intercollegiate Athletics programs afford students opportunities to enjoy and distinguish themselves in sports, as well as provide excellent athletic competition. For the enjoyment of the student body, faculty, and community, varsity teams in football, tennis, basketball, baseball, soccer, volleyball, and track and field compete with teams from various colleges throughout the area. The University holds membership in the Southern Intercollegiate Athletic Conference and the National Collegiate Athletic Association.

The 2004-2005 Football, Women's Volleyball and Men's and Women's Basketball schedules are published at the end of this section.

STUDENT PUBLICATIONS

Students publish a bimonthly University newspaper and a yearbook which reflect student opinion. These publications are produced under the advisorship of the faculty or staff and without administrative censorship. Student publications provide practical experience in journalism. Clark Atlanta students can also obtain journalism experience in various departments and organizations by writing for, and assisting in, the publication of newsletters and magazines.

Statement on Institutional Responsibilities

Student publications, particularly the student press, are a valuable aid in establishing and maintaining an atmosphere of free and reasonable discussion, and of intellectual exploration on campus. The University endorses the concept that students have the right and responsibility to express and interpret student opinion to the faculty, staff and administration.

The Panther. The mission of the student newspaper shall be to report news of student interest from on and off campus, to editorialize on matters of student concern, and to provide a forum for the free expression and exchange of ideas in the University community.

Panther. The goal of the University yearbook shall be to chronicle campus

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activities of enduring significance, to publish a document which reflects in an accurate, balanced way, campus life, and to provide an archival record of persons, organizations, the campus, curricular, and cocurricular events.

Both publications are Student Affairs-related organizations which link both the academic (curricular) and Student Affairs (cocurricular) educational divisions of the University. For the aforementioned reason, the PANTHER newspaper and yearbook are unique from other student organizations and shall be governed by the following regulations.

- (a) Each publication staff shall be a chartered student organization of the University.
- (b) Each publication shall have, but shall not be solely restricted to, an advisor from the Mass Media Department. The Mass Media Department advisor shall be a faculty member who is appointed by the Department Chair, in collaboration with the Dean of Student Affairs or designee. Advisors shall be guided by the general provisions and expectations outlined in the Student Handbook.
- (c) Each publication shall be funded from the University operational budget, as well as any other available external sources.
- (d) Each publication shall assign to a qualified student the post of Business Manager (Business/Managing Editor), who will maintain a sound financial system related to the collection and disbursement of funds in accordance with generally accepted accounting principles. An Advisor shall serve as a moderator of the fiscal affairs of each organization, working closely with the purpose of effective and efficient operations, as well as an audit.
- (e) An annual fiscal and programmatic report shall be filed with the Division of Student Affairs by the student editors (or designee), and shall serve as the basis for an end-of-the-year-review.
- (f) *The Panther* newspaper must:
 - (1) Carry the following policy statement in its "credit block" on the editorial page: *The Panther* is published by the students of Clark Atlanta University. The opinions expressed in *The Panther* reflect only the positions of the student writers and the editorial staff, and not the ideas or opinions of the University or its governing board. *The Panther* has both the right and responsibility to report news of student interest from on and off campus, to editorialize on matters of student concern, and to provide a forum for the free expression of opinion and exchange of ideas in the community. All rights reserved. Reprints by permission of the editor and advisor. Staff positions shall be open to all interested students.
 - (2) Develop and regularly print the policy which governs "Letters to the Editor."
- (g) Student publications will maintain high standards of literary merit and journalistic responsibility.
- (h) The editors-in-chief will be members of the Student Publications Committee and the Council of Chartered Organizations.

Responsibilities of the Committee

The Committee is responsible for the oversight of the implementation of policies which govern student publications and to develop recommendations for new and/or revised policies.

Composition of the Committee

The Committee shall be composed of nine (9) members: four students, five faculty/staff. Student members shall include the editor-in-chief of the yearbook and newspaper and the presidents of the Student Government Association or designee. Faculty/staff members shall include the advisor for each publication, two members of the Student Life Committee, as well as representation from the Division of Student Affairs. The chair of the Committee shall be determined by the body.

CAMPUS CULTURAL CREED

Clark Atlanta University is committed to academic excellence, building character and service to others. The University will achieve its mission by cultivating an environment of honesty, kindness, mutual respect, self-discipline, school loyalty, trust, academic integrity and communal pride. As a member of this scholarly community, I make the following pledge:

- I will work to promote academic honesty and integrity;
- I will work to cultivate a learning environment which opposes violence, vulgarity, lewdness and selfishness;
- I will embrace the concept of mutual respect by treating others the way I want them to treat me;
- I will support a campus culture of diversity by respecting the rights of those whose views and experiences differ from my own;
- I will honor and care for the sanctity of my body as the temple of God;
- I will commit myself to service so that I can make a difference in the world and a difference for more than just myself;
- I will celebrate and contribute to the “spirit of greatness” left by those who preceded me, and I will work to leave this a better place for those who follow me.

As a member of this community, I am committed to conducting myself in ways that contribute to a civil campus environment which encourages positive behavior in others. I accept the responsibility to uphold these noble ideals as a proud member of the Clark Atlanta University Family.

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CULTURAL ENRICHMENT

Many opportunities for cultural enrichment are available to students through presentations by distinguished artists and speakers, theatrical productions and concerts. The Office of Cultural Affairs is the umbrella unit for the University's student performing arts groups, including the Philharmonic Society, the Jazz Band and the Marching, Pep and Concert Bands. Students interested in these activities should contact the Office of Cultural Affairs, 202 Kresge Hall.

STUDENT GOVERNMENT ASSOCIATION

Students at the University serve in many decision-making capacities. The Clark Atlanta University Student Government Association (CAUSGA) speaks for the student body. CAUSGA officers and the presidents of all chartered student organizations comprise the Council of Chartered Organizations (CCO), which is the executive arm of student government. The Council of Chartered Organizations represents the student body in its formal relations with the administration, faculty, other institutions, and the public. The objective of student organizations is to contribute to the continuous improvement of the University where the views of the students are considered invaluable. The presidents of the CAUSGA hold membership on the University's Board of Trustees.



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2004 FOOTBALL SCHEDULE

DATE	OPPONENT	PLACE	TIME
AUGUST			
28	Kentucky State*	Frankfort, KY	1:30 p.m.
SEPTEMBER			
5	Miles College*	Birmingham, AL	6 p.m. (CST)
11	OPEN		
18	Fort Valley State*	Brunswick, GA	5 p.m.
25	Lane College*	Jackson, TN	6 p.m. (CST)
OCTOBER			
2	Benedict College*	CAU	1:30 p.m.
9	Edward Waters	CAU	1:30 p.m.
16	Albany State*	Albany, GA	1:30 p.m.
23	Morehouse*	CAU	1:30 p.m.
30	Tuskegee (HC)*	CAU	1:30 p.m.
NOVEMBER			
6	Stillman College	San Diego, CA	TBA
13	Division II Play-offs		

* Indicates Conference Games

HC - Homecoming

All Games are Eastern Standard Time unless otherwise indicated.

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2004-05 MEN'S BASKETBALL SCHEDULE

DATE	OPPONENT	PLACE	TIME
NOVEMBER			
19	State University of West Georgia	Carrollton, GA	7:30 p.m.
22-23	Xavier Tournament	New Orleans, LA	TBA
29	Stillman College	Tuscaloosa, AL	7:30 p.m.
DECEMBER			
1	Tuskegee University	Tuskegee, AL	7:30 p.m.
4	Ricky Williams Classic University of Tampa vs. CAU	CAU	8 p.m.
JANUARY			
4	Lane College	CAU	8 p.m.
6	Kentucky State University	CAU	8 p.m.
8	Paine College	Augusta, GA	8 p.m.
10	Benedict College	Columbia, SC	8 p.m.
15	LeMoyne-Owen College	CAU	8 p.m.
17	Miles College	CAU	8 p.m.
20	Lane College	Jackson, TN	7:30 p.m.
22	Kentucky State University	Frankfort, KY	8 p.m.
27	Tuskegee University	CAU	8 p.m.
29	Stillman College	CAU	8 p.m.
FEBRUARY			
1	Claflin College	Orangeburg, SC	7:30 p.m.
3	Morehouse College	CAU	7:30 p.m.
5	Fort Valley State University	Ft. Valley, GA	8 p.m.
8	Albany State University	CAU	8 p.m.
10	Paine College	CAU	8 p.m.
12	Benedict College	CAU	8 p.m.
15	Albany State University	Albany, GA	8 p.m.
17	Fort Valley State University	CAU	8 p.m.
19	Morehouse College	Atlanta, GA	7:30 p.m.
21	LeMoyne-Owen College	Memphis, TN	7:30 p.m.
23	Miles College	Birmingham, AL	7:30 p.m.
MARCH			
1-5	SIAC TOURNAMENT	TBA	TBA

Head Coach: Larry Nolley

Assistant Coaches: Sean Griffin, Phillip Oliver II

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2004-05 LADY PANTHERS' BASKETBALL SCHEDULE

DATE	OPPONENT	PLACE	TIME
NOVEMBER			
16	Columbus State University	Columbus, GA	6 p.m.
19-20	Betty McClendon Classic	Fort Valley, GA	TBA
23	Montevallo University	Montevallo, AL (CST)	6 p.m.
26-27	CAU Lady Panther Classic (CAU, Paine College, Augusta College, Winston-Salem State Univ.)	CAU	6/8 p.m.
29	Stillman College	Tuscaloosa, AL (CST)	5:30 p.m.
DECEMBER			
1	Tuskegee University	Tuskegee, AL (CST)	5:30 p.m.
JANUARY			
4	Lane College	CAU	6 p.m.
6	Kentucky State University	CAU	6 p.m.
8	Paine College	Augusta, GA	5:30 p.m.
10	Benedict College	Columbia, SC	6 p.m.
15	LeMoyne-Owen College	CAU	6 p.m.
17	Miles College	CAU	6 p.m.
20	Lane College	Jackson, TN (CST)	5:30 p.m.
22	Kentucky State University	Frankfort, KY	5:30 p.m.
27	Tuskegee University	CAU	6 p.m.
29	Stillman College	CAU	6 p.m.
FEBRUARY			
5	Fort Valley State University	Ft. Valley, GA	6 p.m.
8	Albany State University	CAU	6 p.m.
10	Paine College	CAU	6 p.m.
12	Benedict College	CAU	6 p.m.
15	Albany State University	Albany, GA	6 p.m.
17	Fort Valley State University	CAU	6 p.m.
21	LeMoyne-Owen College	Memphis, TN (CST)	5:30 p.m.
23	Miles College	Birmingham, AL (CST)	5:30 p.m.
MARCH			
1-5	SIAC TOURNAMENT	TBA	TBA

Head Coach: Vanessa White Moore

Assistant Coach: Vanessa Butts

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2004 LADY PANTHERS' VOLLEYBALL SCHEDULE

