2008-2009 POLICIES MANUAL CONTENTS

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INTRODUCTION

THIS PUBLICATION ENTITLED "UNIVERSITY AND COLLEGE OF MEDICINE POLICIES AFFECTING STUDENTS" IS AVAILABLE TO ALL MEDICAL STUDENTS, FACULTY AND STAFF

The publication has been compiled for the benefit of students, faculty and staff in the College of Medicine. The policies and procedures contained herein have been extracted from existing announcements previously issued separately. **Each student is expected to become thoroughly familiar with these policies and procedures.**

Other informational announcements may be made available by memorandum (written or electronic) from time to time during the year. Any modifications of the policies or procedures contained herein will be announced as they are approved.

In addition to the policies contained herein, medical students, faculty and staff are expected to consult the Howard University Student Handbook, called the H book, for additional University policies affecting students. Only some policies and procedures in the H - book are reproduced in this manual, but university policies and procedures also apply to medical students. A copy of the H-Book, in addition to this manual, is available on the university's website http://www.howard.edu

Hospitals and other sites where students rotate for approved educational experiences also have policies and procedures that students from Howard University College of Medicine must observe. If there are any questions regarding policies from the other sites, students should contact the Associate Dean for Academic Affairs at Howard University College of Medicine.

Care has been taken to ensure accuracy of the information contained in this publication. The information is susceptible, however, to unintended error and is subject to change without prior notice.

While students may be reminded of the policies and procedures by the Dean or his/her designee from time to time, each student shall be bound by the policies even if the student is not reminded of the policies by the Dean or his/her designee.

The information within this brochure does not constitute a contract. The College of Medicine reserves the right to modify policies and procedures as necessary before or during matriculation.

This publication and subsequent announcements shall be retained by all for reference.

Sheik N. Hassan, M.D., FCCP Associate Dean for Academic Affairs Updated July 1, 2008

STUDENTS' CONTACT INFORMATION

Each student is responsible to immediately notify, in writing, the Director of Students' Records in the Office of the Associate Dean for Academic Affairs changes in any of the following:

- Name
- Mailing address
- Home telephone number
- Mobile (cell phone) telephone number
- E mail address (Howard University assigned e mail address is preferred)
- Contact information in case of emergency

Each student is also responsible to notify clerkship directors of changes in any of the above; and the Director of Students' Record in the Office of the Associate Dean for Academic Affairs of contact information when on extra-mural or international electives or rotations.

THE HOWARD UNIVERSITY COLLEGE OF MEDICINE

The Howard University College of Medicine has long been in the forefront of medical education. Founded in 1868, the College takes pride in its long and illustrious history of training students to become competent and compassionate physicians who provide health care in medically underserved communities. While the College offers excellent research and research training opportunities, the major emphasis is on preparing students to deliver patient care in communities that have a shortage of physicians and public health professionals.

The College of Medicine is fortunate in being located in the nation's capital and can draw upon the immense medical resources of this area, including the National Institutes of Health and the National Library of Medicine.

The College is also fortunate in being a part of Howard University, the only comprehensive research university with a predominantly African-American constituency. Although the University community has traditionally been predominantly black, Howard has been an interracial and cosmopolitan institution throughout its history, with students, faculty and staff of all races and from the United States and many foreign nations. All must meet the high standards of excellence of Howard University, which has the largest concentration of black faculty and student scholars in the country.

In addition to the College of Medicine, the Howard University Health Sciences Center includes the Howard University Hospital; the College of Dentistry; the College of Pharmacy, Nursing and Allied Health Sciences; the Louis Stokes Health Sciences Library; and the Student Health Center. The University is also composed of the College of Arts and Sciences; the Schools of Business; Communications; Education; Law; Divinity; Social Work; Engineering, Architecture, and Computer Sciences; and the Graduate School. The latter offers Masters and Ph.D. programs in more than 30 disciplines and in approximately 100 specializations. More than 11,500 students are enrolled annually at Howard University.

The College of Medicine is proud of its achievements. Its more than 4,000 living alumni are testimony that an excellent medical education can be obtained at Howard. The College has graduated a large percentage of the black practicing physicians in this country. Although opportunities for minority students have increased at other medical schools, the College uniquely addresses the special health care needs of medically underserved communities and continues to produce a significant number of the nation's minority physicians.

By any objective or subjective measure, the College is meeting or exceeding national standards for medical education. The future of the College is indeed bright, and it accepts with enthusiasm the continuing challenge of service to this nation and the world.

ACCREDITATION

Howard University is accredited by the Middle States Association of Secondary Schools and Colleges. The College of Medicine is accredited by the Liaison Committee on Medical Education (LCME) of the Association of American Medical Colleges (AAMC) and the American Medical Association (AMA).

The next accreditation surveys by the Middle States and by the LCME are scheduled for 2009.

HISTORY OF THE COLLEGE OF MEDICINE

Howard University is named for Major General Oliver Otis Howard, a native of Maine and a graduate of Bowdoin College and West Point. He was a Union Army hero, having served in several major battles of the Civil War, including First and Second Bull Run, Antietam, Chancellorsville, and Gettysburg. In May 1865, he was appointed as Commissioner of the Bureau of Refugees, Freedmen, and Abandoned Lands, more commonly referred to as the Freedmen's Bureau. This appointment brought Gen. Howard to the city of Washington. A deeply religious man, he joined others in helping to establish the First Congregational Church of Washington at 10th and G Streets, N.W.

On November 20, 1867, eleven members of the church gathered at the home of Deacon Henry Brewster for a missionary meeting. While there, they resolved to establish a seminary for the training of African-American ministers, especially for the South and Africa. Soon thereafter, Gen. Howard was brought into the deliberations. After further discussion, the mission broadened to include the training of black teachers and the name of the proposed institution became "The Theological and Normal Institute." concept of the proposed school as a mere institute did not last long. Other fields of study were considered and the concept of the school was enlarged to that of a university. The name "Howard University" was proposed in honor of Gen. Howard, who was highly regarded as a hero and humanitarian and who played an important role in the institution's On March 2, 1867, a Charter approved by the 39th United States conceptualization. Congress to incorporate Howard University was signed into law by President Andrew Johnson. Seventeen men, including Gen. Howard, were named as Trustees in the Charter and are considered as the University's founders. The Charter specified the following departments: normal and preparatory, collegiate, theological, medicine, law, and agriculture.

While clearly the intent of the founders was to uplift African-Americans, especially those recently freed from slavery, the university was established on the principle that it would be open to all races and colors, both sexes, and all social classes. On May 1, 1867, Howard University opened with five white female students, daughters of two of the founders. On November 5, 1868, the first opening exercise for the Medical Department was held at the First Congregational Church. On Monday, November 9, 1868, at 5:00 p.m., classes began with eight students and five faculty members.

At the time of its founding, the Medical Department included degree programs in medicine and pharmacy. The medical curriculum was three years in length and the pharmacy program two years. A degree program in dentistry was introduced in the early 1880's. James T. Wormley graduated from the pharmacy program in 1870 and was the first graduate of the Medical Department. Five medical students were graduated in 1871 (2 blacks and 3 whites).

Medical education in this country was drastically altered by the Flexner Report of 1910, as it set new and higher standards for the training of physicians based on the Johns Hopkins University model of medical education. Of the seven black medical schools in

existence at the time, only Howard and Meharry survived the Flexner Report and its aftermath.

From the time of Howard's founding in the 1860's until the 1960's, Howard and Meharry trained most of the African-American physicians of this nation. For most of the first half of the twentieth century, many medical schools (including all medical schools in the South except Meharry) did not accept black students. Medical schools outside of the South provided only limited opportunities for minority students. Since the 1960's, opportunities have expanded for minorities at majority medical schools, and two other medical schools focused on the training of minority physicians have opened, the Charles R. Drew University of Medicine and Science in Los Angeles and the Morehouse School of Medicine in Atlanta.

Howard has also been in the vanguard with regard to the training of women physicians. Over the years, females have been afforded opportunities to study medicine here to a greater extent than at most other U.S. medical colleges. The first female graduate was Mary Spackman, Class of 1872, a white student from Maryland. The first black female to graduate was Eunice P. Shadd, Class of 1877, who was from Chatham, Ontario, Canada. Howard University has also been noted for educating individuals from the West Indies and Africa for the medical profession.

The history of the Howard University College of Medicine is linked closely to that of Freedmen's Hospital. In 1862, the War Department established a hospital at Camp Barker, which was located at 12th and R Streets in the city of Washington. In 1869, the hospital was moved to the campus of Howard University. During the period 1904-1908, a new facility was erected for Freedmen's Hospital on a site north of the medical school. In 1975, the new Howard University Hospital opened just south of the College of Medicine on the former grounds of Griffith Stadium, which for many years was the home of the Washington Senators baseball team, Washington Redskins football team, as well as Negro League baseball teams, including the Homestead Grays. The Howard University Hospital, which replaced the Freedmen's Hospital, serves today as the College of Medicine's major teaching facility.

Many famous physicians and scientists have been affiliated with the College of Medicine over the years. Among them are Dr. Daniel Hale Williams and Dr. Charles R. Drew. Dr. Daniel Hale Williams, the first physician to successfully perform open heart surgery, served as Chief Surgeon of Freedmen's Hospital during the 1890's. Dr. Charles Drew, well-known for his groundbreaking research on and authoritative knowledge of banked blood and for his leadership of the "Blood for Britain" project during World War II, served as head of the Department of Surgery from 1941 until his death in an automobile accident in 1950.

STUDENTS WITH DISABILITIES HOWARD UNIVERSITY OFFICE OF THE PROVOST AND CHIEF ACADEMIC OFFICER AMERICAN WITH DISABILITIES ACT (ADA)

1990 Americans with Disabilities Act (ADA) (Section 504 of the Rehabilitation Act of 1973)

Policy and Procedures

Purpose

The purpose of this document is to remind all faculty members (full and part-time) of their obligation to comply with the University's ADA policy and procedures in carrying-out their instructional duties and in their response to students' ADA documented needs.

The Office of the Dean of Special Student Services

The Office of the Dean of Special Student Services (ODSSS) is the official office with the authorization to certify eligibility for and to establish and delineate appropriate ADA accommodations for students seeking ADA accommodations in a course.

Faculty members should refrain for establishing or granting any ADA accommodations in response to student requests that have not been certified in writing by the Dean of Special Student Services.

All inquiries concerning ADA accommodations and related University policies and procedures must be directed to: Dean for Special Student Services; Howard University Center, 2225 Georgia Avenue, NW, Suite 725, Washington, DC. The Office hours of operation are 9:00 a.m. to 5:00 p.m. The main number for the Office is 202 238 2420.

Accommodating Students with Eligible ADA Accommodation Requirements

Students who have been certified for specific accommodations by the ODSSS must present an official ADA notification of accommodations letter from the ODSSS to their instructor of record. No other form of notification is acceptable. An ADA notification of accommodation letter is required for each course in which a student is seeking an approved ADA accommodation. The ADA notification of accommodation letters must be course-specific and are valid only for one semester.

ODSSS approved ADA accommodations are not retroactive. They are applicable from the date the ADA eligible student presents his or her ADA accommodations notification letter to the instructor of record. In addition, *ADA Self-Identification Forms* may be obtained by students from the Office of the Dean and the EEO Designee for each school and college. Students must complete the Form and submit it to the ODSSS. **No other individual in a school or college is authorized to receive the Form.**

Once the ADA notification of accommodations letter is presented by the student to the instructor of record, the instructor is <u>required</u> to adhere to the stipulated and mandated ADA accommodations(s). Instructors <u>must</u> provide the indicated accommodations. Instructors, who encounter difficulty in responding to students' ADA requirements, should immediately contact the ODSSS and the Dean of their respective school or college.

Instructors may not discuss with students questions that they may have about the existence, nature or severity, or appropriateness of ADA related accommodations. Such concerns must be addressed to the instructor's Dean or Dean's designee or to Dean for Special Student Services for resolution.

Faculty members may not discuss or negotiate approved ADA accommodations with ADA eligible students and must maintain the confidentiality of students' rights to receive ADA accommodations. Faculty members should not discuss students' rights to ADA accommodations in the context of a course or any other environment.

When properly notified, faculty members who fail to adhere to the University's ADA compliance policies and procedures, including failing to provide ADA eligible students with officially approved ADA accommodations, will be subject to sanction and other appropriate action by the University.

Howard University is committed to providing an educational environment that is accessible to all students. In accordance with this commitment, students in need of accommodations due to a disability should contact the Office of the Dean for Special Student Services for verification and determination of reasonable accommodations as soon as possible after admission to the University, or at the beginning of each academic semester. The Dean for Special Student Services may be reached at 202 238 2420

Revised December 1, 2006

MISSION, VISION & CORE VALUES HOWARD UNIVERSITY COLLEGE OF MEDICINE

The College of Medicine dates from 1868 and serves a broad constituency, with about 70% of the student body being U.S. underrepresented minorities and a substantial number being from foreign countries. There are over 4,000 living alumni, making up a large percentage of the black physicians practicing in this country.

MISSION STATEMENT

Howard University College of Medicine provides students of high academic potential with a medical education of exceptional quality and prepares physicians and other health care professionals to serve the underserved. Particular focus is on the education of disadvantaged students for careers in medicine. Emphasis is placed on developing skills and habits of life-long learning and producing world leaders in medicine. Special attention is directed to teaching and research activities that address health care disparities.

The College also seeks to improve the health of America and the global community through public health training programs and initiatives. Our mission also includes the discovery of new knowledge through research. Lastly, the College supports the education and training of postgraduate physicians, other health care providers, and graduate students in the biomedical sciences.

VISION STATEMENT

The goal of the Howard University College of Medicine is to enhance our global recognition as a medical school of the first rank, known for the excellence of our teaching, research and service. We will continue to be a world leader in the training of competent, compassionate physicians and other health professionals for medically underserved communities and populations. In addition, the College envisions that it will be an exemplar in eliminating health disparities and in finding solutions through research and public health programs for medical problems disproportionately found in disadvantaged communities, both in this nation and abroad.

CORE VALUES STATEMENT

The core values of the Howard University College of Medicine are: (1) fidelity to our mission and a strong and confident belief in our work; (2) excellence and integrity in all that we undertake--teaching, research, and service; (3) leadership in medical education and health care, especially for African Americans, other minorities, and the economically disadvantaged; (4) service to our community, the nation, and the world through public health programs, medical care, and health education; (5) the unrelenting pursuit of knowledge through research and life-long learning; and (6) a commitment to cultural diversity among faculty, staff and students and to ensuring a respectful and ethical academic environment.

INSTITUTIONAL EDUCATIONAL OBJECTIVES

Objectives	ACGME	Instructional	Evaluation
	Competency	methods	
1. Demonstrate understanding of	Medical	Lectures	MCQ
current core knowledge of basic	Knowledge		
biomedical science through an		Small group	Direct
interdisciplinary approach to the		discussions	observation by
understanding of the processes			faculty
that support normal		PBL	
development, structure and			
function of the human organism.		Self-directed	
		learning	
2. Demonstrate understanding of	Medical	Lectures	MCQ
current core knowledge of	Knowledge		
normal and altered structure and		Small group	Direct
function of organ systems, in		discussions	observation by
order to apply that knowledge to			faculty
the recognition and management		PBL	
of complex clinical conditions			OSCE
		Self-directed	
		learning	Standardized
			patients
3. Demonstrate the ability to	Patient Care	Lectures	MCQ
evaluate patients and properly			
manage their medical problems	Medical	Small group	Direct
by (a) completing	Knowledge	discussions	observation by
comprehensive histories and			faculty
physical examinations, (b)	Interpersonal and	PBL	
obtaining focused histories and	Communication		OSCE
perform relevant physical	Skills	Self-directed	
examinations (c) to correctly		learning	Standardized
identify patients' medical	Professionalism		patients
problems through critical		Demonstrations	
thinking and to formulate			
hypotheses as to etiology and		Role modeling	
solutions; (d) successful			
development of diagnostic			
strategies; and (e) formulation			
and implementation of a			
management plan.			

Objectives	ACGME	Instructional	Evaluation
-	Competency	methods	
4. Apply knowledge of the	Medical	Lectures	MCQ
scientific method in medical	Knowledge		
diagnosis and treatment and in		Small group	Direct
research. The student should be	Practice-based	discussions	observation by
able to evaluate published	Learning and		faculty
findings and to apply scientific	Improvement	Self-directed	
evidence-based reasoning to the		learning	
solution of medical problems			
5. Demonstrate understanding of	Patient Care	Lectures	MCQ
the impact of the various stages		- 44	
of life, as well as the effects of	Medical	Small group	Direct
gender, life style, socioeconomic	Knowledge	discussions	observation by
status, nutritional factors, genetic		22.5	faculty
characteristics, psychosocial and	Systems-based	PBL	G. 1 1: 1
epidemiologic factors, and	Practice	G 10 1: 1	Standardized
culture upon the quality of		Self-directed	patients
human health and the prevalence		learning	
of disease, disease prevention			
and health maintenance.	D / C	Τ	MGG
6. Demonstrate an	Patient Care	Lectures	MCQ
understanding of the	C4 11	C11	D:4
fundamental concepts of	Systems-based Practice	Small group discussions	Direct
continuity of care (preventive,	Practice	discussions	observation by
rehabilitative and end-of-life) in		PBL	faculty
addition to the diagnosis of acute		FDL	OSCE
medical problems, and be able to apply these concepts to clinical		Self-directed	USCE
practice on a local, regional,		learning	Standardized
national or international level		icariiiig	patients
Hational of international level			patients

Objectives	ACGME Competency	Instructional methods	Evaluation
7 Damanstrata mastary of a	Patient Care	Lectures	MCQ
7. Demonstrate mastery of a variety of skills, such as effective	Patient Care	Lectures	MCQ
1	Interpersonal and	Small group	Direct
communication during	Interpersonal and Communication	Small group discussions	
interviewing patients and	Skills	discussions	observation by
educating patients about their diseases and communicating	SKIIIS	PBL	faculty
with their families. The student	Professionalism	rbL	OSCE
must also demonstrate	1 TOTCSSIONALISIN	Self-directed	OSCE
appropriate skills during physical		learning	Standardized
examinations (proper use of		icarining	patients
instruments; application of		Demonstration	patients
manual techniques) and in		Demonstration	
utilization of laboratory		Role Modeling	
resources (ordering appropriate		Troic Wiodening	
tests; interpreting values).			
tests, interpreting varies).			
8. Exhibit appropriate	Interpersonal and	Role modeling	Direct
professional behavior in	Communication		observation by
interactions with patient and	Skills	Small group	faculty
their families, peers and other		discussions	
healthcare professionals to	Systems-based		OSCE
adhere to professional standards	Practice	Case-based	
of ethical behavior, and to		discussions	Standardized
function harmoniously and	Professionalism		patients
respectfully as a member of a		Self-directed	
diverse health care team.		learning	
9. Demonstrate mastery of the	Medical	Lectures	MCQ
curriculum essential to enter and	Knowledge		
pass USMLE, Step 1 and		Small group	OSCE
progress to and pass USMLE,		discussions	
Step 2 (CK and CS) along the			Standardized
pathway toward licensure for the		PBL	patients
practice of medicine.			
		Case-based	Direct
		discussion	observation by
		0.10.1:	faculty
		Self-directed	
		learning	

Objectives	ACGME	Instructional	Evaluation
	Competency	methods	
10. Display skills of	Practice-based	Self-directed	Direct
independent, life-long, and	learning and	learning	observation by
progressive learning	Improvement		faculty
11 Manifest self avvenuess	Professionalism	Case-based	Direct
11. Manifest self-awareness, self-care, self-assessment, and	Professionalism	discussions	observation
personal growth sufficient to be		discussions	observation
a role model for others		Role modeling	
12. Develop sensitivity toward	Systems-based	Lectures	MCQ
the need to address and resolve	Practice		
health disparities at all levels		Small group	Standardized
	Professionalism	discussions	patients
		Case-based	
		discussion	
		Self-directed	
		learning	
13. Show mastery of the	Medical	Lectures	MCQ
scholarly expectations of the	Knowledge		
medical faculty of the College of		Small group	Direct
Medicine as determined by	Interpersonal and	discussions	observation by
appropriately designed and	Communication		faculty
applied assessment	Skills	PBL	0.000
methodologies, including but not	D C : 1:	C 1 1	OSCE
limited to written examination	Professionalism	Case-based	C4 1 1
performance and practical		discussion	Standardized
clinical skill <u>s</u>		Self-directed	patients
		learning	
		rearming	

Reviewed and provisionally approved at a meeting of the Medical Faculty Senate in January 2003.

The Curriculum Committee formally accepted this as a working document on February 3, 2003.

Revisions approved by the faculty of the College of Medicine on July 16, 2007

Sheik N. Hassan, M.D., FCCP Associate Dean for Academic Affairs

RESOLUTION OF STUDENTS RENEWED RESOLUTION OF THE COLLEGE OF MEDICINE ON PROFESSIONAL STANDARDS

That cheating can be understood by all concerned to be expressly unlawful; that no student on their desk or in their possession books, notes, papers or electronic devices with memory capabilities during any examination room; that an adequate number of proctors supervise each examination; that a proctor shall relocate a student to another seat if to avoid even a suspicion of unauthorized practices; that the proctor will take the examination paper from a student who is seen cheating or possessing unauthorized books, papers or electronic devices with memory capabilities; that students be notified that all answer sheets are subject to a computerized analysis which can reveal cheating patterns; that the profession of the physician is an honorable one and that physicians and students must eschew dishonorable practices and that expulsion from the College of Medicine be the penalty for a student adjudged of cheating in an examination.

(A copy of this resolution, pledging to observe these standards, is signed by each student upon entering the College of Medicine.)

REGISTRATION INFORMATION

- A. Undergraduate Registration for New Entrants, Transfers, and Former Students Returning (FSR): New admittees who have sent the required enrollment fee to the University within 30 days of acceptance, and FSRs who have been readmitted, will be permitted to register.
- B. Former Students Returning (FSR) are required to file the appropriate application no later than 30 days prior to the beginning of late registration in order to be considered for admission for a particular semester. A student who was suspended for academic reasons should apply well in advance of the 30 days before registration and petition the dean of the school or college last attended for readmission so that the appropriate faculty committee will have time to consider his or her application.
- C. Evidence of Official Enrollment: You are not officially enrolled until all designated charges for tuition/fees, previous balances, etc., are paid. Mere possession of a computer printout of your confirmed schedule is not considered proof of official enrollment. The appropriate and acceptable evidence of your official enrollment is the appearance of your name on the class lists issued by the Records Office. For more information, consult your Student Reference Manual and Directory of Classes.

ABSENCE FROM THE UNIVERSITY

Failure to attend classes, or abandonment of a residence hall space to which one has been assigned, or one's non-return to classes for an upcoming semester for which one is already academically and financially registered in advance, does not constitute official discontinuance or withdrawal. The student should effect total withdrawal in person or request that it be done in his/her behalf.

Usually, the Office of Student Financial Services will not make refunds or other adjustments in a student's account after the end of the current academic year of the student's enrollment. All individuals who need assistance in this regard should telephone, write or confer with the Dean for Special Student Services, Howard Center, at (202) 238 2420

POLICIES ON PAYMENT OF TUITION AND FEES

General Information

All University students must pay tuition and fees in accord with the deadlines established by the Office of Student Financial Services. The Board of Trustees of Howard University reserves the right to change tuition, fees and charges at any time.

The University is committed to giving students financial aid to the extent that need is demonstrated, financial aid resources are available and as Federal regulations permit. Howard University also offers a Deferred Payment Plan and several payment options.

Payments

Students with outstanding balances will be sent bills, according to the addresses on file with the Records Office. Students not receiving bills via mail can view charges on BisonWeb and should still make payments by the scheduled dates. Students who fail to make payments by the specific due dates will be charged \$75.00 late payment fees, not to exceed \$150.00 per semester. Delinquent accounts will be handled by the Collections Office, which may mean that the account will be turned over to an outside collection agency or attorney. In this event, the student will be liable for all collection and litigation costs. The Collections Office also regularly reports delinquencies to national credit bureau reporting agencies.

Payment by mail is recommended. Alternatively, payments may be placed in the night depository box located in the lobby of the Administration Building. These payment modes will help avoid lines and delays at the cashier's window during late registration periods.

Payment may be made by credit card (American Express, Master Card, and Visa), cash, money order or cashier's check. A fee of \$25.00 will be charged for all uncollected payments. Checks and money orders should include the student's name and Howard University identification number. Payments can be made to the cashier in the Johnson Administration Building or on the Internet at www.howard.edu (click on BisonWeb).

Payments may be made by wire transfer to: Bank of America, 730 15th Street, NW, Washington, DC 20059, ABA #026009593, for credit to Howard University Account #1933194600. Once again, be sure to include the student's name and identification number so that the account may be credited appropriately.

Mail all tuition payments made by money order, cashier's check or credit card to:

Howard University Office of Student Financial Services MSC 590501 Washington, DC 20059

Foreign bank drafts are accepted as payment. Students presenting foreign bank drafts must wait until the drafts have cleared the University's bank before they may withdraw money.

Deferred Payment Plan

A Deferred Payment Plan is available. This plan allows for payment of tuition and certain fees in two installments. Under the plan, 50 percent of total deferrable charges is due in August for the Fall semester and in December for the Spring semester. Final payments for the remaining charges are due 60 days after the regularly scheduled last day of late registration.

Students with pending Financial Aid will pay half of the tuition and fees in August after

the deduction of financial aid plus all housing and meal charges. The remaining tuition and fee amount will be due 60 days after the regularly scheduled last day of late registration. (New students may make their first deferred payment at the time of registration).

The Deferred Payment Plan is not applicable for housing and meal costs.

Financial aid or scholarships must be applied first to tuition and fees. Any excess amounts may then be applied to housing and meals.

Students receiving remission of tuition, full tuition grants, or full tuition scholarships are not eligible for the Deferred Payment Plan.

The Deferred Payment Plan or Howard University Installment Plan cannot cover previous account balances.

The fee to participate in the Deferred Payment Plan is \$50.

Penalties for Nonpayment or Late Payment

Students will not receive validation stickers nor be included on class lists until all accounts and loan balances due have been paid. They will also be denied all student privileges, including class attendance. Validation stickers alone do not ensure official registration. A student's name must also appear on official class rosters to be officially enrolled at Howard University.

Only registered students who have paid the room rent may live in the residence halls. Non-registered persons will be required to immediately vacate the residence halls.

Degrees, transcripts, or any other official documents will not be released to any student with a delinquent student account or loan balance.

No University loans will be made to students who have existing outstanding loans in a delinquent payment status. Furthermore, students cannot complete registration until such delinquent payments are made.

Financial Clearances

Financial clearances for transcripts, graduation, and Former Students Returning (FSR) are granted by the Office of Student Financial Services.

SATISFACTORY ACADEMIC PROGRESS HOWARD UNIVERSITY AND HOWARD UNIVERSITY COLLEGE OF MEDCINE SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress (SAP)

Federal regulations require that you must maintain Satisfactory Academic Progress (SAP) toward an approved, eligible academic program to be eligible to receive financial aid. Three components of your academic record determine whether you are maintaining satisfactory academic progress: course completion, grade point average (GPA), and maximum eligibility. The requirements in each area vary according to your status as an undergraduate, graduate or professional student, your school/college of enrollment, and your enrollment status (full time, half time, or less than half time). This federal policy affects your eligibility for assistance for the following aid programs:

Federal: Federal Work-Study, Federal Pell Grant, Federal Perkins Loan, Federal Direct PLUS Loan (parent loan), Federal Supplement Educational Opportunity Grant, Federal Family Education Loan, Federal Direct Loan Program, Nursing Student Loans and Health Professions Loans and Grants

State: D.C. Tuition Assistance Grant, LEAP, Alternate Loan Programs, Student Educational Loan Fund, and all eligible state programs

Private Loans: MBA loans, Law loans, and all other loans requiring university certification

SAP CRITERIA

Completion Ratio

Your enrollment status is reviewed at the end of each academic year to verify that you have earned the required minimum number of credits during fall and spring semesters. You are required to complete at least 70% of all attempted hours of coursework each academic year.

Cumulative Grade Point Average (GPA)

As an undergraduate student, your cumulative grade point average (GPA) will be reviewed at the end of each academic year of attendance. You will be placed on Financial Aid Probation if your cumulative GPA is less than a 2.00 following the completion of your first academic year (fall and spring). After your second academic year (fourth semester of attendance), you must have achieved a 2.00 cumulative GPA or your financial aid eligibility will be suspended. Undergraduate students are also required to maintain a 2.00 GPA each academic year of attendance, thereafter. Graduate and professional students are required to maintain the GPA as required by their chosen program of study.

Maximum Eligibility

You will maintain financial aid eligibility for a specified period of time. Undergraduate and graduate students must complete their chosen academic program within 150 percent of the number of credit hours required for graduation or successful completion.

Undergraduate students will be notified within 24 credit hours and graduate students within 18 credit hours of reaching the expiration of their financial aid eligibility. You must continue your studies at your own expense when you have reached your maximum eligibility.

Because of the special nature and delivery format of the professional education programs, professional program students will maintain aid eligibility for a period not to exceed a specified number of academic years (or semesters). Medical students will maintain financial aid eligibility for a period not to exceed 5 academic years (or 10 semesters).

Financial Aid Probation

Financial aid probation will occur for your next academic year of attendance if you fail to earn the minimum number of credits needed and/or the GPA required. You may continue to receive financial aid while on financial aid probation.

Financial Aid Suspension

Your financial aid eligibility will be suspended if you fail to earn the required overall cumulative credits or achieve the required GPA while on financial aid probation. You will no longer be eligible to receive financial aid to attend Howard University. To reinstate your financial aid eligibility, you must enroll and successfully complete, at your own expense, a semester at the University as a matriculating student.

Academic Suspension

You are not eligible to receive financial aid if you have been dematriculated (academically suspended) from the University. When you have been readmitted by the University, you must complete the SAP appeal process. Your financial aid eligibility status will be determined based on SAP criteria, through a review of your academic transcript.

Exclusions

The following types of registration and grades cannot be used to fulfill probation, suspension or rematriculation requirements: credits by special exam, Advanced Placement or CLEP exams, distance education or correspondence courses for which you have not obtained prior approval, audit, withdrawal, incomplete and zero credit courses.

ADDITIONAL SAP REQUIREMENTS

Although you may not be receiving Financial Aid, you will be evaluated for Financial Aid eligibility on the same basis as students who receive federal and state aid. Should you apply for aid, your eligibility will be based on your past performance at Howard University.

If you are enrolled in a dual degree program, you may appeal for an extension of the maximum time frame provision of this policy.

If you are an undergraduate student pursuing a second degree, you may attempt an additional 48 credit hours to complete your second degree program, including prerequisite courses. Graduate/professional students may attempt an additional 24 credits.

If you are a transfer student, your maximum eligibility will be reduced by the number of transfer credits accepted by Howard University.

Credits you have earned at foreign institutions will be included in your SAP evaluation provided they are applicable to the degree/program sought.

Courses in which you receive a grade of 'I' (incomplete) accompanied by a letter grade will considered when evaluating your completion ratio, and will influence your term and cumulative GPA. All attempted and earned credits are considered in maximum eligibility determination.

Courses in which you received a grade of 'W' (withdrawal) do not earn credits or affect your GPA, but they will be considered when evaluating your maximum eligibility. You may retake courses from which you withdraw, and those credits will count toward determining your enrollment status and completion ratio, provided you have not earned credit for the same course.

If you are enrolled in undergraduate remedial courses, credits attempted/earned will count toward determining your enrollment status, minimum credits earned and maximum eligibility.

If you take undergraduate courses while you are a graduate student, courses that are satisfactorily completed do not earn graduate credit or influence your graduate GPA, nor will they count toward determining your enrollment status or minimum credits earned at the graduate level.

All undergraduate and prerequisite courses are evaluated in SAP Maximum Eligibility.

If you are taking courses to earn professional licensure, you must be admitted to a degree program in order to receive financial aid. Students completing licensure courses and not seeking a bachelor's, masters or doctoral degree are not eligible for financial aid.

The credits earned from repeated courses will count toward determining your enrollment status and maximum eligibility. However, for purpose of financial aid satisfactory academic progress, only credits adding to the cumulative credits earned will be acceptable toward the required minimum number of credits earned per year.

If you attend a summer session and wish those credits/grades to be considered with your fall and spring total, you must complete the appeal process at the end of the summer term. Summer credits will count toward determining your maximum eligibility.

Appeal Process

You may appeal a financial aid probation or suspension status by submitting a completed appeal form to The Office of Financial Aid, Scholarships and Student Employment within 21 calendar days from the date of your notification.

You can obtain a form from the Office of Financial Aid, Scholarships and Student Employment or by visiting the website at **www.howard.edu**.

If you failed to achieve SAP because of mitigating circumstances, you must submit the appeal form with a letter of explanation with any other supporting documentation attached. Mitigating circumstances would include extreme illness or injury, family crisis, or death of an immediate relative. The circumstance must be documented.

You may appeal to have your SAP status reviewed if, by attending a summer session, you increased your GPA or earned credits that caused you to meet the minimum number of credits required for the academic year.