DATE	OPPONENTS	PLACE	TIME
SEPTEMBER			
1	Spelman College	CAU	6 p.m.
3	Paine College	CAU	5 p.m.
10-11	Paine College Tournament	Augusta, GA	TBA
14	Spelman College Tri-Match (Tuskegee University)	Atlanta, GA	TBA
17-18	S.C. State Tournament (Hampton University, Savannah State University, The Citadel)	Orangeburg, SC	TBA
21	Miles College	CAU	5:30 p.m.
23	Benedict College	Columbia, SC	6 p.m.
25	North Carolina Central Univ.	CAU	1 p.m.
28	Albany State University	CAU	6 p.m.
30	Savannah State University	Savannah, GA	6 p.m.
OCTOBER			
1-2	LeMoyne-Owen Tournament (Lane College, Bethel College, Mississippi Valley State, Paine College)	Memphis, TN	TBA
6	Miles College	Birmingham, AL	5:30 p.m.
8	Tuskegee University	Tuskegee, AL	5 p.m.
12	Fort Valley State University	CAU	6 p.m.
15	Lady Panther Tri-Match (LeMoyne-Owen College, Benedict College)	CAU	3 p.m.
19	Stillman College	CAU	6 p.m.
21	Savannah State University	CAU	6 p.m.
28	S.C. State University	CAU	6 p.m.
NOVEMBER			
1	Albany State University	Albany, GA	6 p.m.
4	Fort Valley State University	Fort Valley, GA	6 p.m.
6	Stillman College	Tuscaloosa, AL	10 a.m. (CST)
10-11	SIAC TOURNAMENT	Frankfort, KY	TBA

Head Coach: Tamica Smith Jones

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2004 MEN/WOMEN CROSS-COUNTRY SCHEDULE

DATE	OPPONENT	PLACE	TIME
SEPTEMBER			
4	Morehouse College Invitational	Atlanta, GA	8 a.m.
11	Benedict College Invitational	Columbia, SC	8 a.m.
	Georgia State University Invitational	Atlanta, GA	8 a.m.
18	TBA		
22	Atlanta University Center Invite	Atlanta, GA	8 a.m.
25	Oglethorpe University Invitational	Atlanta, GA	8 a.m.
OCTOBER			
2	Georgia Collegiate Championships at Berry College	Mt. Berry, GA	8 a.m.
9	TBA		
22	Southern Intercollegiate Athletic Conference Cross-Country Championships	TBA	8 a.m.
NOVEMBER			
6	NCAA South Regional Cross-Country	Memphis, TN	8 a.m.
20	NCAA National Cross-Country Championships hosted by University of Southern Indiana	Evansville, IN	TBA

Head Coach: Pamela Page

Assistant Coach: Robert Douglas

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2005 BASEBALL SCHEDULE

DATE	OPPONENT	PLACE	TIME
FEBRUARY			
4	Erskine College	at Erskine	1 p.m.
5	Erskine College (DH)	at Erskine	1 p.m.
6	Miles College (DH)	CAU	1 p.m.
8	Emmanuel College (DH)	CAU	Noon
12	West Georgia University (DH)	Carrollton, GA	1 p.m.
13	West Georgia University	Carrollton, GA	1 p.m.
16	Tuskegee University (DH)	CAU	Noon
18	Stillman College (DH)	Tuscaloosa, AL	Noon
19	Morehouse College (DH)	CAU	1 p.m.
20	Morehouse College	CAU	1 p.m.
23	Alabama State University (DH)	CAU	Noon
24	Stillman College (DH)	CAU	Noon
26	Toccoa Falls College (DH)	CAU	Noon
28	Tuskegee University (DH)	Tuskegee, AL	Noon
MARCH			
1	Emmanuel College (DH)	at Emmanuel	Noon
5	Paine College (DH)	Augusta, GA	Noon
6	Paine College	Augusta, GA	1 p.m.
9	LeMoyne-Owen College (DH)	CAU	1 p.m.
12	Albany State University (DH)	Albany, GA	Noon
13	Albany State University	Albany, GA	1 p.m.
16	Alabama State University	at Alabama State	Noon
19	Morehouse College (DH)	Atlanta, GA	Noon
20	Morehouse College	Atlanta, GA	1 p.m.
23	Southeastern College (DH)	CAU	Noon
26	Benedict College (DH)	Columbia, SC	Noon
27	Benedict College	Columbia, SC	1 p.m.
29	Atlanta Christian College (DH)	CAU	2 p.m.
APRIL			
6	Miles College (DH)	Birmingham, AL	Noon
9	Paine College	CAU	4 p.m.
10	Paine College (DH)	CAU	1 p.m.
14-17	SIAC CHAMPIONSHIP	TBA	TBA

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2005 LADY PANTHERS SOFTBALL SCHEDULE

DATE	OPPONENT	PLACE	TIME
FEBRUARY			
3	Fort Valley State	Ft. Valley, GA	2/4 p.m.
4	Edward Waters College	Jacksonville, FL	6/8 p.m.
6	Valdosta State	Valdosta, GA	2/4 p.m.
10	Univ. West Georgia	CAU	2/4 p.m.
11	Univ. of North Alabama	Huntsville, AL	4/6 p.m.
12	Stillman College	Tuscaloosa, AL	1/3 p.m.
17	Miles College	CAU	3/5 p.m.
18-19	UWG Tournament	Carrollton, GA	
18	Agnes Scott	CAU	1/3 p.m.
22	Tuskegee Univ.	Tuskegee, AL	12/2 p.m.
25	Benedict College	CAU	2/4 p.m.
26	Fort Valley State	CAU	1/3 p.m.
MARCH			
2	Edward Waters College	CAU	2/4 p.m.
3	Univ. West Georgia	Carrollton, GA	2/4 p.m.
5	Stillman College	CAU	2/4 p.m.
11	Slippery Rock University	CAU	3/5 p.m.
13	Miles College	Birmingham, AL	1/3 p.m.
16	Paine College	CAU	3/5 p.m.
18	Clafin College	TBA	TBA
19	Benedict	Columbia, SC	2/4 p.m.
20	Paine College	Augusta, GA	3/5 p.m.
23	Arkansas Tech	CAU	3/5 p.m.
24	Albany State	CAU	2/4 p.m.
25-27	EASTER		
31	Crossover Tournament	Albany State	TBA
APRIL			
1-2	Crossover Tournament	Albany State	TBA
5	Florida Gulf Coast College	CAU	3/5 p.m.
8-9	Fort Valley Tournament	Ft. Valley, GA	TBA
14-17	SIAC TOURNAMENT	Albany, GA	TBA

Head Coach: Lawanda Pearson

Assistant Coaches: Evelynne Evans, Ray Malone, Lorenzo Dukes, Eddie Lane

STUDENT HANDBOOK

CONSTITUTION OF THE CLARK ATLANTA UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

Whereas Clark Atlanta University recognizes the legitimate prerogative of its students to participate in the governance and affairs of the University; and whereas such participation shall be consistent with applicable University policies; Clark Atlanta University does hereby establish and create the Student Government Association in accordance with the provisions of this Constitution.

ARTICLE I: NAME

The name of this organization shall be the Clark Atlanta University Student Government Association (CAUSGA).

ARTICLE II: PURPOSES

The purposes of the Clark Atlanta University Student Government Association shall be:

1. to represent the welfare and interests of the student body and the University
2. to facilitate communication and dialogue among students, faculty, staff, administration, and alumni in matters affecting the welfare of the student body
3. to promote academic excellence and good moral and ethical practices
4. to provide opportunities for the development of superior character and leadership ability among its members
5. to exercise the prerogatives and the responsibilities of student government as provided in this Constitution in cooperation with the University administration
6. to give students an active voice in the governance of Clark Atlanta University
7. to play a lead role in planning activities which are of recreational, social, and developmental interest to the student body.

ARTICLE III: MEMBERSHIP

All students matriculating and enrolling at Clark Atlanta University shall be members of CAUSGA.

ARTICLE IV: OFFICERS

Section 1: The officers of CAUSGA are Executive Board members, Class officers, House of Delegates members, and Miss Clark Atlanta University.

Section 2: Officer Selection

Section 2A: Officers of CAUSGA shall be elected annually in a Universitywide election of the student body.

Section 2B: Only enrolled graduate students shall vote for graduate officers, e.g., President, Vice President, House of Delegates representatives and any other graduate officers as may be established through the provisions of Article IX. Only enrolled undergraduate students shall vote for undergraduate officers, e.g., President, Vice

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President, House of Delegates representatives and any other undergraduate officers as may be established through the provisions of Article IX.

ARTICLE V: ORGANIZATIONAL STRUCTURE

Section 1: The members of the Executive Board shall consist of two Presidents (one graduate and one undergraduate), two Vice Presidents (one graduate and one undergraduate), Secretary, and Treasurer.

Section 2: The House of Delegates

Section 2A: All legislative and deliberative authority of the Student Government Association shall be vested in the House of Delegates.

Section 2B: The House of Delegates shall be established and apportioned annually in accordance with the following representation:

- 1 representative for each undergraduate class
- 1 representative for each residence hall
- 1 graduate representative for each School
- 3 undergraduate representatives for commuter students
- 2 graduate representatives for commuter students
- 1 undergraduate representative for international students
- 1 graduate representative for international students
- 1 at-large representative per 1000 students

Section 2C: The number and distribution of at-large representatives to the House of Delegates shall be based on the University's official Fall Semester Census preceding the University-wide election.

Section 2D: Each of the following divisions shall elect from its membership representatives to the House of Delegates: graduate, seniors, juniors, sophomores, freshmen, residence hall representatives, graduate commuter and international representatives, undergraduate commuter and international representatives.

ARTICLE VI: TERM OF OFFICE

Section 1: The term of officers of CAUSGA shall approximate one year beginning and ending with the Spring Commencement of the University.

Section 2: Miss Clark Atlanta University shall not serve more than one term.

Section 3: All other elected officers of CAUSGA may serve more than one term if reelected. However, an officer may not exceed two terms in a particular office.

ARTICLE VII: STUDENT ELECTION COMMITTEE

Section 1: The Student Election Committee (SEC) shall derive from the House of Delegates by majority vote of the House of Delegates.

Section 2: Election for CAUSGA officers shall take place during Student Election Week. All of the election activities shall take place under the supervision of SEC and their advisor(s) with the date of elections being established each year by the Associate Dean of Student Affairs in conjunction with the House of Delegates.

Section 3: The SEC shall conduct elections as directed by the House of Delegates

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following the guidelines of the Election Code, with the advisement of the Associate Dean of Student Affairs. Any proposed changes of rules by the SEC must be submitted to the House of Delegates to be approved before the Election Code becomes effective.

Section 4: Student body elections may not occur within the two-week period immediately preceding midterm or final examinations.