Send your appeal with any required documentation to:

Appeals Committee The Office of Financial Aid, Scholarships and Student
Employment
Administration Building
Room 205
2400 6th Street, NW
Washington, D.C. 20059

The committee will review your request and make a decision within 21 business days from the receipt of your appeal. You will receive written notification of the committee's decision. The decision of the committee is final and there is no additional appeal process.

SATISFACTORY ACADEMIC PROGRESS <u>NOTIFICATION PROCEDURES</u> COLLEGE OF MEDICINE

The College of Medicine's Office of Academic Affairs will immediately notify the Office of Financial Aid (Main Office and College of Medicine Office) of all students who have earned the number of deficiencies equal to or greater than the number required to be dismissed according to policy, e.g. freshman and sophomore students with three or more unsatisfactory grades or junior and senior students with two or more failed clerkship grades. NOTE: This notification must be made even if it is prior to the official dismissal decision by the College of Medicine and any appeal by the student.

The Office of Financial Aid will immediately update the student's Satisfactory Academic Progress (SAP) status in Banner and reverse any aid awarded or disbursed for the current or subsequent semester. For example, a student enrolled in Spring 2008 for whom a dismissal notification based on Fall 2007 grades is received in January 2008 by the Office of Financial Aid will have their Spring 2008 aid reversed.

Students who choose to appeal to the Dean will also have to complete and submit a Satisfactory Academic Progress (SAP) Appeal to the Office of Financial Aid (main office). Students whose appeals to the Dean AND the Office of Financial Aid are approved will have their aid restored.

Students whose appeals to the Dean are denied will be administratively withdrawn by the Office of the Academic Affairs via a memorandum to the Office of the Provost and the Office of the Registrar, with a copy submitted to the Office of Financial Aid (Main Office and College of Medicine Office). No student who is academically dismissed should complete their own Total Withdrawal form at any time.

Notification procedures updated July 1, 2008 Sheik N. Hassan, M.D., FCCP Associate Dean for Academic Affairs

PROFESSIONALISM

Medical educators and patients alike expect physicians to be just, altruistic, conscientious, compassionate, honest, and scrupulous about financial conflicts of interest. The Accreditation Council for Graduate Medical Education (ACGME) defines professionalism as one of the six (6) general competencies that residents are expected to achieve during their training. The Association of American Medical Colleges (AAMC) and the National Board of Medical Examiners (NBME) have also weighed in on this. The American Board of Internal Medicine has been in the forefront in addressing the matter of professionalism in physicians for decades.

The following is an excerpt from the American Board of Internal Medicine "Project Professionalism":

Professionalism in medicine requires the physician to serve the interests of the patient above his or her self interest. Professionalism aspires to altruism, accountability, excellence, duty, service, honor, integrity and respect for others. The elements of professionalism required of candidates seeking certification and recertification from the ABIM encompass:

- A commitment to the highest standards of excellence in the practice of medicine and in the generation and dissemination of knowledge.
- A commitment to sustain the interests and welfare of patients.
- A commitment to be responsive to the health needs of society.

http://www.abim.org http://www.aamc.org http://www.nbme.org

REQUIREMENTS FOR PROFESSIONAL BEHAVIOR

The attributes of professional behavior expected of students, faculty and staff in the College of Medicine are shown below. These are adapted from the ABIM "Project Professionalism" and from the Task Force on Professionalism in Undergraduate Medicine at the University of Toronto. Students at Howard University College of Medicine will be evaluated according to these domains. Each domain shown below is not restricted to the descriptions listed below it, as these are only examples.

Altruism

- o Places patients' needs before self
- o Demonstrates sensitivity to patients' needs
- o Demonstrates respect for patients' privacy
- o Demonstrates respect for patients' confidentiality
- o Shows respect for patients' modesty
- o Spends enough time to comfort patient
- o Spends enough time to educate patients' about their disease
- **Duty** reliability and responsibility
 - o Adheres to institutional policies and procedures
 - o Attends instructional sessions as the curriculum warrants
 - o Arrives on time for scheduled activities, examinations and appointments
 - o Completes assigned tasks on time
 - o Participates fully in group assignments and discussions
 - o Fulfills call duties as expected
 - o Informs supervisors of mistakes in patient care
 - o Asks for help when needed
- **Excellence** Self improvement and adaptability
 - o Attends lectures, rounds, conferences and seminars as expected
 - o Researches literature on own patients and other topics
 - o Accepts constructive feedback without being too defensive
 - o Modify behavior based on feedback and formative evaluation
 - Demonstrates commitment to continuous learning and professional development
- **Respect for Others** Relationships with students, faculty, staff and colleagues
 - o Work in harmony with all members of the health care team
 - o Demonstrates respectful behavior to all members of the health care team
 - o Demonstrates respectful behavior to patients and their families
 - o Demonstrates respect for patient's autonomy
 - o Communicates professionally in a non judgmental and non defensive manner
- **Honor and Integrity** Upholding Professional Codes of Conduct
 - o Behaves honestly
 - o Never misrepresents or falsifies information and/or actions (e.g. cheating)
 - o Demonstrates respect for people from all cultures, race and religions
 - o Establish and maintain strictly professional relationships with patients
 - o Acknowledges limits in knowledge and skills

- o Dress in a professional manner
- o Maintains professional demeanor even when stressed; not verbally hostile, abusive, dismissive or inappropriately angry
- o Acknowledges own mistakes
- o Adheres to ethical standards of the profession

Approved by the Faculty June 18, 2007

"Early Warning" Incident Reports

The intent of the "early warning" report is to give the student formative feedback of concerns about professional behavior before that behavior becomes part of a grade or a sanction by the administration.

Process for use of an Early Warning Incident Report:

- 1) An "early warning/incident report" may be filed by the relevant faculty, unit leader/coordinator, course/clerkship director, department chair, Assistant/Associate Dean or others who observe or supervise the student.
- 2) Faculty or others concerned are encouraged to discuss their concern directly with the involved student before going forward. The decision of whether or not to file an early incident report at that point will be at the discretion of the relevant evaluator or observer.
- 3) It is normally expected that before filing a report, a face-to-face meeting between the student and the person filing the report will be held. In the sole discretion of the person filing the report, other involved persons may be asked to attend. If a face-to-face meeting is not feasible, an explanation of the reason and way in which the student was contacted must be included. At times, this process of discussion and fact-finding may result in the decision not to file a report.
- 4) The report will consist of a narrative statement describing the incident. Optionally, the student may also file a commentary which could include a different side of the incident(s), report of extenuating circumstances and/or discussion of remediation.
- 5) The report should be filed usually within 14 days of the unprofessional behavior and shall be filed with the unit leader, clerkship director, chair of department or with the Associate Dean for Student Affairs and Admission.
- 6) Any initial filed report will be discussed by the person filing the report and the Associate Dean for Student Affairs and Admissions (if the report is filed with the said Associate Dean) to determine what action should be taken, if any.

STUDENT DRESS CODE

Effective April 1, 1989

The guidelines which follow are of general nature. They set minimum standards only. In most instances, an individual's dress will far exceed these minimum standards. In many departments, more specific guidelines for dress will be set which relate directly to the specific situation in those areas.

General

All College of Medicine students are expected to dress in appropriate attire and to practice the highest standards of personal hygiene and cleanliness. All hair is to be neatly groomed and clean. Nails are to be neatly trimmed and clean. All clothing should be clean and free of holes

Preclinical Guidelines

Unacceptable attire for students include short skirts and short shorts, clothes with holes, cutoff or frayed clothing such as jeans and shirts, tee shirts with inappropriate inscriptions, halter tops, midriffs, excessively low-cut necklines, sweat bands, and rubber thongs. Bermuda length shorts and skirts are acceptable. Students should be fully clothed at all times. Shoes are required in all areas. The entire foot should be covered in the laboratory and other specified areas in conformance with safety regulations. The wearing of athletic attire is discouraged.

Clinical Guidelines

In general, there should be conformance to the Howard University Hospital dress code which follows:

The Howard University Hospital code is designed to establish regulations governing attire conducive to good public relations and the welfare of patients and hospital personnel. It also reinforces dress standards that meet safety, infection control, and sanitary requirements of health care institutions.

The following list includes some of the articles or styles of dress that are unacceptable attire for work in the hospital:

- ieans
- halter tops.
- tank tops
- tee shirts
- mesh or see-through garments
- short pants
- excessively low-cut necklines
- vests, short tops, or other clothing revealing, abdomen and lower back
- sundresses (alone)

- curlers in the hair
- unapproved footwear. The Hospital will not assume responsibility for any injury sustained as a result of not wearing the proper type of safety shoes (see Administrative Standard Practice Manual, Safety Policy No. 8). In the interest of employee, trainee, and volunteer safety, and in accordance with the recommendations of the Hospital Safety Committee, this Hospital policy shall be strictly adhered to.

In addition:

- Attending staff and medical officers are to wear clean, pressed, three-quarter length white laboratory coats
- Postgraduate physicians are to wear clean, pressed, three-quarter length white laboratory coats
- Medical students are to wear clean, pressed, short white jackets
- Proper identification badges and name tags are to be worn at all times
- Males are encouraged to wear freshly laundered and pressed shirts with ties.
- Blouses worn by females should be properly fitting, and freshly laundered.
- All employees who work in areas where there is a possibility of heavy or sharp objects falling on their lower extremities are required to wear safety shoes that meet Standard ANSI Z41.1 (1976) of the American National Standard Institute (ANSI).
- The wearing of canvas top type shoes, sandals, and mesh shoes during the performance of duties is discouraged.
- Bare feet are not allowed and bare legs are discouraged. All categories of personnel are requested to wear stockings or socks when on duty.
- The Hospital will not assume responsibility for any injury sustained as a result of not wearing the proper type of safety shoes.

Enforcement of Guidelines

In case of students, it is the responsibility of every faculty member to monitor adherence to the above guidelines. If problems cannot be resolved at this level, then referrals should be made to the Associate Dean for Student Affairs and Admission.

EVALUATION AND GRADING PROCEDURES

Formative and Summative Evaluations: The faculty is expected to provide formative evaluations for all students and the final grades for students in the first two years of the curriculum must be submitted to the office of the Associate Dean for Academic Affairs within 24 hours following final review of the results of the grades. The final grades for all students in the second two years of the curriculum must be submitted to the office of the Associate Dean for Academic Affairs within 4-6 weeks following the end of the clerkship or elective.

Narrative: The faculty is expected to submit a narrative of each student performance whenever the faculty: student ratio permits.

Grading: The grading system adopted by the College of Medicine beginning with freshman students entering the College in the academic year 2006-2007 and later is criterion based. This system is one that sets a predetermined numerical performance value that is equal to a letter grade. All students can, in theory, earn the grade of Honors (H).

Freshman and Sophomore Years

For each faculty constructed examination:

Honors – A grade of 85 or more Satisfactory – A grade of 70-84 Unsatisfactory – A grade of less than 70

For each Unit:

The faculty shall determine the weight of each examination, all quizzes and any other assignments for computation of the final grade.

Honors – A final score of 85 or more
Satisfactory – A final score of 70-84
Unsatisfactory – A final score of less than 70

Junior and Senior Years

The minimum passing score on all subject examinations from the National Board of Medical Examiners is 62. The Data Analysis Center then adjusts this score such that 62 = 71. The faculty in each department determines the weight of all other examinations, quizzes, assignments and rotations in computing the final grade.

Approved by the Faculty in the College of Medicine June 28, 2006 Updated July 1, 2008

EXAMINATIONS

GENERAL

- 1. Proctors will be present in the examination room approximately 15 minutes before the scheduled examination time.
- 2. Students should be seated at least five (5) minutes before the scheduled starting time. Proctors will make sure students are properly seated according to seat assignments.
- 3. The doors will close promptly at the time the examination is scheduled to begin. Students arriving late will not be admitted to the examination room while examination materials and instructions are being distributed to the students who were present on time. Any student who arrives more than thirty (30) minutes late will not be admitted to the examination. Those students who arrive late will not be given additional time to complete the examination.
- 4. No books, notes, electronic devices or other paraphernalia, with the exception of a purse, will be allowed at examination seats. Materials brought to the examination room must be placed in the front or back of the room.
- 5. No food (except when medically necessary), radios, electronic devices with memory capabilities or earphones will be allowed in the examination room. Students who has a medical need must contact the Associate Dean for Student Affairs and Admissions prior to the start of the examination or each academic year.
- 6. Mobile (cell) phones or other communication devices are not permitted at the examination seat. All such devices must be completely turned off before the examination booklets are distributed. Any student who is found to be in violation may be asked to leave the examination and may be awarded 0 for the examination. This may be in addition to any other disciplinary action by the college.
- 7. Calculators are not permitted for use during any examination
- 8. During the course of examinations, students will remain in their assigned seats. Questions and needs of individual students will be attended to by proctors who will go to the students seating area when the student raises his/her hand.
- 9. No student will be permitted leave his/her seat during the last ten (10) minutes of any examination.
- 10. Upon completion of the examination, each student must remain seated and raise his/her hand. The examination materials will be collected by a proctor. At no

time is the student to leave his/her seat and carry the examination material to the proctor or other areas of the room or outside of the examination room.

- 11. After collection of the examination materials, the student will immediately leave the examination room as well as the immediate area.
- **12.** All examinations (except for the first examination) will be comprehensive within the block.
 - **a.** Freshman: About 90% of the questions on any examination will be from material covered since the last examination. The remaining approximately 10% will be from previously covered material.
 - **b.** Sophomore: The last examination for each unit during the sophomore year will be comprehensive.
 - c. Junior/Senior: The final examination for each clerkship/elective/coourse during the junior and senior years shall be comprehensive.
- 13. All students must sit for each examination as scheduled except for excused absences. Students who are excused from any examination or quiz must make up the missed examination or quiz detailed elsewhere in this manual.
- 14. Any student who fails to follow the College of Medicine policy on missing examinations will be awarded 0 for the examination
- 15. "Make-up" examinations will be administered according to the policy on excused absences and make-up examinations
- 16. In case of delayed opening or unscheduled closure of the university, materials that should have been covered during the delayed or closed period shall be excluded from the examination that follows the delayed or closed period, unless such materials are covered at least one day prior to the administration of the examination or the students are provided written objectives with appropriate references for the missed session(s) In case a teacher fails to present his/her scheduled lecture, questions relating to such lecture shall be excluded from all unit examinations until after such lecture is presented. The unit leader shall make reasonable attempts to have the missed lecture presented or the students are provided written objectives with appropriate references for the missed session(s).

Use of these procedures is intended to assure:

- a) Consistency among all units and departments in conducting examinations
- b) Maximum available time for students to take examinations; and
- c) The best possible environment in which students will take examinations.

All students and faculty are asked to become familiar with and to carefully observe these procedures. Violations could result in disciplinary action, including dismissal of the student from the College of Medicine.

YEARS 1 and 2

Reexaminations:

Purpose: The purpose of the reexamination is to give students who fail one or two units a second opportunity to demonstrate their satisfactory understanding of the information taught in the unit(s). It is not intended to provide time for remediation in knowledge or to increase a passing score to a higher level.

Definition of terms for this policy

- **Conditional unsatisfactory grade** refers to the unsatisfactory grade before reexamination, if eligible for reexamination.
- Unsatisfactory grade refers to any one of the following:
 - o Failing grade on reexamination
 - o Failing grade when a student is ineligible to sit for reexamination
 - o Conditional unsatisfactory grade when the student is eligible but fails to sit for the reexamination.
- **Satisfactory grade** refers to a passing grade at the end of the unit; or passing grade following reexamination, if eligible for reexamination

Eligibility: Subject to the conditions set forth in this policy, any student who receives one (1) or two (2) conditional unsatisfactory grade(s) in one semester may be offered reexamination(s) for the unit(s) providing the student:

- sat for all the examinations and quizzes in the unit(s)
- satisfactorily completed all other requirements in the unit(s)
- attend laboratory and small group sessions as scheduled

A student is eligible to sit for no more than two (2) reexaminations each semester (exclusive of Physical Diagnosis). The Associate Dean for Academic Affairs shall determine the eligibility of students for reexaminations, and each student must obtain written permission from the said Associate Dean in order to sit for any reexamination.

A student who fails three (3) or four (4) units during the semester **must** schedule a meeting with the Associate Dean for Academic Affairs to determine which failing grades will be designated as conditional unsatisfactory. If eligible to sit for reexaminations, the student shall make the final selection for the conditional unsatisfactory grades. The remaining grade(s) shall be deemed unsatisfactory. The student must inform the Associate Dean for Academic Affairs in writing of his/her decision.

A student who fails five (5) units in any one semester or has accumulated three (3) or more transcript unsatisfactory grades is not eligible for reexaminations or for remediation in the Summer Directed Study Program (SDSP).

Responsibility: It is the responsibility of the student to obtain the written permission to sit for reexamination(s) from the Associate Dean for Academic Affairs. Any student who sits for any reexamination without such written permission shall be awarded an unsatisfactory grade for the unit, even if the student obtains a passing score on the reexamination.

Schedule for reexaminations: The reexaminations shall be offered only once for each semester. The reexaminations shall be administered according to the following schedule and may include laboratory reexaminations:

- First week of January for units offered and completed during the fall semester for freshman and sophomore medical students
- Approximately 10 days after the last examination at the end of the spring semester for freshman medical students for units offered and completed during the spring semester
- Approximately 7 days after the last examination at the end of the spring semester for sophomore medical students for units offered and completed during the spring semester

Grades for reexaminations: There shall be no "make up" reexamination. A student who is eligible to sit for a re-examination must pass the reexamination in order to receive a satisfactory grade for the unit. The maximum score that can be awarded for the unit shall be the minimum passing score (70 S). A student who fails the reexamination fails the unit.

Physical Diagnosis & reexamination: Since the final grades for Physical Diagnosis are usually not available in time for reexaminations, Physical Diagnosis shall not be included in the maximum of two (2) conditional unsatisfactory grades. Remediation for this course shall be determined by the course coordinator and the department of medicine. Remediation must be completed no later than the same date of completion for the SDSP for sophomore medical students.

Note: A student who has accumulated three (3) transcript unsatisfactory grades (including Physical Diagnosis) will be dismissed from the College of Medicine.

Unscheduled Early Closure of the University

If an examination is already in progress and an announcement is made that the university will close early then the examination may be fully administered according to the judgment of the chief proctor.

Delayed Opening of the University

When there is a delayed opening of the university and an examination is scheduled during the delayed period, students and faculty shall expect that the examination will be administered the same day but no earlier than two hours following the opening of the university. The examination must be administered within 3 school days following the opening of the university. The unit leader/coordinator shall coordinate with the Associate Dean for Academic Affairs the date, time and location for administration of the

examination. The unit leader/coordinator or designee shall

- Post signs announcing the date, time, and location for the administration of the examination. One of the postings shall be outside the room where the examination was originally scheduled to be administered.
- Whenever possible, make an oral announcement to the class.
- Arrange for an email to be sent to the faculty proctors and students

Unscheduled Closure of the University on one or more days

When there is an unscheduled closure of the university and an examination is scheduled during the closed period, students and faculty shall expect that the examination will be administered the first day of the reopening of the university but no earlier than two hours following the reopening. The examination must be administered within 3 school days following the reopening of the university. The unit leader/coordinator shall coordinate with the Associate Dean for Academic Affairs the date, time and location for administration of the examination. The unit leader or designee shall

- Post signs announcing the date, time, and location for the administration of the examination. One of the postings shall be outside the room where the examination was originally scheduled to be administered.
- Whenever possible make an oral announcement to the class. These examinations may be scheduled during times other than regular scheduled class time, but not on weekends and holidays.
- Arrange for an email to be sent to the faculty proctors and students

YEARS 3 and 4

Reexamination

Any student who fails the written examination must sit for the next offering of the examination in the clerkship. A student who fails the reexamination fails the clerkship and must repeat the entire clerkship. A student who fails to sit for the reexamination in a timely manner as noted herein will be awarded 0 for the examination.

A junior or senior student may be offered one reexamination in any clinical course examination in which he/she obtains an unsatisfactory examination grade. With performance at the level of satisfactory or better upon reexamination, the maximum examination grade assigned will be 71-S.

Missed Lectures/Discussion Sessions

- If a teacher fails to present his/her scheduled lecture, questions relating to such lecture or discussion session shall be excluded from the clerkship examination (unless the examination is a national examination or the subject examination from the National Board of Medical Examiners) until after such lecture is presented. The Clerkship Director, any faculty member, or student shall make a written report to the Associate Dean for Academic Affairs of such missed lecture or discussion session. The Clerkship Director shall make arrangements (if possible) for the missed lecture or discussion session to be presented.
- Students must sit for the end of clerkship examination at the first offering of the examination following the end of the clerkship. Any student who fails to follow the College of Medicine policy on missing examinations will awarded 0 for the examination.

Repeat Clerkship

A student who fails the reexamination or fails the clinical component of the clerkship will be awarded an unsatisfactory grade for the clerkship. A satisfactory grade must be obtained by successfully repeating all components of the clerkship and passing the written examination, even if he/she previously passed the examination. The maximum grade assigned in this case for the clerkship is 71-S. Elective time cannot be used for repeating a failed clinical clerkship course, but a one-month clerkship or elective course may be repeated during the scheduled senior "vacation" month in the attempt to obtain a satisfactory grade. Credit will be given for only one clerkship or elective course during a given time period.

Unscheduled Early Closure of the University

If an examination is already in progress and an announcement is made that the university will close early then the examination may be fully administered according to the judgment of the chief proctor.

Reschedule of Examination Due to Delayed Opening of the University

If there is a delayed opening of the university and an examination is scheduled during the delayed period, students and faculty shall expect that the examination will be administered the same day but no earlier than two hours following the opening of the

university. Students on clinical rotations shall contact the department, the clerkship director for the respective clerkship or the Office of the Associate Dean for Academic Affairs for the rescheduled date, time, and location for administration of the examination. The examination must be administered within 3 days following the delay. The clerkship director or designee shall post signs announcing the date, time, and location for the administration of the examination. One of the postings shall be outside the room where the examination was originally scheduled to be administered.

Reschedule of Examination Due to Unscheduled Closure of the University

If there is an unscheduled closure of the university and an examination is scheduled during the closed period, students on clinical rotations shall contact the department or the clerkship director for the respective clerkship for the rescheduled date, time, and location for administration of the examination. The examination shall be administered no earlier than 24 hours but no later than 3 days following the reopening of the university. The clerkship director shall coordinate with the Associate Dean for Academic Affairs the date, time and location for administration of the examination. The clerkship director or designee shall post signs announcing the date, time, and location for the administration of the examination. One of the postings shall be outside the office of the clerkship coordinator (secretary).

UNITED STATES MEDICAL LICENSING EXAMINATIONS (USMLE)

STEP 1

1. **General Information:** All students must take and pass Step 1 of the USMLE prior to being promoted to the junior year. All students who have satisfactorily completed the sophomore medical curriculum and are not in the SDSP must take the USMLE Step 1 for the first time prior to third Wednesday in June of the year in which the students completed the sophomore year in order to register for the fall semester of the junior year. Students who are required to attend the SDSP for the sophomore year are exempted from this deadline, but may sit for the USMLE Step 1 before completing the SDSP. However they are required to sit for the USMLE Step 1 within 4 weeks after completing the SDSP. Students who sit for the examination after completing the SDSP will be delayed in starting the third year by 4 weeks or more.

Notes: No student will be allowed to begin any clerkship until a passing score for the USMLE Step 1 is received by the College of Medicine. No student will be permitted to enter any rotation that is already in progress. Students who do not sit for the USMLE Step 1 on or before the deadlines as stated above will not be permitted to rotate any clerkship or elective for the fall semester.

2. **Second Attempt:** Any student who does not pass the USMLE Step 1 on the first attempt should sit for the USMLE Step1 for the second time prior to the end of the first week in September (except for students who were in the SDSP) in order to begin the clinical rotation during the fall semester, providing he/she pass the examination. All students who fail the USMLE Step 1 on their first attempt (including students who were in SDSP) must sit for it for the second time prior to the last Wednesday in October in order to register for the spring semester of the junior year.

Note: Students who fail to meet this deadline will not be permitted to rotate on any clerkship or elective for the spring semester.

- 3. **Third Attempt:** Any student who does not pass the USMLE Step 1 on the second attempt must satisfactorily complete a program of review and evaluation prior to the third attempt. The student must enroll in a USMLE Step 1 Review Program. The student must obtain written approval (for the selected program) from the Associate Dean for Academic Affairs prior to enrolling in the review program. **Failure on the third attempt will result in dismissal from the College of Medicine.**
- **4. Absolute Deadline for Receipt of Passing Score:** Any student who fails to have a passing score (first, second or third attempt) for USMLE Step 1 reported to the College of Medicine by July 1 of the year following the one in which he/she satisfactorily completed the sophomore year may be dismissed.

Guidelines for Students for USMLE Step 1

- 1. Students who have passed all sophomore courses and meet all other academic requirements will be promoted to the junior year following receipt of a passing score on the Step 1 of the USMLE.
- 2. Students are expected to fulfill the requirement of taking USMLE Step 1 prior to the third Tuesday in June in the year in which they completed the sophomore curriculum. Students who present themselves on the scheduled date for academic registration and have not taken USMLE Step 1 will not be allowed to register.
- 3. Students who have repeated the USMLE Step 1 (second attempt) and are awaiting the results may enroll in elective courses approved by the Associate Dean for Academic Affairs. Five credit hours can be earned for the basic science review done in preparation for the second attempt, and four credit hours can be earned for four-week elective courses completed. Students will, therefore, have a program with the nine credit-hour minimum required for fall semester financial aid eligibility. Four (4) credit hours or the equivalent of one (1) elective can be credited toward the senior elective requirements. The option of these electives is available only to students who have satisfactorily completed the sophomore year and are awaiting the results of their second attempt at the USMLE Step 1. No student who failed the USMLE Step 1 at the first attempt will be permitted to attend any elective unless he/she sat for the USMLE Step 1 for the second time. Credit toward the senior elective will be awarded only if the student satisfactorily completes all aspects of the elective and passes the USMLE Step 1 on the second attempt.
- 4. Students are not permitted to take electives for credit while they are waiting for the results for their first or third sitting for the USMLE Step 1
- 5. During the fall semester, students who pass USMLE Step 1 will join the next clerkship in sequence for their group. Students cannot enter a clerkship that is already in progress.
- 6. Students whose passing scores are received after November 1 and before January 1 can begin clerkships at the beginning of the spring semester.
- 7. Students whose scores are reported after the last NBME reporting date for the calendar year (usually the third or fourth Wednesday in December) will not be permitted to register for the spring semester.
- 8. Students who failed the USMLE Step 1 twice must enroll exclusively in a well-recognized review course. Participation in the review course must be approved in writing by the Associate Dean for Academic Affairs. Students will be registered for a nine credit-hour course for USMLE Step 1 review. Full Howard University College of Medicine tuition and fees will be charged. The student must write a letter to the Associate Dean for Academic Affairs identifying the specific review course in which he or she will be enrolling. The letter must include the name and

telephone number of the course director and must be accompanied by a copy of the course description. Students will be notified if the course is approved. The Associate Dean for Academic Affairs may waive the requirement for the student to provide a copy of the course description if such course has been previously (within the past 2 years) approved. International students (F-1 VISA) who are required to take the review course are advised to consult with the Office of International Students at Howard University.

- 9. Students are expected to fulfill the requirement to pass the USMLE Step 1 on the first, second or third attempt by taking the examination such that the results will be available no later than July 1 of the year following the year in which they completed the sophomore year. Students who fail to meet this requirement may be dismissed from the College of Medicine.
- 10. The following are also applicable:
 - a. Tuition and fees paid to the University do not cover charges for review courses or any special examinations administered.
 - b. Student eligibility for financial aid will be considered on an individual basis during the semester or semesters of their university enrollment.
 - c. Students holding NHSC and Armed Forces Health Professions scholarships should contact these programs immediately for information about their status.
 - d. If a student decides not to enroll for the second semester, financial aid awarded for that semester will be cancelled. The student should consult the University and College of Medicine financial aid offices prior to withdrawal.
 - e. Health care through the University Health Service will be available only during periods of enrollment.
- 11. The financial aid budgets of students who have not passed the USMLE Step 1 will be adjusted to that of sophomore students.
- 12. Students may write to the Associate Dean for Administration and Planning requesting that the College subsidize the cost of the required review course selected. The letter should provide the name of the course, the tuition cost, the amount of subsidy requested, and a contact name and number for the course. Any subsidy approved will be submitted directly to the program.
- 13. Students may elect to withdraw from college for the Spring Semester. If the decision is made to withdraw, a withdrawal form must be completed in the Office of Academic Affairs. The student withdrawal procedures contained in the University and College of Medicine Policies Affecting Students booklet must be followed. Students who withdraw will not be eligible for financial aid, health services, library privileges, or any other privilege and benefit reserved for

registered students, but may participate in all activities offered by the College of Medicine for students in special student status. They will be certified to take the USMLE Step 1 if they fulfill the condition of enrolling in an approved Step 1 review course and registered for at least one semester during the academic year. All financial aid awarded for the second semester will be canceled for students who withdraw. Students should consult the College of Medicine's Financial Aid Office prior to withdrawal. Eligibility for loan deferment based on full-time medical school enrollment will end upon withdrawal. An exit interview in the Financial Aid Office must be completed by financial aid recipients. Students receiving outside scholarships, including NHSC or Armed Forces scholarships must contact these programs immediately regarding their change in student status and continued eligibility for scholarship support. International students must consult the Office of International Student Services prior to the decision to withdraw. Students may also request a leave of absence (detailed elsewhere in this manual) from the university.

STEP 2

Step 2 Clinical Knowledge (CK)

- 1. Students must take and pass the USMLE Step 2 CK in order to graduate.
 - a. Students who are scheduled to graduate in May or June 2009 and 2010 and who have not sat for the USMLE Step 2 CK according to the schedule below will not placed on or will be withdrawn from the National Residency Match Program (NRMP).
 - b. Students who will be graduating in 2011 and later and are not delayed in the curriculum and have not passed Step 2 CK by December 31st of their fourth year will not be placed on or will be withdrawn from the NRMP.
- 2. **First Attempt:** Students who have completed the junior year before the first week in November are encouraged to take the USMLE Step 2 CK for the first time within two weeks following completion of all junior curriculum requirements but must do so no later than the third Tuesday in November of the senior year in order to register for the spring semester of the senior year. Students who complete the junior curriculum during or after the first week in November must sit for the examination within four (4) weeks after completing the curriculum.

Note: Students who fail to meet these deadlines will not be placed on or will be withdrawn from the NRMP and will not be permitted to rotate on any clerkship or elective during the spring semester.

3. **Second Attempt:** Any student who fails the first attempt at the USMLE Step 2 CK must retake the examination for the second time no later than the second Tuesday in February of the calendar year in which he/she is expected to graduate. **Note:** Students who fail to meet this deadline will not be placed on the NRMP or will be withdrawn from the NRMP.

- 4. Third Attempt: Any student who does not pass the USMLE Step 2 CK on the second attempt must satisfactorily complete a program of review before sitting for the examination for the third time. The student must obtain written approval from the Associate Dean for Academic Affairs prior to enrolling in the review program. Students who have to take the examination for the third time must have a passing score reported by March 15 of the year following the one in which they are expected to graduate. These students may not be placed on the match. Failure on the third attempt will result in dismissal from the College of Medicine.
- 5. **Absolute Deadline for Receipt of Passing Score:** Students who do not have a passing score reported to the College of Medicine for the first, second, or third sitting of the USMLE Step 2 CK by March 15 of the year following the one in which they satisfactorily completed the senior year will be dismissed from the College of Medicine.

Step 2 Clinical Skills (CS)

- 1. **General:** Students must pass the USMLE Step 2 CS in order to graduate.
 - a. Students who are scheduled to graduate in May or June 2009 and 2010 and who have not sat for the USMLE Step 2 CS according to the schedule below will be withdrawn from or not placed on the NRMP.
 - b. Students who will be graduating in 2011 and later and are not delayed in the curriculum and who have not passed Step 2 CS by December 31st of their fourth year will be withdrawn from the NRMP.
- 2. **First Attempt:** Students who have completed the junior medical curriculum before the second week in October are encouraged to take the USMLE Step 2 CS for the first time within two weeks following completion of all junior curriculum requirements but must do so no later than *the third Tuesday in October of the senior year in order to register for the spring semester of the senior year. Students who complete the junior curriculum after the second week in October must sit for the examination within four (4) weeks after completing the curriculum.

Note: Students who fail to meet these deadlines will not be placed on or will be withdrawn from the NRMP and will not be permitted to rotate on any clerkship or elective in the spring semester.

- 3. **Second Attempt:** Any student who fails the first attempt at the USMLE Step 2 CS must retake the examination no later than the first Tuesday in February of the calendar year in which he/she is scheduled to graduate.
 - **Note:** Students who fail to meet this deadline will not be placed on the NRMP or will be withdrawn from the NRMP.
- 4. **Third Attempt:** Any student who does not pass the USMLE Step 2 CS on the second attempt must satisfactorily complete a program of review before the third attempt. The student must obtain written approval from the Associate Dean for Academic Affairs prior to enrolling in the review program. Students who are required to take the examination for the third time must have a passing grade

reported by March 15 of the year following the one in which they were scheduled to graduate. Failure on the third attempt will result in dismissal from the College of Medicine.