Section 5: Voting in all elections shall be by secret ballot.

ARTICLE VIII: CONSTITUTION AMENDMENTS

Section 1: The Constitution shall be reviewed annually by a committee derived from the House of Delegates.

Section 2: Any Clark Atlanta University student may submit changes or recommendations in writing to the committee.

Section 3: Any proposed change by the committee shall be ratified by the student body by 2/3 vote of those students voting in a Universitywide election.

Section 4: This Constitution shall be considered enacted if approved by 2/3 majority vote of those students voting in a Universitywide election.

BYLAWS

I. Meetings

Section 1: A notice of any meeting of Clark Atlanta University Student Government Association (CAUSGA) shall be posted at least one week in advance.

Section 2: CAUSGA shall hold at least two meetings per semester—one prior to and one following the midterm. The House of Delegates shall hold two formal business meetings per semester—one prior to and one following the CAUSGA meeting.

Section 3: Fifty percent of the House of Delegates shall constitute a quorum for formal meetings.

Section 4: Additional meetings may be called by the Presidents of CAUSGA or by one-fourth of the House of Delegates, provided they present such a request in writing to the CAUSGA Presidents.

Section 5: One-third of the House of Delegates shall constitute a quorum for called meetings.

Section 6: Failure of a representative to attend two consecutive formal meetings without approval from the House of Delegates shall result in his or her suspension or expulsion from the House of Delegates.

Section 7: Failure of a CAUSGA officer to attend two CAUSGA meetings without approval from the House of Delegates shall result in his or her suspension or expulsion from his or her position.

II: Qualifications

Section 1: The Presidents and Vice Presidents of Clark Atlanta University Student Government Association shall meet the following qualifications immediately prior to and for the duration of their tenure:

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- A. Must be at least a full-time junior by the Fall semester that the office is sought or must be a graduate student by the semester in which the office is sought and have at least one year of matriculation at CAU immediately prior to that semester.
- B. Must have recommendations from two faculty or staff members and two Clark Atlanta University students.
- C. Must have a cumulative grade point average of 2.5 for the undergraduate and 3.0 for the graduate officers.
- D. Must be in good financial standing with the University.
- E. Must be in good judicial standing with the University.

Section 2: The members of the House of Delegates shall meet the following qualifications immediately prior to and for the duration of their tenure:

- A. Must be at least a full-time student having achieved classification consistent with the office being sought by the Fall semester.
- B. Must have recommendations from two faculty or staff members and two Clark Atlanta University students.
- C. Must have a cumulative grade point average of 2.5 for the undergraduate and 3.0 for the graduate offices.
- D. Must be in good financial standing with the University.
- E. Must be in good judicial standing with the University.
- F. Position eligibility must be approved by the Student Election Committee and the Associate Dean of Student Affairs (i.e., only a commuter student may be eligible to be Commuter Student Representative).

Section 3: Miss Clark Atlanta University shall meet the following qualifications immediately prior to and for the duration of her tenure:

- A. Must be at least a full-time junior or a graduate student having at least one year of matriculation at CAU immediately prior to the semester in which the office is sought.
- B. Must have a cumulative grade point average of 2.5 for the undergraduate and 3.0 for the graduate.
- C. Must be in good financial standing with the University.
- D. Must be in good judicial standing with the University.
- E. Must have recommendations from two faculty or staff members and two Clark Atlanta University students.

Section 4: All other officers of CAUSGA shall meet the following qualifications immediately prior to and for the duration of their tenure:

- A. Must be at least a full-time student having achieved classification consistent with the office being sought by the Fall semester.
- B. Must have recommendations from two faculty or staff members and two Clark Atlanta University students.
- C. Must have a cumulative grade point average of 2.5 for undergraduate and 3.0 for

the graduate officers.

- D. Must be in good financial standing with the University.
- E. Must be in good judicial standing with the University.

III. Duties

Section 1: The Presidents of CAUSGA shall be the chief executive officers of Student Government.

Section 1A: The Executive Board Presidents shall serve as spokespersons for the student body.

Section 1B: The Class Presidents shall serve as spokespersons for their respective class.

Section 2: The Executive Board Presidents shall be ex officio voting members of all committees of CAUSGA.

Section 3: The Executive Board Presidents shall be empowered to appoint committees to assist in the executive functions of CAUSGA and to promote broad participation of students in the affairs of the student body and the University.

Section 4: The Executive Board Presidents shall recommend and nominate students to serve on appropriate University committees.

Section 5: The Vice Presidents of CAUSGA shall be empowered to carry out the duties and responsibilities of either president in his/her absence.

Section 6: The Executive Board Vice Presidents shall be nonvoting members in the House of Delegates and shall preside over that body.

Section 7: The Vice Presidents shall assist and represent the Presidents in performing the executive and administrative duties of CAUSGA.

Section 8: The Secretary shall be responsible for taking and maintaining minutes and permanent records of all CAUSGA business. These records shall be open to any CAUSGA member.

Section 9: The Executive Board Treasurer shall chair the Budget Committee and recommend to the House of Delegates an operating budget for the ensuing year and maintain records of funds.

Section 10: The Treasurer shall monitor all CAUSGA financial transactions.

Section 11: The Treasurer shall make a year-end report describing revenues, disbursements, and encumbrances and shall carry forward balances of the CAUSGA's funds to the House of Delegates and the University so as to reflect the business of CAUSGA at the close of the academic year.

Section 12: The body of the House of Delegates shall elect its chair.

Section 13: The Chair of the House of Delegates shall call and preside over meetings, of which he or she shall be a member with voting privileges.

IV. Vacancies

Section 1: Any office shall be declared vacant when an incumbent fails to satisfy any requirements as set forth in these bylaws.

Section 2: Any elected officer of CAUSGA may be removed from office by two-thirds vote of the student body.

Section 3: Should the office of President become vacant for any reason, the Vice President shall serve the rest of the term as President.

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Section 3A: Should the Vice President fail to serve, a special election for replacement shall be held by the SEC. Should a Vice President fail to be elected, the President shall appoint a replacement with approval from the House of Delegates.

Section 4: Should the office of Treasurer and/or Secretary become vacant, the President shall appoint replacements with approval from the House of Delegates.

Section 5A: Should Miss Clark Atlanta University fail to comply with her duties, her position becomes vacant and the line of succession falls in order to the first attendant, second attendant. Should the line of succession fail to produce a replacement, the office shall fall in order to Miss Senior, Miss Junior, etc.

Section 5B: Miss Clark Atlanta University may be removed from office by two-thirds vote of those students voting in a universitywide election, if the incumbent's behavior, conduct, or demeanor reflects unfavorably on the office, the student body, or the University.

Section 5C: The successor to Miss Clark Atlanta University as described in Section 5A shall hold office for the unexpired duration of the term of office.

V. Election Code

Section 1: The House of Delegates in conjunction with the Student Election Committee shall review and approve election requirements and procedures with the signature of the Associate Dean of Student Affairs.

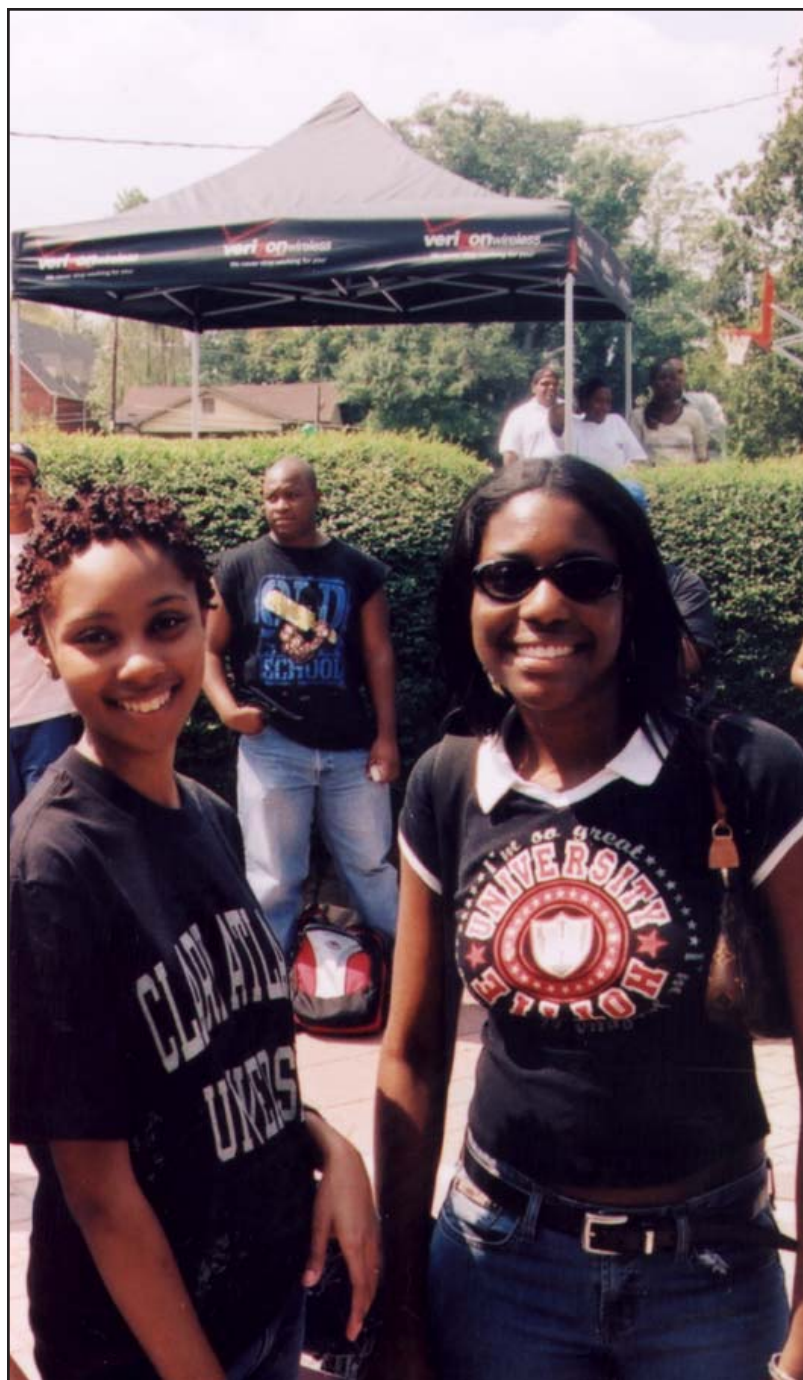
VI. Amendments

Section 1: Any proposed bylaw amendment must be circulated to the student body at least 30 days prior to the next scheduled CAUSGA meeting before it may be submitted to and adopted by the House of Delegates.

VII. Parliamentary Procedure

Section 1: In all matters not covered by this Constitution and bylaws, this organization shall be governed by *Robert's Rules of Order*.