5. **Absolute Deadline for Receipt of Passing Score:** Students who do not have a passing grade for the first, second or third attempt for the USMLE Step 2 CS reported to the College of Medicine by March 15 of the year following the one in which they satisfactorily completed the senior year will be dismissed from the College of Medicine.

Updated July 1, 2008 Sheik N. Hassan, M.D., FCCP Associate Dean for Academic Affairs

SUMMER DIRECTED STUDY PROGRAM

The Summer Directed Study Program (SDSP) is designed to enhance preparation for further medical study and increase retention of students enrolled in the College of Medicine. A student may be eligible to attend the SDSP if he/she has no more than two (2) transcript unsatisfactory grades during the freshman year and during the sophomore year. Attendance at all sessions in the SDSP is required and will be recorded for those students to whom the opportunity to enroll in the program is granted by the Committee on Student Promotions and Graduation. A student who fails to attend scheduled classes may be dismissed from the College of Medicine. Unexcused absences will not be permitted (see guidelines for excused absence). Only one examination will be offered for each unit in the SDSP. However, quizzes may be administered during the program and the results may be used to compute the final grade for the unit. The maximum unit grade that will be assigned after obtaining a satisfactory grade in the Summer Directed Study Program is 70-S.

One and Two Unsatisfactory Grades

A student who is not a repeating student and who has earned one or two final (transcript) unsatisfactory grade(s) may continue in the academic year, may be offered the opportunity to attend the Summer Directed Study Program (SDSP), and at the conclusion of the SDSP may be provided an examination in the one or two previously failed unit(s) for obtaining satisfactory grade(s). If the student fails to obtain satisfactory grade(s) in the unit(s) taken in the SDSP, he/she may be dismissed from the College of Medicine.

REPEATING STUDENTS

A repeating student is one who:

- withdraws with one or more failing grade (conditional or transcript) before completion of the entire academic year and is readmitted to the College of Medicine OR
- is dismissed from the College of Medicine and is readmitted and required to repeat or restart an academic year OR
- is required to repeat or restart an academic year even without withdrawal or dismissal from the College of Medicine or without completing the entire academic year.

If a student is allowed to repeat or restart any academic year, he/she must satisfactorily complete all components of all units/clerkships/courses/electives in that academic year, including those already passed and those that he/she may not have previously taken. The grades earned during the repeat year shall be the grades shown on the transcript. The grades earned during the previous year shall remain on the transcript.

A repeating student who fails any unit/course/clerkship/elective during the repeat year will be dismissed from the College of Medicine. This includes those units or courses or clerkships that he/she may not have taken previously OR may have taken previously and passed. A repeating student who fails any unit, course, clerkship or elective is not eligible for the SDSP.

ABSENCES

EXCUSED ABSENCES FROM EXAMINATIONS, CLASSES AND ROTATIONS

- Students may be excused from examinations, classes or rotations for reasons of illness or injury. Absences due to serious illness, serious injury, or death in the immediate family may also be excused.
- Department chairs, clerkship directors and unit leaders/coordinators will accept only excuses from the Dean's Office, usually through the Office of Associate Dean for Student Affairs and Admissions
- Illnesses or injuries that may result in or which caused missed examinations must be reported to the Dean's Office, departments or unit leaders/course directors concerned immediately. The absence must be reported no later than the end of the scheduled examination
- Illnesses or injury resulting in a missed examination, classes or rotations must be certified by a physician
- Problems other than those stated above, which result in a missed session, may be reported to the Dean's Office for consideration. Such absences will not be excused however, except in cases of extreme hardship. All such cases will be handled on an individual basis.

Procedures Governing Excused Absences and Make-up Examinations

Basic Science Courses

It is expected that each student will take all scheduled examinations on time. If a student finds that he/she must be absent from an examination, that student must inform the Associate Dean for Student Affairs and Admissions that he/she will need an excuse from the examination.

An exception to the time limitation above will be considered only when the student

- is involved in a serious accident or
- has an acute illness that would prevent him/her from contacting the Office of the Dean, or
- has a sudden death in the immediate family

All telephone requests must be documented/supported by written requests for excuses from examination(s). These written requests must detail the reason(s) that the examination was missed, and should state the department/unit, date(s), and time(s) of the missed examination(s). In the case of illness or injury, the student's written request must be accompanied, or followed, by a note from a physician who supports the request for an excuse during the date(s) and time(s) of the missed examination(s). The student's written

request must be received in the Office of the Dean upon the student's return to school, or the document may be sent by mail prior to the return to school. The physician's note must be received by the Office of the Dean on or before the time the student returns to school. This is required in all cases, but is especially critical when a student has been ill enough to require medical clearance for return to school.

All make-up examinations are to be given within 72 hours (freshman) and 96 hours (sophomore) of the scheduled examination(s), but only if a written recommendation from the Dean's Office to administer such an examination is received by the unit leader/coordinator. A recommendation from the Dean's Office not to administer such an examination will be honored. Any request for waiver of this 72 or 96 hour rule will be considered on a case-by-case basis upon recommendation from the Office of the Dean. Any student who receives an excuse from the Dean's Office is responsible for consulting directly with the department/unit leader in question concerning the date, time and location of the makeup examination. The Dean's Office neither bears responsibility for arranging or scheduling makeup examinations, nor for notifying an excused student as to the date, time or location of the makeup examination.

All makeup examinations that are not taken within 72 or 96 hours of the missed examination, due to negligence on the part of the student, may be graded (at the discretion of the faculty, the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs and Admissions) on a pass/fail basis with the only passing grade set at 70-S. Other currently existing rules and regulations on examinations will continue to be applicable.

If an excuse is not granted, the score for the missed examination will be zero.

Clinical Science Courses

Repeat and makeup examinations for clinical clerkships are administered at designated times during the academic year. Such make up examinations must be taken the very next time the examination is administered (e.g., a missed or failed November examination in Internal Medicine must be taken in March). Requests for an excuse due to illness or injury must be submitted in accordance with the procedures for basic science examinations. Any other request for an excused absence may be considered, but excuses will be granted only in cases of extreme hardship. These written requests must be received in the Office of the Dean (through the Associate Dean for Student Affairs and Admissions) no later than 5 p.m. on the date of the missed examination.

If an excuse is not granted, the score for the missed examination will be zero.

DUTY HOURS

Rationale: Providing medical students with a sound academic and clinical education must be carefully planned and balanced with concerns for patient safety and student well-being. Students are required to participate in after hours, nights, week-end, and holiday calls. Didactic and clinical education must have priority in allotment of students' time and energies. Duty hour assignments must recognize that faculty, residents and students collectively have responsibility for teaching, learning and patient welfare.

LCME Requirement: ED-38. The committee responsible for the curriculum, along with medical school administration and educational program leadership, must develop and implement policies regarding the amount of time students spend in required activities, including the total required hours spent in clinical and educational activities during clinical clerkships.

Attention should be paid to the time commitment required of medical students, especially during the clinical years. Students' hours should be set taking into account the effects of fatigue and sleep deprivation on learning, clinical activities, and student health and safety.

During the course of most required clerkships and some electives medical students are required to be on duty (on call) after the normal duty hours. Student duty hours shall be as follows:

- Start and end of tour of duty each day shall be set by each clinical department
- Duty hours shall not exceed those for residents and shall not exceed 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.
- Students must be provided with 1 day in 7 free from all educational and clinical responsibilities, averaged over a 4-week period, inclusive of call. One day is defined as one continuous 24-hour period
- Adequate time for rest and personal activities must be provided. This should consist of a 10 hour time period provided between all daily duty periods and after in-house call
- In-house call must occur no more frequently than every third night.
- Students shall not be on duty for more than 24 hours continuously. Students may remain on duty for up to 6 additional hours to participate in didactic activities, transfer of care of patients, conduct outpatient clinics, and maintain continuity of medical and surgical care. No new assignments shall be made during these additional 6 hours
- Students schedules shall be arranged such that they can attend all required didactic and other classroom sessions.
- It is the responsibility of each clerkship director or course coordinator to monitor the duty hours of the students and periodically submit a report to the Associate Dean for Academic Affairs.

Approved by the faculty of the College of Medicine April 11, 2005

Clinical Rotations during Delayed Opening/Unscheduled Closure of the University

Junior Clerkships

- During periods of delayed opening or unscheduled closures of the university students on clerkships during the junior year will be excused from the clerkships during the delayed or closed period. However, students are encouraged to report for duty.
- Make-up lectures, PBL or other learning sessions shall be rescheduled whenever possible
- Students shall not be required to make up the missed period unless the missed period includes make-up time for an earlier rotation.

Senior Clerkships (Required)

- During periods of delayed opening or unscheduled closures of the university students on the required clerkships during the senior year may **NOT** be excused from the clerkships.
- Make-up lectures, PBL or other learning sessions shall be rescheduled whenever possible

Electives

- During periods of delayed opening or unscheduled closures of the university students on the electives may be excused from the rotations at the discretion of the director for the elective. However students are encouraged to report for duty.
- Make-up lectures, PBL or other learning sessions shall be rescheduled whenever possible

PROMOTIONS, HONORS & OATHS AND GRADUATION

Promotion and Graduation

- 1. This 2007 Revised Policy on Student Promotions supersedes all previous policy revisions.
- 2. Notwithstanding the College's purpose to promote and to recommend for graduation, if possible, all students admitted, the Faculty through its Executive Committee and/or Committee on Student Promotions, Graduation, will exercise its responsibility to deny student status or graduation to a student who fails to meet academic standards, who is ill and whose illness prevents effective study or practice, who grossly neglects his/her academic or clinical duties, who violates standards of honesty, or who clearly demonstrates a disregard for professional standards of conduct.
- 3. Students must satisfactorily complete all requirements of the College of Medicine for each academic year in order to be promoted to the next class or to be recommended for graduation. The requirements for promotions and graduation include satisfactory completion of all course work including electives, clerkships passing the USMLE Steps 1 and 2 (CK and CS) and demonstration of professionalism. Information on requirements for electives can be found in the Electives Booklet.

A. Freshman and Sophomore Years

- 1. The Committee on Student Promotions and Graduation will act upon students' performance at the end of the fall semester, at the end of each academic year, and at the end of the Summer Directed Study Program (SDSP)*. The following are required for promotion:
 - a. Satisfactory completion of the freshman year curriculum is required for promotion to the sophomore year
 - b. Satisfactory completion of the sophomore year curriculum and passing the USMLE Step 1 are required for promotion to the junior year
 - c. Students, who exhibit unprofessional behaviors may be promoted to the sophomore or junior year but placed in a remediation program, may be denied promotion or may be dismissed from the College of Medicine.

2. One or Two Unsatisfactory Grade(s):

Students who have one or two unsatisfactory grades may be placed in an academic reinforcement program in a Summer Directed Study Program (SDSP)*, and may be promoted to the next class providing they successfully complete the program and meet all other requirements for promotion.

3. Three or More Unsatisfactory Grades:

A student who has final (transcript) unsatisfactory grades in three or more units during either the freshman or sophomore year is not eligible for the SDSP* or for promotion and will be dismissed from the College of Medicine.

^{*} The SDSP is described in another section in this manual

B. Junior/Senior Years

The Committee on Student Promotions and Graduation will act upon students' performance at the end of the fall semester, at the end of each academic year, and at other times as necessary. The following are required for promotion:

- a. Junior students must earn grades of satisfactory or better in all clerkships/electives and on the written examinations in all courses.
- b. Junior students must satisfactorily complete the course on Introduction to Health Care Ethics/Jurisprudence
- c. Students who have satisfactorily completed all the requirements for the junior year and sat for all examinations for the junior year, but are waiting for the result(s) for the examination(s), may be permitted to begin the senior year curriculum. If a student fails a clerkship, his/her schedule will be adjusted to allow the earliest possible repeat of the clerkship before resuming the senior year rotations.
- d. Permissions for extra mural or international electives will not be granted to students who have not completed or would not have completed all clerkships and the course on Introduction to Ethics/Jurisprudence; and who have not sat for all examinations prior to the start of the extra mural electives for the senior year.
- e. Students who exhibit unprofessional behaviors may be promoted to the senior year but placed in a remediation program, may be denied promotion or may be dismissed from the College of Medicine

Two or More Unsatisfactory Grades:

Any student who fails two clerkships/courses/electives in the same academic year for the student or who fails a clerkship/course/elective that he/she is repeating will be dismissed from the College of Medicine; or required to restart the academic year including the course on Introduction to Ethics/Jurisprudence and all components of all clerkships the student may have passed; or repeat the entire academic year including the course on Introduction to Ethics/Jurisprudence and all components of all clerkships the student may have passed. A student who repeats or restarts a year will earn the grades that he/she receives during the repeat year. The grades that the student earned during the prior year shall remain on the transcript.

C. Senior Year/Graduation

The Committee on Student Promotions and Graduation will act upon each student's performance at the end of the fall semester, at the end of each academic year, and at other times as necessary.

Two or More Unsatisfactory Grades:

Any student who fails two clerkships/courses/electives in the same academic year or who fails a clerkship/course/elective that he/she is repeating will either be dismissed from the College of Medicine or required to restart the academic year and all components of all clerkships/electives the student may have passed; or required to repeat the entire academic year including all components of all clerkships/electives the student may have passed. A student who repeats a year will earn the grades that he/she receives during the

repeat year. No student will be recommended for graduation who has not satisfactorily completed all requirements, including electives for the senior year and passing USMLE Step 2 CK and CS.

Honors and Oath:

Any student who is not scheduled to graduate in May can petition (in writing) the Associate Dean for Academic Affairs to participate in the Honors and Oaths activities. The petition may not be granted if the student failed to adhere to University and College of Medicine policies and procedures including, but not limited to, sitting for the USMLE (all steps) in a timely manner as stipulated in this manual.

Graduation

In order to be eligible for recommendation to the faculty for graduation, the student must satisfy all of the following:

- a. Satisfactory complete all four years of the year curriculum
- b. Pass USMLE Step 1 (a perquisite for promotion to the third year)
- c. Pass USMLE Step 2 Clinical Knowledge (HUCM must receive passing score at least 14 days prior to the graduation date)
- d. Pass USMLE Step 2 Clinical Skills (HUCM must receive passing grade at least 14 days prior to the graduation date)
- e. Demonstration of acceptable professional behavior, detailed elsewhere in this manual

Updated July 1, 2008 Sheik N. Hassan, M.D., FCCP Associate Dean for Academic Affairs

APPEALS (ACADEMIC)

I. Preamble

The standards and procedures for the evaluation, advancement, and graduation of students, and for disciplinary action, are publicized for faculty members and students in the booklet "University and College of Medicine Policies Affecting Students". This publication is available on-line at www.med.howard.edu.

The Committee on Student Promotions and Graduation will act upon Student Performance and Promotions at the end of the fall semester, at the end of the academic year and at the end of SDSP in accordance with the "Policy on Student Promotions."

The College of Medicine will provide a fair and formal process for the faculty and administration to follow when taking any action that adversely affects the status of a student. The process will include timely notice, disclosure of the basis on which the action is taken, and an opportunity for the student to respond. The process will be consistent with the University-wide Student Grievance Procedures adopted by the Board of Trustees. In academic matters, students may appeal the decision in accord with the procedures that are provided herein. In disciplinary cases, appeal procedures are outlined in the "University System of **Judiciaries** and Code of

A student's record will be available for review by the student, and the student will be given the opportunity to challenge the accuracy of that record. Students who wish to review their records must make an appointment in the Student Records Section of the Office of Academic Affairs. Student records are confidential and are made available to members of the faculty and administration on a need to know basis only, unless released by the student, or as otherwise dictated by laws governing confidentiality or by University-wide policy (see Privacy Rights of Students in the booklet "University and College of Medicine Policies Affecting Students").

II. General Procedures for filing appeals

All appeals must be in the form of a letter that is signed by the student who is appealing and must indicate the nature of and reason(s) for the appeal. Appeals by verbal communication, emails or any other form other than by a letter that is dated and signed by the student will not be accepted and will not be accepted on. Appeals that are received after the deadline for filing the appeal will not be accepted and will not be accepted on.

III. Appeal of Promotions Committee Decisions

Students registered in the College of Medicine may appeal any decision made by the Committee on Student Promotions and Graduation, such as dismissal or requirement to repeat an academic year. The student who is appealing must submit the appeal

- a. in the form of a letter that is dated and signed by the student
- b. to the Dean of the College of Medicine within seven (7) days of the date of the letter informing the student of the Committee's decision
- c. a copy of the letter of appeal to the Associate Dean for Academic Affairs.

The letter of appeal must outline the basis for the appeal. Supportive documents may also be submitted. The Dean will consign the student's appeal to the College of Medicine's Student Grievance Committee. The formal process as outlined in the University-wide "Student Grievance Procedures" will be followed. The Committee's decision will be sent to the Dean of the College of Medicine in the form of a recommendation. This recommendation should be submitted within approximately two weeks of the date of receipt of the student's appeal. The Dean will inform the student in writing of the decision, which may be based upon the Committee's recommendation or upon a modification of it. The Dean's decision must be postmarked approximately 30 days after the date of receipt of the student's appeal. While the appeal is pending, the student may continue to attend classes or clerkships and may take scheduled examinations, if applicable. During the appeal process, the student shall register and pay the full tuition and all applicable fees for the semester during which the appeal is being adjudicated. If the student's appeal is denied, any refund of tuition and fees shall be according to the University's schedule for such refunds.

The decision of the Dean is final.

IV. Appeal of a Grade or Other Evaluation

Students must be given the results of each examination, clerkship evaluation, written assignment, or other course requirement. Students must also be given a final grade for each course. The formula or criteria for determining the grade on each examination, clerkship evaluation, written assignment, or other course requirement must also be given to students, as must the basis for determining the final grade in each course. Ideally, the criteria for determining grades should be given to the students on or before the first day of each unit, course or clerkship.

Students registered in the College of Medicine may appeal the accuracy of a grade, or other evaluation, or the fairness of an examination, evaluation, or grading process or procedure. All letters of appeal must be dated and signed by the student who is filing the appeal and they must indicate the basis of the appeal.

The first line of appeal is with the course coordinator, unit leader, unit coordinator or clerkship director who will consider the appeal in consultation with the course faculty. The letter of appeal must be in writing, dated and signed by the student who is appealing. The letter of appeal must be received by the course coordinator, unit leader, unit coordinator or clerkship director within seven (7) days after the grades or other evaluations for the course, unit or clerkship are available for students and must indicate the nature and reason(s) for the appeal.

The second line of appeal is with the Associate Dean for Academic Affairs. If the course coordinator, unit leader, unit coordinator or clerkship director fails to act on a student's appeal within five days of receipt of the appeal, excluding Saturdays and Sundays and days when the College of Medicine is officially closed such as for a legal holiday or inclement weather (normal working days), or if the student disagrees with the decision made by the course coordinator, unit leader, unit coordinator or clerkship

director, the student may appeal in writing to the Associate Dean for Academic Affairs. This appeal must be received in writing by the Associate Dean for Academic Affairs within seven (7) days after the appeal was filed with the unit leader/coordinator, course coordinator or clerkship director. The letter of appeal must be in writing, dated and signed by the student who is appealing and it must indicate the basis of the appeal. The Associate Dean must attempt to resolve the matter in consultation with the Department Chair (whenever applicable), and/or the clerkship director, or course coordinator, or unit leader, or unit coordinator.

The final line of appeal is with the Dean of the College of Medicine. If the Associate Dean for Academic Affairs fails to act on a student's appeal within five normal working days from the date of receipt of the appeal from the student, or if the student disagrees with the decision of the Associate Dean for Academic Affairs, the student may appeal in writing to the Dean of the College of Medicine. The letter of appeal must be in writing, dated and signed by the student who is appealing and must indicate the nature of and reason(s) for the appeal. The student may request a hearing with the Dean to discuss the appeal. A copy of the student's appeal to the Dean must be provided to the Associate Dean for Academic Affairs. If the Dean is not able to resolve the student's grievance through mediation with the parties involved, then the appeal will be referred to the College of Medicine's Student Grievance Committee. The formal process as outlined in the University-wide "Student Grievance Procedures" will be followed. The Committee's decision is sent to the Dean of the College of Medicine in the form of a recommendation. The Dean will inform the student in writing of the decision, which may be based upon the Committee's recommendation or upon a modification of it. The Dean's decision shall be forwarded to the student approximately two (2) weeks following his/her receipt of the appeal from the student. The Associate Dean for Academic Affairs will also be informed in writing of the decision and will be responsible for its implementation. The decision of the Dean is final.

V. Appeal of Administrative Decisions Made by Associate and Assistant Deans

Decisions made by Associate and Assistant Deans regarding but not limited to such matters as excused absences and academic schedules may be appealed in writing to the Dean. The letter of appeal must be in writing, dated and signed by the student who is appealing and must indicate the nature of and reason(s) for the appeal. The student may request a meeting with the Dean to discuss the appeal. Such appeals must be received by the Dean within seven (7) days after the student receives the decision from the Assistant or Associate Dean. A copy of the appeal letter must be submitted by the student to the Associate or Assistant Dean who made the decision. If the Dean is not able to resolve the student's grievance through mediation with the parties involved, then the appeal will be referred to the College of Medicine's Student Grievance Committee. The formal process as outlined in the University-wide "Student Grievance Procedures' will be followed. The Committee's decision is sent to the Dean of the College of Medicine in the form of a recommendation. The Dean will inform the student and the Associate or Assistant Dean in writing of the decision, which may be based upon the Committee's recommendation or upon a modification of it. The Dean's decision must be made in a timely manner. The decision of the Dean is final.

VI. Challenge to questions and or answers to questions on examinations

Students may challenge questions and or answers to questions on any examination constructed and administered by the faculty in the College of Medicine by directly submitting such challenges to the unit leader/coordinator, clerkship/course director. The challenge must be submitted by the student in the form of a letter that is dated and signed by the student and must indicate the reason(s) for the challenge(s). No question or answer to any question can be challenged after seven (7) calendar days have elapsed from the date of the post-examination review or release of the grade for the examination whichever occurs earlier. The grades for students for all students who sat for an examination may be revised (increased or decreased) following the challenge(s) to question(s) and answer(s), even if the grades have been released.

Approved by the Faculty Senate on November 19, 1996.

Revised July 2005

Updated July 2007 Updated July 1, 2008 Sheik N. Hassan, M.D., FCCP

Associate Dean for Academic Affairs

ACADEMIC GRIEVANCE PROCEDURES

The Informal Procedure Process

- 1. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g. grade dispute with instructor.
- 2. If the student is unable to resolve the dispute with the primary party of the dispute, then the student is advised to seek the intervention of his/her department chairperson or unit leader/clerkship director.
- 3. All disputes which are not resolved at the departmental level are then brought to the Dean's Office, where upon the Dean or his designee will seek to reach an informal resolution through mediation between the parties.
- 4. If the mediation at the Dean's level fails, then the student's grievance is consigned to the committee designated by the school/college to address student grievances herein referred to as the Student Grievance Committee.

The Formal Process

- 1. Student grievances which are consigned to the Student Grievance Committee must be specified in writing and given to the Dean or his designee.
- 2. A student's written statement, along with supportive evidence, constitutes a case document which will be submitted to each member of the committee.
- 3. The second party to dispute is also requested to provide the Office of the Dean with his or her account of the matter in dispute, which becomes part of the case document that is forwarded to the committee.
- 4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.
- 5. After the date has been set, each party to the dispute is sent a certified letter which informs him/her of the charges, date of the meeting, as well as a statement requesting his/her presence.
- 6. During the hearing, the student presents his/her case; after the accused party is allowed to present the other side, each side is permitted to have witnesses to testify on their behalf.
- 7. Following the hearing, members of the committee after deliberation on their assessment of the case should be resolved.
- 8. The committee's decision is sent to the Dean of the School/College in the form of a recommendation.
- 9. The Dean then informs the student in writing of the decision, which may be based upon the committee's recommendation or upon a modification of it. The decision of the Dean is final.

Approved by the Board of Trustees on April 23, 1994.

LEAVE OF ABSENCE AND WITHDRAWAL PROCEDURES TO REQUEST LEAVE OF ABSENCE OR WITHDRAWAL FROM THE COLLEGE OF MEDICINE

Procedures to Request Leave of Absence

- 1. Any student who wishes to request a leave of absence from the College of Medicine must first seek advisement from the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs and Admissions.
- 2. If after the above discussions the student still wishes to request a leave of absence, he/she must write a letter (dated and signed by the student) to the Associate Dean for Academic Affairs indicating same.
- 3. The Associate Dean for Academic Affairs will make a decision on the request for a leave of absence after conferring with the Associate Dean for Student Affairs and Admissions.
- 4. Students who have failing examination or final grade(s) should not expect to be granted a leave of absence.
- 5. Requests for leaves of absence will not normally be approved for more than one year.
- 6. Any student whose leave of absence is approved at the end of an academic year in which the student met all requirements for satisfactory performance will return to begin the year to which he/she was promoted.
- 7. Any first or second-year student who is granted a leave of absence before the end of an academic year will be expected to return to repeat all courses of that academic year, including courses previously passed. Junior students who are granted a leave of absence and who miss more than 6 months of clinical rotations may be required to repeat the entire academic year, including courses previously passed. Likewise, senior students who miss more than 4 months may be required to repeat all rotations, including those they may have previously satisfactorily completed.
- 8. Provisions of the Student Promotions Policy referring to repeating students are not applicable to students returning from leaves of absences.
- 9. The student may appeal the decision of the Associate Dean for Academic Affairs to the Dean.
- 10. All students before departing the College of Medicine on a leave of absence must follow the procedures specified below:
 - a. Complete a total withdrawal form in Room 527, Office of Academic Affairs, College of Medicine, 806-6270.

- b. Report to the Office of Financial Aid, Room 524, College of Medicine, 806-6388, for counseling and an exit interview.
- c. Follow the University Total Withdrawal Procedure (See University and College of Medicine Policies Affecting Students)
- 12. For students who leave the College of Medicine without completing the above procedures, the Office of Academic Affairs will initiate the total withdrawal process.

Procedures to Request Withdrawal

- 1. Any student who wishes to withdraw from the College of Medicine must first seek advisement from the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs and Admissions
- 2. If after the above discussions the student still wishes to withdraw, he/she must write a letter to the Dean indicating same.
- 3. The Dean may ask to speak to the student or may forward the letter to the Associate Dean for Academic Affairs without interviewing the student.
- 4. The last day for total withdrawal will be printed in the Academic Calendar of the College of Medicine.
- 5. Any student who is not performing satisfactorily in any course at the time of withdrawal will be withdrawing not in good academic standing. Students will be notified of their standing at the time of withdrawal or within a reasonable period of time thereafter.
- 6. All students wishing to withdraw must follow the procedures specified below:
 - a. Complete a total withdrawal form in Room 527, Office of Academic Affairs, College of Medicine, 806-6270.
 - b. Report to the Office of Financial Aid, Room 530, College of Medicine, 806-6388, for counseling and an exit interview.
 - c. Follow the University Total Withdrawal Procedure (See University and College of Medicine Policies Affecting Students)
- 7. For students who leave the College of Medicine without completing the above procedures, the Office of Academic Affairs will initiate the total withdrawal process.
- 8. Any student who wishes to re-enroll in the College of Medicine after withdrawal must be readmitted. For information on readmission, students should consult the Associate Dean for Student Affairs and Admissions or the document, Readmission Application Procedures. Any student re-admitted after withdrawal will be required to repeat the academic year in which he or she was last enrolled.

TOTAL WITHDRAWAL PROCEDURE

Students who find it necessary to withdraw from all of their classes for the current semester or for a subsequent semester for which they have already registered must complete a *Total Withdrawal Request Form*. This form must be submitted by the end of the 12th week of classes for the semester in which they wish to withdraw. The withdrawal form and instructions are available from the Dean or advisory center of each school or college. Students who are physically unable to complete the withdrawal in person and students who are administratively withdrawn should contact their dean or advisor for assistance.

Students considering a total withdrawal should note the following:

- The effective date of the withdrawal will be the date on which EM/Records receives the completed withdrawal request form.
- By registering for courses, students accept financial responsibility for payment for those courses and for any other charges incurred while they are enrolled.
- Financial aid may be adjusted or canceled as a result of withdrawal and may require repayment of loan funds. Adjustments to financial aid awards will be calculated according to University and Federal refund guidelines based on the official withdrawal date.
- Once the withdrawal has been completed, students will receive a grade of "W" for each course.
- Students who reside in University housing are required to **check out of their residence hall within 24 hours** of completing the total withdrawal process.
- Completing a total withdrawal from the University requires that **students surrender all University property,** including, but not limited to library books, room keys, computer cards, and identification access cards.
- Students who complete a total withdrawal from the University must reapply for admission to the University by published application deadlines.

Students should report first to the office of the dean or advisory center of their school or college to obtain a Total Withdrawal Request Form, and to discuss the reasons for and the implications of the withdrawal (1). Students who decide to continue with the withdrawal process should have the withdrawal form signed by their dean or the dean's designee and should then proceed as follows to the offices that correspond with their student status:

- Veterans, students with disabilities, and students who have judicial stipulations should report to the Office of Special Student Services, Suite 725, Howard Center (2).
- International students must report to the Office of International Student Services, Rm. 119, Blackburn Center (3).
- Students who reside in University housing must report to the Office of Residence Life, Tubman Quadrangle (4).
- Students who received any type of financial aid (including scholarships, grants, and loans) must report to the Office of Financial Aid, Scholarships, and Student Employment, Rm. 205 Administration Building to discuss the effect of withdrawal on

- their award(s) and potential financial aid overpayment. (5).
- All students must report to the Office of Student Financial Services, Rm. 218, Administration Building to discuss the status of and adjustments to their account. (6).
- All students must report to EM/Records, Rm. 104 Administration Building to submit the completed *Total Withdrawal Request* form and surrender their *Capstone Card* (7).

A student may withdraw from the University at anytime prior to the twelfth week of classes. To implement an official total withdrawal from the University, a student must file a completed Total Withdrawal Request Form with the Office of Enrollment Management/Records. A student who leaves the University without filing a completed Total Withdrawal Request Form may not be eligible to receive tuition refunds and may receive failing grades in the courses for which he/she is registered. A student who withdraws officially from the University may be eligible to receive a total or partial tuition refund in accordance with the University's Schedule of Financial Adjustments and/or Refunds. Students may be required to repay federal funds received in a given semester as a result of total withdrawal from the University.

Students registering for courses during General Registration for the upcoming semester, who decide prior to the first day of classes of the next semester that they will not attend the university, must complete a Total Withdrawal Request Form.

READMISSION

PROCEDURES FOR REQUESTING READMISSION COLLEGE OF MEDICINE

(OTHER THAN AFTER ACADEMIC SUSPENSION)

- 1. Any student desiring readmission should discuss his/her plans with the Associate Dean for Student Affairs.
- 2. Any student who decides to seek readmission must write a letter to the Associate Dean for Student Affairs by June 1 of the year in which the student wishes to re-enroll. The letter should (1) request readmission, (2) discuss the reasons for the student's academic and/or other difficulty, (3) outline, in detail all activities since leaving medical school, emphasizing those in preparation for returning to the medical curriculum, (4) discuss the resolution of any personal problems that may have affected medical school performance, and (5) describe how medical school would be approached, if readmitted, in terms of such matters as study habits, learning techniques, and examination preparation.
- 3. Letters of recommendation in support of readmission will be accepted, but are not required.
- 4. If course work is completed during the time away from medical school transcripts of grades will be required.
- 5. The letter requesting readmission, as well as any supporting documents submitted, will be presented to a Subcommittee of the Executive and Promotions Committees, hereinafter referred to as the Readmissions Subcommittee.
- 6. The Readmissions Subcommittee may request that the student come in for an interview.
- 7. The Readmissions Subcommittee will present its recommendation regarding the student's request for readmission to the Executive and Promotions Committees at a joint meeting.
- 8. The student will be notified in writing of the decision of the Executive and Promotions Committees.
- 9. Any student readmitted who left the College of Medicine not in good standing and who is not on official leave of absence must repeat all courses of the curriculum for the first academic year after re-enrolling and will be required to fulfill all terms of the Promotions Policy that refer to repeating students.
- 10. The student may appeal the decision of the Executive and Promotions Committees to the Dean of the College of Medicine.

READMISSION AFTER ACADEMIC SUSPENSION

A Student after being suspended is not eligible to apply for readmission for at least one semester. A request for readmission shall be initiated by a written application to the Dean. A faculty committee shall review the case and render a decision based on the academic achievement level during the period of enrollment and other relevant factors. Such decisions made 3 days prior to the registration period shall be valid for the next registration period.

Readmission Procedures

In the event that your attendance is interrupted, please follow the procedure listed below:

In General

- A. Student upon graduation, cannot return to the same school or status (as an FSR), but must be considered either graduate/professional, unclassified, or seeking another undergraduate degree and must pay the \$25.00 application fee.
- B. Regulations relating to returning students require that all students who are absent from or not registered at the university for one entire semester (summer school not included) must apply in advance for readmission.