NOTES



RESIDENCE LIFE / STUDENT HOUSING

Specific Policies and Procedures for Residence Halls are outlined in the Student's Guide to Residential Living and student housing contract.

The Department of Residence Life (Student Housing) is committed to providing residence hall facilities that meet the changing needs of students and support their academic achievement and personal growth. The Residence Life staff believes that comfortable, safe, and clean facilities, equipped with amenities such as computer resource rooms and study rooms, will assist students in the enjoyment of a meaningful and exciting community living experience. The Department of Residence Life is also the student's connection to the following residential services: room assignments, room changes, maintenance and repairs, safety and security provisions, and all contract information. The Department realizes that residents spend most of their time away from the classroom. Therefore, the Department will coordinate and sponsor programs that contribute to residential students' social, personal, career, spiritual, physical, intellectual, and emotional development.

Residence hall rules and regulations and the judicial process are designed to make the residential experience a positive one. As residents, students have the right to expect an atmosphere that is conducive to study, rest, and to live in a safe, clean environment. Safety and security of residents is an important issue to the Department of Residence Life. Clark Atlanta University is generally a safe campus; however, all residents must be aware of, and abide by, security regulations published by the Department of Residence Life in conjunction with the Department of Public Safety, to protect themselves and others. (For a complete summary of safety in the residence halls, consult the Student's Guide to Residential Living.)

Following is general information on policies and procedures that govern residence life:

1. *Obtaining Housing*

Students are assigned to residence halls by the Department of Residence Life (Student Housing) prior to the opening of school. At the time of enrollment, a student should report to the assigned hall and register with the Hall Director. During the first day of occupancy, residents should complete the "Room Condition Sheet" (Inventory Form).

2. *Accounts*

Accounts must be paid in full before students are eligible to pay their housing deposit for the next academic year.

3. *Term of Housing Contract*

The contractual agreement between undergraduate students and the University expires twenty-four hours after the last examination at the close of the academic year. Only undergraduate and graduate students participating in Commencement ceremonies will be allowed to remain until Commencement.

4. *Summer Housing*

Housing is available during summer months for students enrolled in summer school. Summer housing must be arranged through the Department of Residence Life after the deposit has been paid in the Cashier's Office.

5. *Occupancy Level*

All units must be fully occupied. If an occupant moves out, the remaining

student(s) must agree to accept a roommate who will be assigned to the unit or the student(s) may request available space in another unit. The University reserves the right to fill vacancies as they occur.

6. *Prohibition Against Animals in Residence Halls*
 Except for documented cases of physical disability, animals are not allowed in the residence halls. Health and sanitary precautions necessitate that students adhere strictly to the regulation.
7. *Right of Refusal*
 The University reserves the right to require at any time the withdrawal of a student from a residence hall when it has been determined that the student's continued residence is no longer feasible. The University also reserves the right to make changes in its housing patterns that improve the living conditions of residents.
8. *Personal Property Losses*
 The University is not responsible for the loss of money, valuables, or damages to the property of residents. It is recommended that students purchase personal property insurance.
9. *Right to Enter Rooms*
 The University reserves the right for authorized personnel to enter each room or unit under the following conditions: where there is reason to believe the occupants' lives are in danger; when there is cause to believe that the room or unit is being used for illegal activities; when the maintenance staff needs to enter the room or unit to make repairs; and to inspect for cleanliness.
10. *Room Inspection*
 Each student is responsible for the care and furnishings in the room or the unit. Inspection will be made periodically to determine the condition of the room or unit, with damages being assessed and submitted to the Office of Student Accounts. Rooms may be inspected daily by an authorized person to encourage regular attention to housekeeping duties and to detect maintenance needs. The following inspection procedures are observed in all residence facilities:
 - a. The Hall Director/Resident Assistant, or University staff member, will knock before entering a student's room and give the student an opportunity to answer the door.
 - b. Upon entering the room, the Hall Director/Resident Assistant or staff member will state specific reason(s) for entering.
 - c. Hall Director/Resident Assistant or staff members will record nonroutine room checks and file results with the supervisor for future reference. In cases where a thorough inspection of waste receptacles, drawers, and other personal belongings is necessary, directors/advisors or coordinators will request the assistance of safety personnel. If the safety personnel is not available, a member of the Residence Life staff will be called for assistance.
11. *Removal of Furniture*
 Furniture provided by the University is not to be removed from the building or to another unit in the building without prior consent of the Hall Director.
12. *Responsibility for Safeguarding Keys and Personal Possessions*
 Keys are nontransferable and should be in the possession of room occupants at

all times. The University is not liable for loss of money or valuables or for damage to the property of residents. Residents are strongly encouraged to purchase personal property insurance or amend the parent/guardian's homeowners policy to cover personal belongings while at CAU.

13. *Emergency Exits*

Residents are expected to pay special attention to information distributed regarding emergency exiting from buildings and are expected to know their whereabouts and the procedure for their use.

14. *Stairwell Doors / Exit Only Doors*

Wedges are not to be used to hold doors open. The use of wedges jeopardizes safety and security.

RESIDENCE HALL HOURS

1. *Opening/Closing*

The residence halls open at 8:00 a.m., Monday through Saturday, and at 9:00 a.m. Sunday. Halls close at 11:30 p.m. All visitors and messengers are required to present themselves at the reception desk.

2. *Quiet Hours*

Group living requires that students be considerate and respectful of others and that all residents and visitors cooperate in observing the individual's right to study at any time desired. A reasonable degree of quietness is essential in the residence halls at all times. Stereo equipment and radios may be played in students' rooms at moderate decibel levels which do not disturb others. Typewriters can also be disturbing and should be used with consideration of others. Violation of these standards is considered a serious offense to the pursuit of education, which is the primary purpose for being at Clark Atlanta University. Interference with this pursuit through loud stereo equipment, radios, or conversations will be considered a serious offense.

3. *Visitors*

A visitor's sheet is provided in each residence hall and should be signed by non-residents who enter the hall after 6 p.m. Visitors must present a current ID card or driver's license to the staff person on duty. The staff person will hold the ID card until the visitor departs from the residence hall. The visitor must be met by the resident and escorted to the room. If the resident is not available, the visitor must vacate the premises immediately.

Overnight visits may be arranged through the Office of Residence Life. A forty-eight-hour written request to the Hall Director must be submitted to obtain permission to have an overnight visitor of the same gender. Overnight visitation shall not exceed two nights. **A fee is charged per night.** Information on the fee can be obtained from the Hall Director.

4. *Coed Visitation*

Regulations governing visitations in the residence halls will be administered by

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the Office of Residence Life. The following specific regulations govern coed visitation:

All Halls: Coed Visitation Hours: 6:30 p.m. - 11:30 p.m., 7 days a week

- a. All visitors must enter the front door and sign in at the main desk. Visitors must know the full name of the person to be visited. A visitor must be signed in and out by the resident of the hall and escorted from the main desk to the room visited.
- b. Each student must be clothed in street attire during visiting hours, and doors are to remain unlocked while visitors are present.
- c. Hall Director and designated University officials may request entrance to any room at any time.
- d. There will be no loitering in the building, especially in the area of the front desk. (For security reasons, the desk worker must be able to see persons who enter the building.)
- e. Guests should begin exiting hall ten minutes prior to the end of visiting hours. Visitors and hosts/hostesses will report to the main desk, and hosts/hostesses must sign out visitors by the end of visiting hours. All visitors must leave by the front entrance.
- f. Hall Director will implement the conditions for coed visitation and all related policies in the Student Handbook, Housing Contract, and Student's Guide to Residential Living. Reports on violations are made by RA's or Hall Director, who will refer the repeated violators to the Department of Residence Life. The Hall Director may apply disciplinary action for fewer than three violations.

SAFETY PROVISIONS

1. *Emergency Preparedness*

Residents must comply with all fire and safety regulations and guidelines, and must participate in all emergency drills. Residents shall pay special attention to information given regarding emergency exiting from buildings and are expected to know their locations and the procedures for their use. Evacuation route information is provided on the back of each room door and in residence hallways.

2. *The Panic Door*

All residence halls are equipped with panic doors which are to be used only in case of emergency between midnight and 8:00 a.m. The main exit should be used for regular exits and entrances to the buildings. Those who violate this regulation by placing a wedge in the door or admitting others to the building through the panic door may be suspended or dismissed from the residence hall.

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COMMON AREAS

Residents are expected to take every precaution to ensure that common areas are not abused (e.g., hallways, baths, stairwells, lounges, utility/storage areas, and kitchens). In halls or areas where the University has determined that residents are tolerating abuse of University property and responsible individual(s) cannot be identified, all residents will be held responsible for paying a prorated share of the cost of repairing such damages. Removal of common area furnishings or equipment from their proper locations constitutes theft of University property.

ELECTRICAL APPLIANCES

Cooking appliances such as hot plates are to be used only in places designated for such use, not in students' rooms. Care should be taken not to overload the circuits, to be cognizant of fire safety issues and to conserve energy.

GOVERNANCE

Residence halls are governed by Hall councils. Each residence hall's council is composed of the president and vice president, secretary, treasurer, a representative for each floor in the residence hall, and the Hall Director. The officers of this body are elected by the members of the hall. The council president has the responsibility of implementing the residence hall programs and activities and of bringing to the council's attention any matters within its jurisdiction.

The council represents all residents in the hall. Meetings are held monthly. This body elects officers at the beginning of each school year. The procedure for electing officers is as follows:

1. The Hall Director (H.D.) receives nominations from the hall for the offices of president, vice president, secretary, and treasurer.
2. Candidates for the above offices are screened carefully by the H.D. on the basis of leadership ability, emotional maturity, general deportment, and personal appearance. If the H.D. decides that all the council nominations in any category fail to qualify, he/she has the power to select other candidates.
3. The names of the qualifying candidates are presented to the hall for final approval and a subsequent vote.

POLICY CONCERNING PREGNANT STUDENTS RESIDING IN THE RESIDENCE HALLS

A resident student who becomes pregnant should notify the Associate Dean of Student Affairs within her first trimester. The student should be permitted on-campus housing privileges until the end of her second trimester, provided she gives the Associate Dean the following information:

1. A statement from the student's attending physician indicating the estimated date of birth of the child.

2. A statement from the student's attending physician attesting to the health of the mother and fetus.
3. A statement from the attending physician indicating that the health of neither the mother nor the fetus will be jeopardized by participation in normal University activities.
4. A notarized waiver releasing Clark Atlanta University from any responsibility or liability for the health of the mother, fetus, or the outcome of the pregnancy.

This medical information submitted to the Associate Dean of Student Affairs will be shared with and maintained by the Clark Atlanta University Student Health Center; however, prenatal care will not be provided by the institution.

Further, the pregnant student will be required to obtain adequate prenatal care from a local attending physician and inform the Associate Dean of Student Affairs of that physician's name and location.

Under no circumstances will a student be permitted to reside in the residence hall with said student's child.

Clark Atlanta University assumes no responsibility or liability for the health of the mother, fetus, or the outcome of the pregnancy.

POLICY ON SMOKING IN RESIDENCE HALLS

Clark Atlanta University holds a commitment to a wholesomeness of life, underscored and supported by the University's unique environment, policies and practices. Clark Atlanta University has therefore joined hundreds of similar institutions around the nation in a concern about the harmful effects of the use of tobacco products by those in its campus community.

Tobacco use has clearly been established as a preventable cause of many kinds of illness. Current research indicates that tobacco smoke exposure in confined areas may be a health hazard to nonsmokers. Smoke from cigarettes, cigars and pipes can be an irritant to many nonsmokers and can aggravate allergic conditions. In sufficient concentration, secondhand smoke may be harmful to those with chronic heart or lung disease.

Though affecting primarily the user, smokeless tobacco is also recognized as potentially harmful, and the policy outlined in this statement shall be interpreted as meaning that the use of smokeless tobacco products will be prohibited in the same areas as is tobacco smoking.

Effective the Fall Semester of the 1992-93 academic year, no smoking will be allowed in any residential hall at Clark Atlanta University by students, faculty or staff.

This policy is being adopted out of consideration for the safety and well-being of the entire University community and out of a concern for the maintenance of sanitary conditions in the University's buildings and other facilities. The success of this policy depends on the thoughtfulness, consideration and cooperation of smokers and non-smokers.

The Residence Life Staff works to ensure that this environment and these conditions exist. A complete description of Residence Life's community standards,

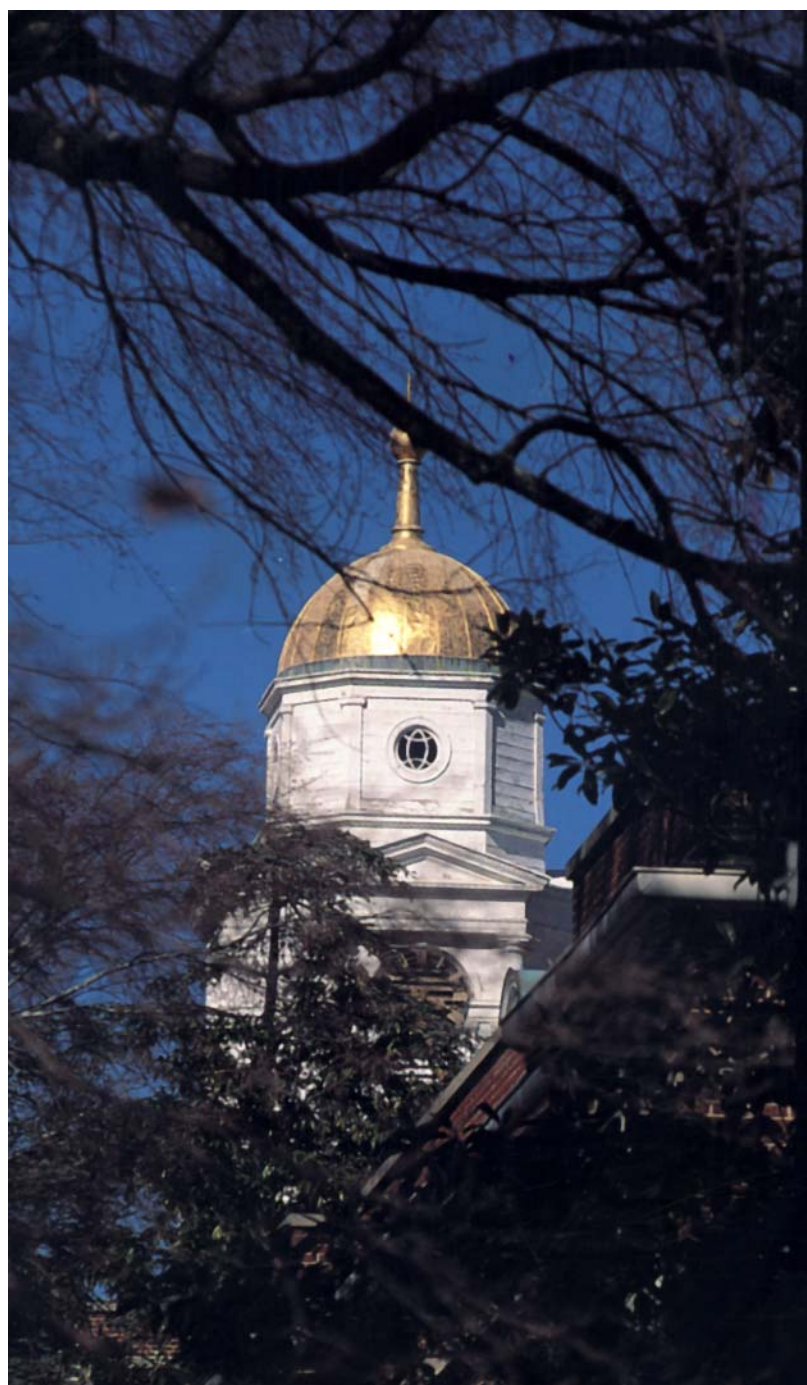
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policies and procedures can be found in the Student's Guide to Residential Living.

Residents are expected to adhere to policies, procedures, and guidelines found in the following aids: (1) Student Housing Contract, (2) Student Handbook, and (3) Student's Guide to Residential Living.

DISCIPLINARY MATTERS

Minor infractions of University policies, regulations and guidelines that govern residence life (student housing) will be handled by the Hall Director and/or the Director of Residence Life. Major infractions, as well as repeated minor infractions, will be handled by the Associate Dean of Student Affairs as outlined in the University's Code of Student Conduct.



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STUDENT JUDICIAL AFFAIRS CODE OF STUDENT CONDUCT

AUTHORITY FOR STUDENT DISCIPLINE

1. Ultimate authority for student discipline is vested in the Board of Trustees of Clark Atlanta University through the President. Disciplinary authority may be delegated to University administrators, faculty members, committees, and organizations, as set forth in this Code, or in other appropriate policies, rules, or regulations adopted by the Board.

STUDENT PARTICIPATION

2. Students are asked to assume positions of responsibility in the University judicial system in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the Board of Trustees and in the University administration.

RATIONALE

3. The primary purpose for the imposition of discipline in the University setting is to protect the campus community. Consistent with that purpose, reasonable efforts also will be made to foster the personal, educational, and social development of those students who are held accountable for violations of University regulations.

DEFINITIONS

4. When used in this Code:
 - a. the term “aggravated violation” means a violation which resulted or foreseeably could have resulted in significant damage to persons or property, or which otherwise posed a substantial threat to the stability and continuance of normal University of University-sponsored activities.
 - b. the term “cheating” means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
 - c. the term “distribution” means any form of sale, exchange or transfer.
 - d. the term “fabrication” means intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
 - e. the term “facilitating academic dishonesty” means intentionally or knowingly helping or attempting to help another violate any provision of this Code.
 - f. the term “group” means a number of persons who are associated with each other, but who have not complied with University requirements for registration as an organization.
 - g. the terms “institution” and “University” mean Clark Atlanta University and all of its undergraduate, graduate and professional schools, divisions, and programs.
 - h. the term “organization” means a number of persons who have complied with University requirements for registration.

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- i. the term “plagiarism” means intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise.
- j. the term “reckless” means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal University or University-sponsored activities.
- k. the term “student” means any person for whom the institution maintains educational records, as defined by the Family Educational Rights and Privacy Act of 1974, and related regulations.
- l. the term “university premises” means buildings or grounds owned, leased, operated, controlled or supervised by the University.
- m. the term “university-sponsored activity” means any activity on or off University premises that is specifically initiated or supervised by the University.
- n. the term “weapon” means any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, knives, and chemicals such as “mace” or tear gas. A harmless instrument designed to look like a firearm, explosive or weapon that is used by a person to cause reasonable apprehension of harm or to assault another person is expressly included within the meaning of “weapon.”
- o. the terms “will” or “shall” are used in the imperative sense.

INTERPRETATION OF REGULATIONS

- 5. The purpose of publishing disciplinary regulations is to give students general notice of prohibited behavior. This Code is not written with the specificity of a criminal statute.

INHERENT AUTHORITY

- 6. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include taking disciplinary action against those students whose behavior off University premises indicates that they pose a substantial danger to others.

VIOLATIONS OF LAW AND UNIVERSITY REGULATIONS

- 7. Students may be accountable to both criminal and civil authorities as well as to the University for acts that constitute violations of law and of this Code. Disciplinary action at the University normally will proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

STUDENT HANDBOOK

INTERIM SUSPENSION

8. The Dean of Student Affairs may suspend a student from the University for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to himself or herself, or to others.
9. A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Dean of Student Affairs or a designee in order to discuss the following issues only:
 - A. the reliability of the information concerning the student's conduct, including the matter of his or her identity; and
 - B. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to himself or herself, or to others.

STANDARDS OF CLASSROOM BEHAVIOR

10. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on disciplinary grounds, must be preceded by a hearing or disciplinary conference, as set forth in Parts 20 and 29 of this Code, or in accordance with Parts 8 and 9.

PROHIBITED CONDUCT

11. The following misconduct on University premises or at University-sponsored activities is subject to disciplinary action:
 - a. intentionally or recklessly endangering, threatening, or causing physical harm to any person, or intentionally or recklessly causing reasonable apprehension of such harm.
 - b. Sexual Assault I: rape, forcible sodomy, forcible sexual penetration of another person's anal or genital opening with any object. These acts must be committed either by force, threat, intimidation, or through the use of the victim's mental or physical incapacitation of which the accused was aware, or reasonably should have been aware.
 - c. Sexual Assault II: the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation, or through the victim's mental or physical incapacitation of which the accused was aware, or reasonably should have been aware.