SMOKING POLICY

Effective July 1, 1989, the College of Medicine and the Howard University Hospital prohibited smoking within all buildings under their jurisdiction. The College and the Hospital find smoking inherently at odds with the mission to provide health care and promote health. Further, implementation of this policy will enhance the health and safety of patients, faculty, staff, students and visitors, and will reduce fire risks. Moreover, this policy is necessary to comply with District of Columbia law. Smoking is permitted in outside areas adjacent to our facilities, except near front entrances.

Your full cooperation and compliance will be appreciated.

OCCUPATIONAL EXPOSURES HOWARD UNIVERSITY HOSPITAL

OCCUPATIONAL EXPOSURE PLAN FOR MEDICAL, DENTAL, NURSING AND ALLIED HEALTH SCIENCE STUDENTS

A. Goals of Occupational Exposure Plan

- 1. To prevent work-related injury and illness of Howard University medical, dental, nursing and allied health students.
- 2. To prevent spread of communicable diseases to patients treated by Howard University clinical students.
- 3. To formalize procedures for reporting and managing work-related injuries and illness of Howard University clinical students.

B. Methods

1. Education

New students will be given a copy of the occupational exposure plan during orientation. Prior to their first patient encounter, they will be educated in universal precautions and isolation requirements.

2. Health Screening and Maintenance

The Howard University Student Health Center will monitor the health status of all medical, dental and allied health science students with potentially infectious conditions as well as students who are injured or exposed to infections as a result of their assigned clinical activities. This will be accomplished through primary prevention screening and post-exposure or post-injury diagnostic testing and treatment.

The Howard University Hospital Employee Health Unit requires documentation of health screening and treatment of active disease prior to the time the student presents for Howard University Hospital, and all other hospitals, clinics or physician offices to students are assigned reserve the right to refuse access to their facilities to any student who fails to comply with the occupational exposure plan.

C. Health Screening

Screening for infections is accomplished prior to matriculation, prior to the student's first patient encounter, and annually thereafter. The following are required of clinical students involved in direct patient care:

- 1. Initial physical examination and annually thereafter
- 2. Initial tuberculosis screening and annually thereafter
- 3. Initial testing for syphilis serology
- 4. Proof of immunity to measles, mumps and rubella evidenced by 2 MMR vaccinations or immune titers
- 5. Tetanus (Td) within the past 10 years
- 6. Immunity to hepatitis B evidenced by 3 hepatitis B vaccinations or immune titers
- 7. Immunity to varicella (chicken pox)

8. Additional requirements if rotating through pediatrics (such as nasopharyngeal cultures, etc.)

Students will not be allowed to begin clinical assignment until cleared by the Student Health Center.

Any student having an active infectious disease must be treated by his/her private physician prior to beginning or continuing a clinical assignment. A physician's "return to duty" certificate is required by the University Student Health Center as well as by the student's immediate supervisor before resuming clinical activity.

D. Students with Active Disease (Not Work-Related)

1. Colds and Coughs

A student with cold symptoms, without constitutional symptoms, may begin or continue his/her clinical assignment unless coughing repeatedly with a temperature of 100 degrees F or more. Exception: students with viral infections or cold symptoms who work with children, immunosuppressed patients, and renal transplant patients will be sent home.

2. Diarrhea

Students with diarrhea suspected to be viral or bacterial in origin will not be allowed to work in the nutrition and food service department or nursing services until the condition is controlled. Rectal swab or stool specimen and follow-up is advised.

3. Herpes

Students with open herpetic lesions will be relieved from direct patient contact until the lesions are dried and healed

4. Communicable Disease

Students with a communicable disease (or who have a family member with a communicable disease) should follow the guidelines found in "Guidelines for Students With or Exposed to Communicable Diseases."

E. Evaluation of Occupational Exposure, Illness and Injury

Students who are exposed or become ill or injured as the result of a clinical assignment will be evaluated at the Howard University Student Health Center during the Center's normal operating hours. Students will be treated at the Howard University Hospital Employee Health Center after obtaining a referral and claim form from the Student Health Center. If the Employee Health Unit is closed, the student will be referred to the Howard University Hospital Emergency Department.

The Student Health Center staff member will triage the student and write the following information on the referral form:

- Whether the student has had his/her series of Hepatitis B and tetanus vaccines, and any other laboratory information.

- The type of injury, when and how the injury occurred, and any pertinent information regarding the patient-

When the Student Health Center is closed or in cases of dire emergency, the student should first contact the designated administrator at the work site. Any necessary emergency medical and nursing care shall be made available to the student through the regular procedures in effect at the Employee Health Unit or Emergency Department of the hospital, clinic or other medical facility to which the student is assigned. The morning following discharge, the student must report to the Student Health Center for evaluation and clearance to return to work. The student should bring copies of discharge instructions and any other information describing the treatment that was rendered. The student will be referred to the Howard University Hospital Employee Health Unit for further management of the condition, if deemed medically necessary by the Student Health Center.

PREVENTION EXPOSURE TO BLOODBORNE PATHOGENS

Introduction

Workers at risk of blood, body fluid or needle stick exposures are at the highest risk of infection with Hepatitis B (HBV) and Acquired Immune Deficiency Syndrome (AIDS) viruses. According to Centers for Disease Control (CDC) surveys, an estimated 300,000 new BBV infections occur each year in the U.S. HBV infections occur in about 8,000 to 12,000 health care workers per year and result in over 200 deaths per year due to acute and chronic effects. Infection with the AIDS virus in the workplace represents a small but real hazard to health care workers. Only a few such cases have been reported to date.

The CDC has made recommendations to protect health care professionals (HCPs) from exposure to blood and other potentially infectious material (OPIM). OPIM includes most body fluids, experimental HIV materials, as well as unfixed tissues or organs (except intact skin). OPIM does not include stool, urine or sputum (unless bloody), nor saliva, except dental procedures. These precautions are prudent practices that help prevent the transmission of BBV and AIDS viruses and other similar bloodborne-type infections and should be used routinely.

Recommendations for Prevention

Treat all blood and body fluids as potentially infectious! Observe universal precautions! Be vaccinated against HBV!

Personal Protective Equipment (PPE)

- Use gloves when handling (or when you anticipate handling) blood, blood products or body fluids.
- Use masks, eye protectors, face shields for procedures that could involve splashing of blood or body fluids. (Eyeglasses are okay if solid clip-on side shields are used).
- Use gowns, aprons, and other protective body clothing depending on the task and extent of exposure anticipated.
- Use protective caps, hoods and boots where gross contamination may occur (e.g. autopsy).
- Use pocket masks, resuscitation bag, or other regulation device to resuscitate patient to minimize exposure that may occur during emergency mouth-to-mouth resuscitation.
- Remove contaminated PPE immediately or as soon as possible after a procedure.
- Remove all PPE (contaminated and non-contaminated) before leaving the work area.

Needles and Sharp Instruments

- Do not bend, shear or break contaminated needles.
- Do not recap needles unless medically necessary. If recapping is necessary, use a mechanical device or a one-handed method. Never use a two-handed method of recapping.

- Place contaminated sharps in a nearby specially designed puncture-proof container immediately after use.
- Do not pick up broken glassware that may be contaminated directly with your hands.

Other Precautions

- Wash hands thoroughly after removing gloves and immediately after contact with blood or body fluids.
- Minimize splashing and splattering when performing procedures.
- Do not eat, drink, apply cosmetics/lip balm, or handle contact lenses in work areas where there is a reasonable likelihood of occupational exposure.
- Do not store food or drink in refrigerators, cabinets, freezers, shelves, etc. that contain blood or OPIM.
- Place specimens of blood or OPIM in leakproof containers during collection, handling, processing, storage, transport or shipping. Label specimens with a BIOHAZARD label or place in a red bag or red container.

Universal Precautions

Because the medical history and physical examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, blood and body fluid precautions should be consistently used for all patients; hence the term universal precautions. Universal precautions are intended to supplement rather than replace recommendations for routine infection control such as hand washing and use of gloves to prevent gross microbial contamination of hands.

- 1. Wear gloves when touching blood or body fluids, mucous membranes, or broken skin of all patients; when handling items or surfaces soiled with blood or body fluids; and when performing venipuncture and other vascular access procedures. Change gloves after contact with each patient; do not wash or disinfect gloves for reuse.
 - 2. Wear masks and protective eye wear or face shields during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes.
 - 3. Wear gowns or aprons during procedures that are likely to generate splashes of blood or other bodily fluids.
 - 4. Wash hands and other skin surfaces immediately and thoroughly following contamination with blood, body fluids containing blood, or other body fluids to which universal precautions apply. Wash hands immediately after gloves are removed.
 - 5. Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. Do not recap used needles by hand; do not bend, break, or otherwise manipulate used needles by

hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in puncture-resistant disposal containers which should be located as close to the use area as is practical.

- 6. Although saliva has not been implicated in HIV transmission, emergency mouthto-mouth resuscitation should be minimized by using mouthpieces, resuscitation bags, or other ventilation devices.
- 7. Students with exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

Body Fluids to Which Universal Precautions Apply

Universal precautions apply to blood and other body fluids containing visible blood. Universal precautions also apply to tissues, semen, vaginal secretions, and the following fluids: cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic.

Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, and vomitus unless they contain visible blood. Universal precautions also do not apply to human breast milk. The risk of transmission of HIV, as well as hepatitis B virus, from these fluids and materials is extremely low or nonexistent. Although universal precautions do not apply to saliva, special precautions are recommended for dentistry, in which contamination of saliva with blood is predictable.

Handwashing Technique Objective

To decrease contamination of the hands and prevent the spread of pathogens to noncontaminated areas.

Policy

Hands must be washed:

- 1. When coming on duty.
- 2. Before and after contact with patients
- 3. After removing the gown (but before removing mask) in the patient unit.
- 4. Before preparing or serving food.
- 5. Before performing any invasive procedures.
- 6. Between patient encounters.
- 7. Before eating.
- 8. After blowing or wiping the nose
- 9. After using toilet facilities.
- 10. After contact with patient excretions, secretions or blood (directly or through contaminated objects).
- 11. On completion of duty.

INFECTION CONTROL POLICY HOWARD UNIVERSITY HOSPITAL

ACCIDENTAL SHARPS OBJECTS INJURIES (ASOI) Comprehensive Bio-Psycho-Social Program

PROCEDURES

Policy No. 121 Original Date: 1999

Reviewed: December 2001

Subject: Needle Stick Policy

Purpose: Hospital personnel are continuously at risk from injuries resulting from sharps, which includes needles, scalpels and other invasive patient care tools. A coordinated program is needed to survey, control, and to prevent if possible, injuries to health care personnel and to provide the appropriate care and follow-up of personnel who may be injured by sharps. This policy and procedure identifies and mandates an organized, multidisciplinary effort to address these issues.

SCOPE:

These policies and procedures are applicable to all Howard University Hospital Employees, Students, Trainees, Volunteers, Contractors and Visitors.

POLICY:

In the event that an injury occurs from a sharp object which causes breakage of the skin, or exposure of blood to mucus membrane; all employees, students, trainees, volunteers, contractors and visitors, as well as their supervisors, will follow an organized set of procedures including appropriate supervisory reporting with subsequent follow up to Employee Health and Safety. These procedures are applicable hospital wide at any time of the day or night. The procedures must also be followed when employees are at training or duty sites away from Howard University Hospital (HUH). The involved individual will receive the appropriate treatment and care as indicated by Infection control policy #120 addressing the "Prophylaxis of Occupational Exposure to HIV", and the appropriate screening for other blood borne pathogens as outlined by the policy and procedures of the Office of Employee Health. Appropriate Follow up will be coordinated through the Offices of Employee Health and Infection Control to include appropriate testing and educational inservices.

The Hospital has implemented the use of safety sharps in an effort to decrease the incidence of needle sticks and will continue to make available safety devices as they become available on the market. Hospital personnel are mandated to use safety devices where appropriate.

PROCEDURES:

A. Employees, students, volunteers, trainees, contractors and visitors following an injury from a sharp:

- 1. Immediately report the incident to the supervisor
- 2. The supervisor will prepare a Form No. 12 MEDICAL REPORT which is a request for examination and treatment. The injured person, with the approved form, is to be directed to the Employee Health Unit between the hours of 8:00 a.m. and 3:30 p.m., and to the Emergency Department at all other periods. Individuals are encouraged to report immediately after the incident occurs. Students are to follow up with the Student Health Center after the initial intervention at the Employee Health Unit.
- 3. In the event that the incident occurred at a training or duty site away from HUH, and the supervisor has ascertained that the injury has occurred the injured person will be relieved of duty. In unforeseen circumstances the Infection Control Office will facilitate the injured person receiving of all the necessary services.
- 4. The injured person will be examined at Employee Health Unit or the Emergency Care Area. The injured person will be immediately counseled or given the ASOI HOT LINE Number, where counseling is available 24 hours a day, every day. The injured individual will receive the appropriate counseling, treatment and care as illustrated by Infection Control Policy # 120 addressing the "Prophylaxis of Occupational Exposure to HIV", and the appropriate screening for other bloodborne pathogens as outline by the policy and procedures of the Employee Health Unit.
- 5. HUH's Safety Officer and the Infection Control Office will supply forms covered under this policy.
- 6. The procedures covered under administrative policy # 68 will be followed. The Forms completed will include the following:
 - i. Accident Investigation Report, form No.1, to be completed by Employee Supervisor with subsequent reporting to the division of Benefits and Pension Administration (202-806-6936). The Employee Staff Benefit Officer will prepare the Employer's First Report, Form No.8.
 - ii. OSHA form #101 is to be completed by the injured person's supervisor, as well as a brief questionnaire recording the circumstances of the injury.
 - iii. Employee Accident Report Form is to be completed by the Employee Health Unit.
 - iv. All forms must be subsequently sent to the Hospital Safety Office, RM BF07.

- B. **Counseling:** done by any services or individual will uniformly include:
 - i. De-briefing the injured person about the incident
 - ii. Information given about HIV, Hepatitis Band C viruses, "infection window".
 - iii. Description of treatment options, timeline, and medications side effects. Guiding the injured person through the decision-making process.
 - iii. Psychosocial consideration, such as safe sex, disclosure, personal issues/fears, feelings, importance of support systems, and the importance of keeping follow-up medical appointments.
 - iv. All counseled persons will be given referral to the ASOI HUH Hot line for further counseling at the discretion of the injured person.

C. Follow-up

- i. Appropriate follow-up will be coordinated through the Employee Health Unit and Infection Control to include the appropriate testing at the appointed intervals and educational in-services
- ii. Follow-up of injured medical and allied health students will take place at the Student Health Center after the initial intervention at the Employee Health Unit
- iii. Individuals receiving three or more injuries will be given mandatory rehabilitative training and counseling, including an in-service on blood borne pathogens, a review of available needle protective devices and a review of skills improvement in procedural methods.
- iv. All injured individuals will be given a referral to the ASOI Hot Line, through which further counseling will be available at the individual's discretion
- v. The injured individual will maintain the right to accept or refuse treatment.
- vi. Confidentiality of all information regarding the injured person, the injury, treatment and follow-up process will be strictly observed according to existing policies and procedures of HUH.
- vii. Information about the Comprehensive, Bio-Psycho-Social Program will be disseminated throughout the hospital and will be made available to all incoming employees, trainees, students and volunteers.

QUESTIONNAIRE OF ACCIDENTAL SHARP OBJECTS INJURIES (ASOI)

Each year, hundreds of thousands of accidental sharps objects injuries (ASOI) occur in health care settings. Although the risk of acquiring HIV or Hepatitis infection from infected blood is very low, the psychosocial toll that these incidents take on professionals is inestimably high.

The aim of this questionnaire is, first, to assess the extent and circumstances of ASOI and the frequency of its reporting at our institution. Second, to learn from staff whether there are possible gaps in the present practice, training, prevention and follow up measures that could decrease the incident of ASOI and to mitigate its impact on professionals.

	If ASOI happened to you what device caused the injury?
-	scalpel
	lancetneedle
	sutures
	intravenous catheter
	other (please specify)
3.	To your knowledge was the device contaminated with body fluids?YesNo
4.	If the device was contaminated, to your knowledge was the body fluid infected?YesNo
5.	If the device was contaminated with infected body fluid do you know what it was (please specify) YesNo
6	Did you report the incident?
	YesNo
7	If you did NOT report what was the reason for not reporting?
	sterile/clean needle stick
	did not perceive of the risk
	too busy
	dissatisfied with follow-up procedures
٠.	other (please
211	y)

9. If you encountered problems would you describe these in your own words?	
10. What did the post ASOI protocol have you received consist of?	
11. Was counseling offered as part of the follow-up protocol?	
12. Did you receive risk-reduction education?No	
13. Could you state some of the causes of ASOI that, in your opinion, may form a "chain of circumstances" to cause injuries?	
14. Do you have suggestions about how to best prevent ASOI?	
15. How could the hospital system better meet your needs/concerns?	
16. How would you identify yourself as to your profession? NursePhysician Medical studentResident physician Other (please specify)Phlebotomist HousekeepingTrainee Beginning of trainingMiddle of training Cother (please specify)-	

Note: Students on rotations at sites other than Howard University Hospital are expected to follow the policies and procedures at the other sites. In case of uncertainty, the student should contact the Associate Dean for Student Affairs and Admissions at Howard University College of Medicine.