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- d. unauthorized use, possession or storage of any weapon or explosive, whether or not a federal or state license to possess the same has been issued to the possessor.
- e. intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
- f. intentionally or recklessly interfering with normal University or University-sponsored activities, including but not limited to studying, teaching, research, University administration, or fire, police or emergency services.
- g. knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code.
- h. any act of academic dishonesty, including cheating, plagiarism, fabrication, or facilitating academic dishonesty. Intentionally furnishing false information to the University.
- i. unauthorized distribution or possession for the purpose of distribution of any alcohol, marijuana, controlled substance or illegal drug.
- j. providing or facilitating the consumption of alcohol by any person, without taking reasonable and prudent precautions to ensure that the person is of legal drinking age in Georgia.
- k. forgery, unauthorized alteration, or unauthorized use of any University document or instrument of identification.
- l. intentionally and substantially interfering with the freedom of expression of others.
- m. illegal use or possession of any alcohol, marijuana, controlled substance or illegal drug.
- n. theft of property or of services; knowingly possessing stolen property.
- o. intentionally or recklessly destroying or damaging University property, or the property of others.
- p. failure to comply with the directions of University officials, including campus security officers, acting in performance of their duties.
- q. violations of other published University regulations or policies. Such regulations or policies may include those regulations relating to entry and use of University facilities, sale or consumption of alcoholic beverages, use of amplifying equipment, campus demonstrations, parking rules and regulations, regulations governing student organizations, etc.
- r. intentionally or recklessly misusing or damaging fire safety equipment.
- s. unauthorized use or possession of fireworks on University premises.
- t. violations of the University's policy on hazing, which prohibits activities including, but not limited to, whipping, beating, paddling, branding, calisthenics, running, exposure to the elements, forced consumption of food, liquor, or drugs (legal or illegal) or any other substances, sleep deprivation, forced exclusion from social contact, conduct which could result in any form of embarrassment, nudity, sexual harassment, kidnapping or car drops.
- u. Malicious destruction, unwarranted damage or misuse of University property, items rented, leased or placed on the campus at the request of the institution or items belonging to students, faculty, staff, guests of the University or student groups.

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- v. Intentional harassment of another student. Harassment includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, following or persistently bothering or annoying. Harassment may represent, but is not limited to, acts based on gender, race, religion, national origin, handicap, sexual orientation or group/organization affiliation.

SANCTIONS

- 12. a) Warning: notice, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
 - b) Censure: a written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action. Notice of this action may appear on the student's academic transcript for up to one year.
 - c) Disciplinary Probation: exclusion from participation in privileged or extra-curricular institutional activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation, or any other violation of this Code during the period of probation, will normally result in suspension or expulsion from the University. Notice of this action may appear on the student's academic transcript for up to two years.
 - d) Restitution: repayment to the University or to an affected party for damages resulting from a violation of this Code.
 - e) Suspension: exclusion from University premises, and other privileges or activities, as set forth in the suspension notice. Notice of this action may appear on the student's academic transcript for up to five years.
 - f) Expulsion: permanent termination of student status, and exclusion from University premises, privileges and activities. This action may be permanently recorded on the student's academic transcript. Expulsion requires review and approval by the President of the University.
 - g) Other Sanctions: other sanctions may be imposed instead of, or in addition to, those specified in sections (a) through (f) of this part. For example, students may be subject to removal from University housing for disciplinary violations that occur in the residence halls. Likewise, students may be subject to restrictions upon or denials of University parking privileges for violations involving the use of registration of motor vehicles on campus. Service or research projects may also be assigned.
- 13. Violations of Part 11 (a) through (t) of this Code may result in expulsion or suspension from the University depending on the circumstances of each offense and the history of the offender. Significant mitigating factors shall be considered when sanctions are imposed, including the present demeanor and past disciplinary record of the offender, as well as the nature of the offense, and the severity of any damage, injury or harm resulting from it.
 - 14. Repeated or aggravated violations of any part of this Code may also result in expulsion or suspension from the University.

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15. Attempts to commit acts prohibited by this Code may be punished to the same extent as completed violations.

STANDARDS OF DUE PROCESS

16. Students subject to expulsion or suspension from the University will be entitled to a judicial board hearing, as provided in Part 20 of this Code. Students subject to lesser sanctions will be entitled to a formal conference, as set forth in Part 29 of this Code.
- 16a. Students may also have their cases resolved informally through mediation. Cases are referred to mediation with the understanding that decisions made there are binding and final. Cases handled through mediation will not be reheard in a Conference or hearing, unless another incident occurs.
17. The purpose of campus disciplinary proceedings is to provide a fair evaluation of an accused's responsibility for violating University regulations. Formal rules of evidence shall not be applied, nor shall deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a student respondent or the University may result.

CASE REFERRALS

18. Any person may refer a student or a student group or organization suspected of violating this Code to the Associate Dean of Student Affairs.
19. Those referring cases are normally expected to serve as the complainant, and to present relevant evidence in disciplinary hearings or conferences. The complainant may request the assistance of a Campus Advocate, as set forth in Part 31 of this Code.

HEARING REFERRALS

20. The Associate Dean of Student Affairs will conduct a preliminary review to determine whether the alleged misconduct might result in expulsion or suspension from the University. Students subject to those sanctions will be entitled to a hearing before the University Hearing Board. All other cases will be resolved after a formal disciplinary conference with the Associate Dean or a designee, as set forth in Part 29 of this Code.
21. Students referred for a hearing before the University Hearing Board may elect instead to have their cases resolved in accordance with Part 29 of this Code. The full range of sanctions may be imposed, including suspension or expulsion from the University.
22. The Associate Dean of Student Affairs may defer disciplinary proceedings for alleged minor violations of this Code for a period not to exceed ninety days. Pending charges may be withdrawn thereafter, at the discretion of the Associate Dean or designee.

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UNIVERSITY HEARING BOARD

23. A University Hearing Board shall hear cases referred in accordance with Part 20 of this Code.
24. The Associate Dean of Student Affairs shall be responsible for soliciting nominations, screening, appointing and training the University Hearing Board. The Board shall consist of six students, two faculty members, and two administrators, divided into two panels of three students, one faculty member, and one administrator. No member of the Board shall take part in any hearing where he/she has a conflict of interest which may include, but not be limited to, personal, monetary, teacher-student, supervisor-supervisee interests or relationships.
25. An Ad Hoc Hearing Board may be appointed by the Associate Dean of Student Affairs whenever any panel of the University Hearing Board is not constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. Ad Hoc Boards shall be composed of three persons, including at least one student.
26. Both the findings and the sanctions determined by University Hearing Boards or Ad Hoc Boards shall be regarded as recommendations to the Dean of Student Affairs.
27. Members of any hearing or Ad Hoc Board who are charged with any violation of this Code or with a criminal offense may be suspended from their judicial positions by the Associate Dean of Student Affairs. Members found guilty of any such violation or offense may be disqualified from any further participation in the University judicial system. Additional grounds and procedures for removal may be established by the Associate Dean of Student Affairs.

UNIVERSITY HEARING BOARD PROCEDURES

28. The following procedural guidelines shall be applicable in disciplinary hearings:
 - a) The Associate Dean of Student Affairs will appoint a hearing officer. The hearing officer shall conduct the hearing. He or she may participate in board deliberations and discussions, but shall not vote.
 - b) The Associate Dean of Student Affairs shall give respondents notice of the hearing date and the specific charges against them at least five days in advance. Respondents shall be accorded reasonable access to the case file, which will be retained in the Office of the Associate Dean of Student Affairs.
 - c) The hearing officer may subpoena witnesses upon the motion of any board member or of either party and shall subpoena witnesses upon request of the Associate Dean of Student Affairs. Subpoenas must be approved by the Associate Dean and shall be personally delivered or sent by certified mail, return receipt requested. University students and employees are expected to comply with subpoenas issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship, or substantial interference with normal University activities.
 - d) Except for extenuating circumstances, respondents who fail to appear after proper notice, will be deemed to have pled no contest to the charges

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- pending against them. Nonetheless, the complainant will be required to present a prima facie case.
- e) Hearings will be closed to the public, except for the immediate members of the respondent's family. An open hearing may be held, at the discretion of the hearing officer, if requested by the respondent.
 - f) The hearing officer shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the respondent, who disrupts a hearing may be excluded by the hearing officer.
 - g) Hearings may be tape-recorded or transcribed. If a tape recording or transcription is not made, the decision of the board must include a summary of the testimony and shall be sufficiently detailed to permit review by the Dean of Student Affairs.
 - h) Any party may challenge a board member on the ground of personal bias. Upon raising a concern of personal bias, the challenging party must present evidence to substantiate the charge. Board members may be disqualified by the hearing officer, or upon majority vote of the voting members of the board, conducted by secret ballot.
 - i) Witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of intentionally providing false information to the University, pursuant to Part 11 (h) of this Code.
 - j) Prospective witnesses, other than the complainant and the respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and the public shall be excluded during board deliberations, which shall not be recorded or transcribed.
 - k) The charges against the respondent must be established by a majority decision given a preponderance of the evidence. "Preponderance of the evidence" is that evidence which, when fairly considered, produces the stronger impression, and has the greater weight, and is more convincing than evidence to the contrary.
 - l) Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code. The hearing officer shall give effect to the rules of confidentiality and privilege, but shall otherwise admit all matters into evidence which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.
 - m) Complainants and respondents shall be accorded an opportunity to question those witnesses who testify at the hearing.
 - n) Affidavits normally shall not be admitted into evidence. The hearing officer may admit testimony by affidavit into evidence if signed by the affiant and witnessed by a notary public. Compelling reasons must be given by the moving party to allow testimony by affidavit.
 - o) Board members may take judicial notice of matters which would be within the general experience of University students, faculty members, and administrators.

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- p) A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements concerning the appropriate sanction to be imposed. The past disciplinary record of the respondent will be supplied to the board only during the supplementary proceeding.
- q) Any determination of guilt will be supported by written findings which will be placed in the case file and made available to the respondent.

PROCEDURAL PROTECTIONS

DISCIPLINARY CONFERENCES/UNIVERSITY HEARING BOARDS

- 29. Students accused of offenses that may result in penalties less than expulsion or suspension are subject to a disciplinary conference with the Associate Dean of Student Affairs, or designee. The following procedural protections are provided to respondents in disciplinary conferences and University hearings:
 - a) Written notice of the specific charges at least three days prior to the scheduled conference or five days prior to the hearing.
 - b) Reasonable access to the case file prior to and during the conference. The case file consists of materials which would be considered “educational records,” pursuant to the Family Educational Rights and Privacy Act of 1974; personal notes of University staff members or complainants will not be included.
 - c) An opportunity to respond to the evidence and to call appropriate and relevant witnesses.
 - d) A right to be accompanied by an advisor, as provided in Part 30 of this Code.
 - e) See Part 17 of this Code.

LAWYERS AND ADVOCATES

- 30. Both complainants and respondents may be advised by legal counsel. The role of legal counsel shall be limited to consultation prior to the hearing or disciplinary conference. Lawyers may not be present during hearings or disciplinary conferences.
- 31. The Associate Dean of Student Affairs shall be responsible for soliciting nominations, screening, appointing, and training students who will serve as Campus Advocates. Campus Advocates are supervised by the Associate Dean, and may be assigned to assist complainants or respondents in disciplinary conferences or hearings. Campus Advocates normally will be allowed to speak in disciplinary conferences or hearings, make procedural objections, question witnesses, and make closing statements, at the discretion of the person conducting the conference or hearing.

STUDENT GROUPS AND ORGANIZATIONS

- 32. Student groups and organizations may be charged with violations of this Code.

33. A student group or organization and its officers may be held responsible collectively and individually for violation of this Code when those associated with the group or organization have received the consent or encouragement of the group or organization or of the group's or organization's leaders or officers.
34. The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the Associate Dean of Student Affairs or a designee to take appropriate action designed to prevent or end violations of this Code by the group or organization. Failure to make reasonable efforts to comply with the Associate Dean's directive shall be considered a violation of Part 11 (p) of this Code, both by the officers, leaders or spokespersons for the group or organization and by the group or organization itself.
35. Sanctions for group or organization misconduct may include revocation or denial of registration, as well as other appropriate sanctions, pursuant to Part 12 (g) of this Code.

POLICY ON HAZING

36. Clark Atlanta University prohibits any student-chartered organizations, fraternities, sororities, athletic teams, other recognized student organizations, persons or groups using University facilities, and individuals who are members of any such groups or organizations or who attend events or activities sponsored, organized or supported in any way by those organizations from hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those organizations.

Hazing is any action or activity, whether conducted on or off University property, which is designed to, or has the reasonably foreseeable effect of humiliating, denigrating, offending, physically or mentally abusing, or exposing to danger a person, as a condition, directly or indirectly, of the person's consideration for admission to, or continuation of membership in, participation in activities of, receipt of benefits or services from an organization or group. No person may consent to participation in hazing activities nor release a group or any of its members, officers, employees, agents, coparticipants, parents, organizations, or insurers from liability for injuries or damages sustained as a result of participation in hazing activities. Furthermore, a person's consent shall not release or minimize an organization's or person's liability to discipline due to violation of this regulation.

Hazing activities include, but are not limited to, the following: whipping, beating, paddling, branding, calisthenics, running, exposure to the elements, forced consumption of food, liquor, or drugs (legal or illegal), or any other substances, sleep deprivation, forced exclusion from social contact, conduct which could result in any form of embarrassment, nudity, sexual harassment, kidnapping, or car drops.

Recognized student organizations have an obligation to protect the welfare of their prospective and initiated members, guests and the University during initiation activities. Every precaution must be taken to protect against University, individual and organizational liability.

Violation of this regulation shall subject a group or individual to the full range of disciplinary sanctions pursuant to University policies. The Panhellenic Council, and other recognized student governance bodies with jurisdiction over recognized student organizations may establish self-regulating procedures with respect to complaints of violations of this Regulation brought against their members. Such processes shall be independent of University disciplinary processes.

A recognized national/international fraternity or sorority must also comply, and its members must comply and adhere to regulations from their respective national/international organizations and the Panhellenic Council. Each fraternity and sorority must submit its national/international organization's hazing policy to the Office of Student Activities.

This Hazing Regulation must be presented by all fraternities, sororities, athletic teams, and other recognized student organizations, to all members during each membership solicitation or acceptance period but not less than once each semester. The chief officer and the governing board of each such organization shall file with the Office of Student Affairs a form approved by the Office certifying compliance with this regulation. Failure to have been presented with the regulation or to file such certificate shall not release any group or individual from responsibility and/or disciplinary action under this regulation.

The organization's President and his/her Executive Board shall sign a Statement of Compliance each semester, in a form approved by the University certifying compliance with this Regulation.

DRUG-FREE SCHOOLS POLICY

37. In accordance with the federal Drug-Free Schools and Communities Act, Clark Atlanta University has adopted the following standard of conduct: All students are prohibited from engaging in the possession, use or distribution of illicit drugs and alcohol on University-owned or University-controlled property, or at any University-sponsored event.

Any student who violates the above standard of conduct will be subject to disciplinary sanctions according to the following guidelines:

Unlawful possession of alcohol:

- Official Reprimand and Disciplinary Probation

Unlawful use of alcohol:

- Official Reprimand and Disciplinary Probation

Unlawful sale or distribution of alcohol

- Official Reprimand and Disciplinary Probation

Possession of illicit drugs:

- Disciplinary Probation and Suspension up to three semesters

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Use of illicit drugs:

- Disciplinary Probation and Suspension up to three semesters

Gratuitous distribution of illicit drugs:

- Disciplinary Probation and Suspension up to six semesters

Sale of illicit drugs:

- Suspension up to six semesters and Expulsion

The actual sanction to be imposed will depend on the type and amount of unlawful substance or any other aggravating or mitigating circumstances. The above ranges of disciplinary sanctions apply to first offenses only; multiple offenses will result in more severe sanctions, including possible expulsion. The University may combine other sanctions (such as completion of a rehabilitation program and/or community service) with those listed above. In addition to imposing appropriate sanctions, the University may notify local and federal authorities when criminal activity has occurred.

The disciplinary procedures for resolving alleged violations of these standards of conduct and the rights of students subject to discipline will be governed by the Code of Student Conduct in the Student Handbook and General University Regulations as adopted or amended by the University from time to time. These regulations will be made available to students through the Office of the Associate Dean of Student Affairs.

ABUSE, MISUSE OR THEFT OF COLLEGE COMPUTER DATA, PROGRAMS, TIME, COMPUTER AND/OR NETWORK EQUIPMENT

- a. Unauthorized use of computing and/or networking resources
- b. Unauthorized accessing and/or copying of programs, records, or data belonging to the College and/or other user, or copyrighted software, without permission
- c. Use of computing and/or networking resources for unauthorized or nonacademic purposes
- d. Attempted or actual breach of the security of another user's account and/or computing system
- e. Attempted or actual use of the College computing and/or networking resources for personal or financial gain
- f. Attempted or actual transport of copies of College programs, records, or data to another person or computer without written permission
- g. Attempted or actual destruction of the integrity of computer-based information
- h. Attempted or actual use of the computing and/or networking systems; or through such actions, causing a waste of such resources (people, capacity, computer)
- i. Allowing another person, either through one's personal computer account, or by other means, to accomplish any violation
- j. "Spamming" defined as the sending of unsolicited e-mails to parties with whom you have no existing business, professional, or personal acquaintance

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APPEALS

38. Decisions made in disciplinary conferences are final and not subject to appeal.
39. Both the findings and any penalties specified by University Hearing Boards are recommendations to the Associate Dean of Student Affairs. The Associate Dean will provide the respondent a copy of a hearing board's recommendations, by personal delivery or certified mail. The respondent may then submit a written appeal, based on: 1) denial of procedural protections or 2) excessively harsh sanction, to the Associate Dean within ten days. The respondent will be deemed to have received the recommendations on the date of personal delivery, or, if certified mail is used, on the date of delivery at the last address provided to the University by the respondent. If the Associate Dean is a party in a case, the appeal will be made to the next higher administrative officer.

TEMPORARY ENCUMBRANCES

40. A temporary encumbrance may be placed on a student's University records by the Associate Dean of Student Affairs while disciplinary proceedings are pending.

DISCIPLINARY FILES AND RECORDS

41. Case referrals may result in the development of a disciplinary file in the name of the respondent, which shall be voided if the respondent is found innocent of the charges. Voided files will be so marked, shall not be kept with active disciplinary records, and shall not leave any student with a disciplinary record.
42. The files of respondents found guilty of any charges against them will be retained as a disciplinary record for three years from the date of the letter providing notice of final disciplinary action. Disciplinary records may be reported to third parties in accordance with University regulations.
43. Disciplinary records may be voided for good cause upon written petition of respondents. Petitions will be considered by a committee composed of the Associate Dean of Student Affairs, and Graduate and Undergraduate Presidents of the Student Government Association. Factors to be considered in review of such petitions shall include:
 - A. the present demeanor of the respondent;
 - B. the conduct of the respondent subsequent to the violation; and
 - C. the nature of the violation and the severity of any damage, injury, or harm resulting from it.

RECIPROCITY WITH AUC

As a member of the Atlanta University Center, Spelman has a reciprocal agreement with the other member institutions regarding student behavior and discipline. When a Spelman student is accused of misconduct on one of the other AUC campuses, Spelman has the right to handle the case as though it occurred at Spelman. Likewise, students from other AUC institutions who engage in misconduct on the Spelman campus may be dealt with by their own institution.



S T U D E N T H A N D B O O K

S T U D E N T R E S O U R C E G U I D E

QUESTIONS	WHERE TO GO	TELEPHONE	LOCATION
Academic Computing	Computer Center	404-880-8220	316 McPheeters-Dennis
Academic Concerns	Department Chair/School Dean	Will Vary	Will Vary
Academic Counseling	Faculty Advisor	Will Vary	Will Vary
Alcohol & Drug Info	Counseling Center	404-880-8044	210 Kresge Hall
Alumni Information	Alumni Affairs	404-880-8023	Watts Alumni House
Athletics	Athletic Department	404-880-8123	211 V. W. Henderson
Audiovisual Equipment	Instructional Media Services	404-880-8672	Lower Level, Trevor Arnett
Campus Facilities	Facilities Coordinator	404-880-8028	CAU Stadium
Career Counseling	Career Planning & Placement	404-880-6701	President's Lot
Change of Address	Registrar	404-880-8938	102 Trevor Arnett
College Work-Study	Financial Aid	404-880-8030	210 Haven-Warren Hall
Commuter Concerns	Commuter Student Services	404-880-8043	Suite 250, Student Center
Crisis Center	University Counseling Center	404-880-8044	210 Kresge Hall
Degree Check			
Graduate	Registrar's Office	404-880-8759	102 Trevor Arnett
Undergraduate	Registrar's Office	404-880-8752	102 Trevor Arnett
Diplomas			
Graduate	Registrar's Office	404-880-8759	102 Trevor Arnett
Undergraduate	Registrar's Office	404-880-8100	102 Trevor Arnett
Disability Services	Department of Disability Services and Community Service Program	404-880-8709	Suite 220, Student Center
Emergencies:			
Police	Public Safety	404-880-8911	Tanner-Turner Hall
Student Health	Student Health Services	404-880-8285	56 Mildred Street
Counseling	University Counseling Center	404-880-8044	210 Kresge Hall
	Chaplain	404-880-8041	201 Kresge Hall
Emergency Student Loan	Financial Aid Office	404-880-8992	210 Haven-Warren Hall
Escort Service	Public Safety	404-880-8623	Tanner-Turner Hall
Financial Aid	Financial Aid Office	404-880-8992	210 Haven-Warren Hall
Food Services	Sodexo Food Services	404-880-8059	Student Center
Fraternity Information	Office of Student Activities	404-880-8075	Suite 250, Student Center
General Campus Information	Switchboard	404-880-8000	B-26 Science Research Center
Housing	Office of Residence Life	404-880-8074	308 Kresge Hall
I.D. Cards	Panther PAW Office	404-880-8033	Student Center
Illness/Injury	Student Health Services	404-880-8285	56 Mildred Street
Insurance	Student Health Services	404-880-8285	56 Mildred Street

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S T U D E N T R E S O U R C E G U I D E

QUESTIONS	WHERE TO GO	TELEPHONE	LOCATION
Intramurals	Intramurals Coordinator	404-880-8073	Suite 233, Student Center
Individual Counseling	University Counseling Center	404-880-8044	210 Kresge Hall
	Chaplain	404-880-8041	201 Kresge Hall
International Student	International Student Services	404-880-8043	Suite 245, Student Center
Job Placement	Career Planning and Placement	404-880-6701	President's Lot
Library Hours	Robert. W. Woodruff Library	404-522-8980	111 J. P. Brawley Drive
Loan Information	Financial Aid Office	404-880-8065	210 Haven-Warren
Lost & Found	Public Safety	404-880-8406	Tanner-Turner Hall
Mail Services	Mail Room	404-880-8419	Lower Level, Thayer Hall
Meeting Room	Facilities Coordinator	404-880-8028	CAU Football Stadium
Parking		404-880-6045	Tanner-Turner Hall
Recreation	Recreation Coordinator	404-880-8073	Suite 233, Student Center
Records-Academic	Registrar	404-880-8938	102 Trevor Arnett Hall
Room Change	Residence Life	404-880-8074	308 Kresge Hall
Sorority Information	Department of Student Activities	404-880-8040	Suite 250, Student Center
Student Account Information	Office of Student Accounts	404-880-8033	215 Haven-Warren Hall
Sexual Assault	Public Safety	404-880-8621	Tanner-Turner Hall
	University Counseling Center	404-880-8044	210 Kresge Hall
Sexual Harassment (Student) (Employee)	Associate Dean of Student Affairs	404-880-6119	Suite 245, Student Center
	Director of Human Resources	404-880-8437	210 Harkness Hall
Student Government Association (SGA)	SGA Office	404-880-8104	Suite 208, Student Center
Student Activities	Department of Student Activities	404-880-8040	Suite 250, Student Center
Study Skills Activities	Academic Achievement Center	404-880-8332	Kresge Hall, Lower Level
Suicide Prevention	University Counseling Center	404-880-8044	210 Kresge Hall
Textbooks	Campus Bookstore	404-880-8521	Suite 222, Student Center
Traffic	Public Safety	404-880-8621	Tanner-Turner Hall
Transcripts Graduate	Registrar's Office	404-880-8424	102 Trevor Arnett
	Registrar's Office	404-880-8929	102 Trevor Arnett
Volunteer Opportunities	Department of Disability Services and Community Service Program	404-880-8709	Suite 220, Student Center

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JIFFY DIRECTORY

Main University Telephone Number: (404) 880-8000

Academic Achievement Center	
Kresge Hall, Lower Level	404-880-8332
Reading Specialist	404-880-8029
Speech and Theater Arts Specialist	404-880-8331
Writing Specialist	404-880-8028
Academic Affairs (Provost and Vice President)	
309 Harkness Hall	404-880-8753
Academic Computing Center	
316 McPheeters-Dennis Hall	404-880-8221
Admissions	
Trevor Arnett Hall, First Floor	1-800-688-3228 or 404-880-6605
Alumni Relations	
Alfred H. Watts House	404-880-8022
Auxiliary Services	
300 Haven-Warren Hall	404-880-8317
Bookstore	
222 Student Center	404-880-8520
Career Planning and Placement Center and President's Lot	404-880-6791
CAU-TV	
Woodruff Library, Lower Level	404-880-8904
Chaplain/Campus Ministry	
201 Kresge Hall	404-880-8041
Community Service	
Suite 220, Student Center	404-880-8700
University Counseling Center	
210 Kresge Hall	404-880-8044
Dean of Graduate Studies	
216 Harkness Hall	404-880-8742
Dean of Undergraduate Studies	
211 Harkness Hall	404-880-8083
Associate Dean of Student Affairs	
Suite 250, Student Center	404-880-8040
Disability Services	404-880-8709
Schools (Deans' Offices):	
Arts and Sciences	
103 Sage-Bacote Hall	404-880-6770
Business Administration	
101 Wright Hall	404-880-8451
Education	
208 Clement Hall	404-880-8504
Library and Information Studies	
Trevor Arnett Hall, Third Floor	404-880-8697
Social Work	
313 Haven-Warren Hall	404-880-8555

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J I F F Y D I R E C T O R Y

Departments:

Accounting	
107 Wright Hall	404-880-8386
African and African-American Studies	
McPheeters-Dennis Hall	404-880-8533
Africana Women's Studies	
McPheeters-Dennis Hall	404-880-8889
Allied Health	
121 V.W. Henderson Center	404-880-8116
Art	
Park Street Church	404-880-8122
Biological Sciences	
Thomas W. Cole, Jr., Research Center for Science and Technology	404-880-8135
Chemistry	
Thomas W. Cole, Jr., Research Center for Science and Technology	404-880-8160
Communication Arts	
Woodruff Library, Lower Level	404-880-8399
Computer and Information Sciences	
Thomas W. Cole, Jr., Research Center for Science and Technology	404-880-6951
Counseling, Exceptional Education and Psychological Studies	
301/304 Clement Hall	404-880-8516
Curriculum	
101 Clement Hall	404-880-8486
Decision Sciences	
107 Wright Hall	404-880-8387
Economics	
331 McPheeters-Dennis Hall	404-880-6273
Educational Leadership	
201 Clement Hall	404-880-8492
Engineering	
Thomas W. Cole, Jr., Research Center for Science and Technology	404-880-6738
English	
100 Haven-Warren Hall	404-880-8181
Finance	
200 Wright Hall	404-880-6413
Modern Foreign Languages	
325 Sage-Bacote Hall	404-880-8546
Health and Physical Education	
221 V.W. Henderson	404-880-8231
History	
25 McPheeters-Dennis Hall	404-880-8239

STUDENT HANDBOOK

JIFFY DIRECTORY

International Affairs and Development	
326 Oglethorpe Hall	404-880-6672
Marketing	
201 Wright Hall	404-880-8385
Mass Media Arts	
Woodruff Library, Lower Level	404-880-8304
Mathematical Sciences	
124 McPheeters-Dennis	404-880-8272
Music	
Park Street Church	404-880-8211
Physics	
102 McPheeters-Dennis	404-880-8797
Political Science	
309 Knowles Hall	404-880-8718
Psychology	
208 Knowles Hall	404-880-8236
Public Administration	
204 Oglethorpe Hall	404-880-6650
Religion and Philosophy	
32 McPheeters-Dennis Hall	404-880-8235
Social Work	
Thayer Hall	404-880-8555
Sociology and Criminal Justice	
Knowles Hall, First/Second Floor	404-880-8688
Speech Communication and Theater Arts	
Woodruff Library, Lower Level	404-880-8304
Enrollment Support Services	
214 Haven-Warren Hall	404-880-6055
Facilities and Operations	
CAU Football Stadium	404-880-8025
Financial Aid	
210 Haven-Warren Hall	404-880-8065
General Education Advisement	
214 Harkness Hall	404-880-8185
Health Services	
56 Mildred Street	404-880-8286
Honors Program	
HBCU Trailer	404-880-8186
Housing (Residence Life)	
308 Kresge Hall	404-880-8074
International Student Services	
Suite 245, Student Center	404-880-8884
Library	
James P. Brawley Drive at Beckwith	404-522-8980

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JIFFY DIRECTORY

Mailroom	
Thayer Hall, Lower Level	404-880-8076
President's Office	
305 Harkness Hall	404-880-8500
Print Shop (Copying)	
Thayer Hall, Lower Level	404-880-8015
Provost Office	
309 Harkness Hall	404-880-8754
Public Safety	
Tanner-Turner Hall	404-880-8911
Records and Registration	
102 Trevor Arnett Hall	404-880-8938
Residence Halls (Front Desks):	
Beckwith Hall	404-880-6840
Brawley Hall	404-880-8288
Bumstead Hall	404-880-8605
Holmes Hall	404-880-8873
Merner Hall	404-880-8876
Pfeiffer Hall	404-880-8874
Residential Apartments	404-880-6242
Ware Hall	404-880-8606
SGA Graduate President	
Suite 208, Student Center	404-880-8104
SGA Undergraduate President	
Suite 208, Student Center	404-880-8105
Student Accounts	
215 Haven-Warren Hall	404-880-8033
Student Accounts/Cashier	404-880-8033
Student Activities	
Suite 250, Student Center	404-880-6392
Student Affairs	
Associate Vice President/Dean for Student Affairs	
Suite 250, Student Center	404-880-8040
Associate Dean	
Suite 245, Student Center	404-880-8043
Student Center Management	
Suite 242, Student Center	404-880-6256
Student Loans/Collections	
204 Haven-Warren Hall	404-880-8110
Student Organizations	
Suite 250, Student Center	404-880-8075
Summer School/Special Programs	
101 Kresge Hall	404-880-8857
University and Community Relations	
208 Harkness Hall	404-880-8374

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J I F F Y D I R E C T O R Y

Vice Presidents' Offices

Academic Affairs

309 Harkness Hall 404-880-8753

Administration and Finance

302 Harkness Hall 404-880-8860

Development and Institutional Relations

313 Haven-Warren Hall 404-880-8706

Enrollment Services and Student Affairs

318 Haven-Warren Hall 404-880-8787

Planning Assessment and Research

300 Kresge Hall 404-880-8062

Research and Sponsored Programs

Science Research Center 404-880-6990

WCLK-FM

Woodruff Library, Lower Level 404-880-8281

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STUDENT HANDBOOK

ADDENDUM

Security, Confidentiality and Integrity of Student Academic Records

Clark Atlanta University protects the security, confidentiality and integrity of student academic records. Policies and procedures in place ensure appropriate oversight for the use and release of academic records, and assurance that records are not changed without appropriate oversight.

Security: The offices of the University Registrar, Undergraduate Admissions, Student Financial Aid, and Orientation are responsible for maintaining electronic and non-electronic student academic records. Electronic records are maintained on a password controlled database with restricted external access. Information maintained in the database is safeguarded through the use of SSL (Secure Sockets Layer) secure encryption. Student academic records are part of the production database that is backed up to disk nightly and transferred to tape for off-site storage. Additional precautions have also been put in place to insure the security of Student IDs.

Non-electronic academic records are stored in vaults for security and confidentiality. Records of applicants not enrolling are maintained for two years after which they are destroyed in accordance with University policy.

Confidentiality: Clark Atlanta University's policy on confidentiality of student information and records is based on the Family Educational Rights and Privacy Act of 1974 (FERPA). This policy statement outlines students' rights to review their academic records, the limitation of their rights, a process for challenging information in their records and the procedure for release of information to third parties.

Integrity: The integrity of student records at Clark Atlanta University is based upon the American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines for the Ethical Policies and Practices for staff in the Office of the Registrar. Integrity of the student records is also based upon adherence to academic policies and procedures as defined by the University, as well as the use of the best practices for student records as defined by AACRAO and FERPA.

To insure appropriate oversight of academic records, measures are in place to limit access to and limit the ability to update (change) data in the database. Students will have access to their information at all times and procedures are in place to address grievances.



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