HEALTH SERVICES

The Student Health Center provides all full-time and part-time students with access to a comprehensive health care program. The Health Center is located at 2139 Georgia Avenue (at the intersection of Georgia Avenue and W Street, NW), 806-7540.

All students entering a school or college of the University for the first time, returning after an absence of a semester or more due to illness, or returning to the University after an absence of more than two years are requested to submit a completed Entrance Medical Record form to the University Student Health Center.

The insurance covers the patient for medical expenses resulting from accidents or sickness causing loss commencing during the period of coverage --24 hours a day, 12 months a year--and is subject to the conditions of the policy. This program supplements, but does not replace, the facilities of the University Health Center. Students must first report to the Student Health Center before utilizing other health care facilities in order for insurance benefits to be available, except in cases of extreme emergency.

While a student is officially enrolled, current registration and identification cards are required for eligibility of service. The plan offers medical care during the school year in services pertaining to general health, sickness, accidents, preventive medicine and health education. It does not assure medical care relating to preexisting conditions, and does not cover routine physical examinations, refraction and eyeglasses, or orthopedic equipment.

Immunizations

All students entering the University must comply with the District of Columbia Law 3-20 which requires measles, mumps, rubella, diphtheria and tetanus immunizations before they can register or attend classes. Proof of immunization should be sent to the Director, Student Health Center, Howard University, 2139 Georgia Avenue, NW, Washington, DC 20059.

Appointments

Appointments can be made for all clinics by calling (202) 806-7539. Students who do not report to appointments on time may be rescheduled for another date or seen on a walk-in basis.

DISABLED STUDENTS

Students with disabilities documented by the appropriate medical professional receive consideration for reasonable accommodations as required once the University has been officially notified. Upon initial enrollment, disabled students should provide to the Office of the Dean for Special Student Services documentation of their disability for appropriate intake and determination of necessary accommodations. For the first semester and each subsequent semester after validation, these students must report to the Office of the Dean

for Special Student Services for counseling and to submit the required request for reasonable accommodations from faculty members and other persons and from campus units as necessary.

The Office of the Dean for Special Student Services is located in Suite 725 of the Howard Center, 2225 Georgia Avenue, N.W., 238-2420.

HOWARD UNIVERSITY

(Please refer to the H book for additional policies, procedures and guidelines)

ACADEMIC CODE OF STUDENT CONDUCT

Howard University is a community of scholars composed of faculty and students both of whom must hold the pursuit of learning and search for truth in the highest regard. Such regard requires adherence to the goal of unquestionable integrity and honesty in the discharge of teaching and learning responsibilities. Such regard allows no place for academic dishonesty regardless of any seeming advantage or gain that might accrue from such dishonesty. To better assure the realization of this goal, any student enrolled for study at the University may be disciplined for the academic infractions defined below.

Definitions of Academic Infractions

1. Academic cheating---any intentional act(s) of dishonesty in the fulfillment of Academic course or program requirements. This offense shall include (but is not limited to) utilization of the assistance of any additional individual(s), organization, document or other aid not specifically and expressly authorized by the instructor or department involved.

(Note: This infraction assumes that with the exception of those authorized to be completed by groups, assignments shall be completed by an individual student only, without any consultation or collaboration with any other individual, organization, or aid.)

2. Plagiarism -- to take and pass off intentionally as one's own the ideas, writings, etc., of another, without attribution (without acknowledging the author).

Administration of the Code

The authority and responsibility for the administration of this Academic Code of Conduct and imposition of any discipline upon any particular student shall vest in the faculty of the school or college in which the student is enrolled but may be delegated by the faculty to the Dean of the school or college in which the student is enrolled. The Dean shall be assisted in this responsibility by any faculty members and administrative officers in the school or college the Dean shall consider appropriate. Any student accused of an infraction of this Code shall have a right to a limited hearing, as described herein, of the charges against him before a committee of faculty members, at least three in number, none of whom shall be the accuser or witness to the alleged infraction.

The committee may be either a standing committee of the school or college whose responsibilities are considered appropriate by the Dean to conduct a hearing under this Code, or a committee appointed by the Dean for the special purpose of conducting only a particular hearing or all such hearings that may arise during an annual period. The hearing committee shall be chaired by a member, designated by the Dean and the chairperson shall have the right to vote in cases of a tie vote.

PROCEDURE

- 1. Any faculty member who has knowledge of an infraction of this Code shall assemble all supporting evidence and identify any additional witnesses to the infraction and make this information known to the Dean of the school or college in which the student is enrolled as soon as possible after the date of the infraction.
- 2. Upon being notified of an alleged infraction of this Code, the Dean shall, as soon as possible, consider the weight of the assembled evidence and, if the Dean deems it necessary, he shall notify the alleged offender of the charge(s) against him/her together with a designation of a hearing time and place where the accused may respond to the charge(s). The hearing date shall be as soon as possible after notification to the accused of the charge(s) against him/her. The Dean shall similarly notify the hearing committee members of the time and place of the hearing together with identification of the accuser and accused.
- 3. The "limited hearing" authorized by this Code is not an adversarial proceeding. Constitutional principles of "due-process" are not applicable to these proceedings. The faculty member concerned shall present the case for the University. Both sides shall be allowed to present witnesses and evidence in support of their positions concerning the charge(s). However, no legal counsel for either side shall be allowed. The members of the hearing committee may question the accused and the accuser and shall examine all evidence presented. The standard of proof for the proceeding under this Code shall be the standards of "substantial evidence." The proceedings may be tape recorded but will not be transcribed.
- 4. After the hearing of the charges against the accused, the hearing committee shall, in closed session, vote by secret ballot to sustain or reject the charge(s). If the charges are sustained, the committee shall then recommend the disciplinary penalty to be imposed upon the student. The chairperson of the committee shall transmit the results and recommendation of the hearing committee to the Dean as soon as possible after the hearing
- 5. Upon receipt of the results and recommendations of the hearing committee, the Dean shall, as soon as possible, notify the student of these results and recommendations, including notification that the student may appeal directly to the Dean for litigation of any disciplinary penalty recommended by the hearing committee. The student shall have five working days to make such appeal from date of receipt of notification.
- 6. After hearing any appeal from a student the Dean shall be authorized to determine the appropriate academic penalty under the circumstances. The Dean may sustain the recommendation of the Committee concerning the penalty or may reduce or increase the severity of the penalty. The Dean's decision shall be communicated to the student as soon as possible and shall be final.

PENALTIES

The minimum disciplinary penalty imposed upon a student found to have committed an infraction(s) of this Code shall be no credit for the course assignment or examination in which the infraction(s) occurred; however, a more severe penalty, such as failure in the course involved or suspension from the University, may be imposed depending upon the nature and extent of the infraction(s).

Approved by the Board of Trustees January 24, 1987

CODE OF ETHICS AND CONDUCT

Section I

Statement of Purpose

It is the policy of the University to conduct itself with the highest degree of integrity and honesty in all of its dealings. This is a responsibility that we have as a University Community. Each trustee, student, faculty member, and administrative employee must be bound by this common duty in the pursuit of his or her individual responsibility to the educational objectives of the University.

We owe this duty not only to each other, but also to our residential neighbors and the government that represents the interest of all citizens. Honesty and fair dealings are the hallmark of this institution, inherited from those who have come before us and a sacred trust that we must leave to those who will follow.

This *Code of Ethics and Conduct* will identify some of the common obligations and responsibilities of the University Community. Particular emphasis, however, will be devoted to those individuals who comprise the Board of Trustees, the deans of the various colleges and schools, and other senior administrative personnel. This document is not intended to be a procedural manual or an exacting account of proscribed conduct. If any member of the University Community should require a great degree of specificity as particular circumstances arise, guidance can be obtained from the University's compliance officer.

Section II Applicability

The *Code of Ethics and Conduct* applies to the members of the Board of Trustees, all students, faculty, and administrative personnel ("University Community"). Because of the sensitive nature of some positions and the high degree of trust placed on those individuals occupying such positions, this Code will place special responsibilities on trustees and senior administrative personnel. For the purposes of this document, the term "Senior Administrative Personnel" shall mean the President, Provost, Deans, Directors, all Vice Presidents and the General Counsel.

Section III Responsibilities

The University Community shares the following fundamental responsibilities:

To Our Students -- We owe the right of fair access to all educational opportunities and benefits available at the University in an environment that is free of invidious harassment, discrimination, or intimidation.

To Our Faculty -- We must offer a fair opportunity to teach, conduct research, and to provide service to the community in a setting that provides the academic freedom necessary to cultivate a wide expanse of ideas and teaching methods:

To Our Administrative Staff -- We must provide the opportunity to serve the institution to their fullest potential and in a work environment that is safe and free from illegal discrimination.

To Our Neighbors - We must operate our facilities in a way that does not unjustly deprive any of our residential neighbors of a valid property right. At all times, we should conduct ourselves in a manner that avoids any diminution in the quality of our neighborhood.

To Our Trustees - We owe our honesty and best judgment. We must manage the University's assets prudently and fairly in accordance with the Trustees direction and within the constrains of law.

To Our Government -- We have an obligation to always be truthful in our dealings with both the city and the federal governments, and to never do or tolerate any circumstance within our control that can result in the improper use of public funds.

Section IV Required Conduct

All members of the University Community shall conform their conduct to the following standards and avoid any conduct that is an actual or apparent violation of these standards.

- **A. Proper Use of University Resources** -- University resources shall not be used for other than their intended purpose. We shall manage those resources prudently and not improperly convert any such resource to our personal use or that of another. We shall not offer University resources in a manner or under circumstances that would establish a violation of law.
- **B.** Relationship With Vendors -- No member of the University Community may approve, recommend, or promote a business transaction in which that person has a direct personal interest, or otherwise cause the University to do business with a firm in which that person is an officer or senior management employee or in which that person (directly or indirectly) owns more than a 5 percent equity interest (hereinafter an "affiliated firm") unless such person first discloses his/her relationship and the relevant circumstances of the contemplated activity, in writing, to the President and the Compliance Officer of the University and,
 - (1) it is determined that the proposed activity is fair to the University and will not result in the University foregoing revenues, or incurring costs in excess of the costs that would be incurred for goods, property, or services of like quality if acquired from another source; and
 - (2) The Compliance Officer reports to the Board of Trustees, Legal Audit Committee all disclosures made under this paragraph, and the circumstances of all related matters, for such disposition as the Committee may deem appropriate. When practicable, such reporting to the Committee shall take place before the proposed activity takes place, but in no event less than quarterly. In exceptional circumstances,

however, compelled by exigent time restraints, the Compliance Officer, with the concurrence of the President, may give tentative approval of an activity covered by this paragraph subject to subsequent ratification by the Legal Audit Committee. The Secretary of the Board of Trustees shall maintain records and minutes of all disclosures and dispositions made under this paragraph. Under no circumstances may a person described in the first sentence of this paragraph approve a relationship with, order or authorize purchases from, or approve or make payments to an affiliated firm or person on behalf of the University. For the purposes of this paragraph the terms "person" and "affiliated persons" includes an individual's immediate family members, close personal acquaintances, and others living within such individual's household.

- **C. Gratuities** -- No trustee, member of the faculty, or employee of the University shall receive or solicit anything of value in return for influencing or exercising his/her discretion in a particular way on a University matter. In addition, trustees and senior administrative personnel are prohibited from accepting or soliciting any gratuity or thing of value (for which a fair market price has not been paid) for or because of any official act performed or to be performed by the Trustee or senior employee in his or her official capacity with the University. This provision does not prohibit the acceptance of an item having a nominal value or ceremonial gifts received by officers or trustees of the University in their official capacity.
- **D.** Confidentiality and Maintenance of Accurate Accounts and Records -- The accounts and records of the University are maintained in a manner that provide for an accurate and auditable record of all financial transactions in conformity with generally accepted accounting principles, established business practices, and all relevant provisions of controlling law. No false or deceptive entries may be made and all entries must contain an appropriate description of the underlying transaction. To the extent not needed for daily operating transactions, all University funds must be retained in the appropriate University accounts with appropriately designated financial institutions and no undisclosed or unrecorded fund or asset shall be established or maintained for any purpose. All reports, vouchers, bills, invoices, payroll information, personnel records, and other essential business records must be prepared with care and honesty.

Since the unauthorized use of the records and accounts described in the preceding paragraph can cause the University harm; access to such data should be closely controlled. Members of the University Community who improperly convert these records and accounts for their own personal use of for the personal use of another, or who wrongfully discloses such records or accounts will be subject to appropriate legal sanctions by the University. To further the enforcement of this standard of conduct, the President may direct that certain employees who occupy sensitive or confidential positions execute confidentiality agreement with the University as a condition for employment or continued employment.

E. Educational Benefits and Opportunities -- No member of the University Community shall deny a student fair access to all educational opportunities and benefits available at the University. Invidious harassment, discrimination, or intimidation of students that deny or impede their right of access to these benefits and opportunities will not be tolerated and will be subject to disciplinary action.

No member of the University Community shall deny any member of the Faculty a fair opportunity to teach, conduct research and to provide services to the community in a setting that provides the academic freedom necessary to cultivate a wide expanse of ideas and teaching methods. Unwarranted interruption of classes or other academic activities is an abridgment of the right of the faculty to teach and an abridgment of the rights of the affected student to learn.

- **F. Government Relations** -- All members of the University Community are expected to conform their actions to the requirements of the law. Whether or not an illegal act is committed in a person's capacity as a member of the University Community, and regardless of whether a violation occurs on or off campus, if that violation of law reflects unfavorably on the University, it will be deemed a breach of this *Code of Ethics and Conduct*. We will not withhold material information from the government, or engage in any other course of conduct that may be or appear to be deceptive or misleading. If we are requesting government funding or the award of a government contract or grant, we have an affirmative obligation to make full, accurate, and honest representations concerning all relevant information submitted to or requested by the government. Our record keeping and accounts must be in accord with generally accepted accounting principles and otherwise in compliance with all pertinent government directives and regulations.
- G. Employment Practices and Public Relations -- No member of the University Community shall engage in any employment practice that is a violation of Federal law, the law of the District of Columbia or the law of any other local jurisdiction where the University may have employees. No one in a supervisory position, or in any position of a higher authority in the University, is to use his or her position to intimidate subordinate employees or to exact personal favors or things of value (for which a fair market price has not been paid) from employees of lesser rank within the University.

Every member of the University Community has a duty to cooperate with the University's Compliance Officer in the initiation and defense of actual or contemplated litigation affecting the interests of the University and in the conduct of any investigation of a violation of this *Code of Ethics and Conduct*. Trustees and Senior Administrative Personnel are under an affirmative obligation to report reasonably suspected violations of this *Code of Ethics and Conduct* to the University's Compliance Officer.

H. Duty to Cooperate -- Every member of the University Community has a duty to cooperate with the University's Compliance Officer in the initiation and defense of actual or contemplated litigation affecting the interests of the University and in the conduct of any investigation of a violation of this *Code of Ethics and Conduct*. Trustees and Senior Administrative Personnel are under an affirmative obligation to report reasonably suspected violations of this *Code of Ethics and Conduct*.

Section V

Additional Obligations of Trustees and Senior Administrative Personnel

Trustees and senior administrative personnel have a duty to the University to always act in good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner reasonably believed to be in the best interest of the University. Persons occupying these positions of trust shall complete and submit on at least an annual basis a Conflict of Interest Disclosure Form ("form"). The form shall be amended more frequently, as needed, whenever there is a material change in the circumstances of the reporting person that would make the form then on file materially false or misleading. In addition, all Trustees must agree and sign a Statement of Responsibilities ("statement") that will provide some guidance on the special responsibilities attended to that office. The form and the statement may be changed from time to time by the Board of Trustees.

Section VI

University Compliance Officer

The University Compliance Office shall be the General Counsel of the University.

Section V11

Implementation

The President of the University shall issue such directive or instructions as may be needed to implement this *Code of Ethics and Conduct*. The Legal and Audit Committee of the Board of Trustees shall be advised of such directives and instructions on, at least a quarterly basis. At the request of the Committee the full Board of Trustees may consider the President's directives and instructions and take such action in response thereto as it may deem appropriate.

Section VIII

Amendments

This *Code of Ethics and Conduct* is voluntarily adopted by the Board of Trustees and may be amended by the Board of Trustees at any time, with or without notice, and without the provision of consideration to any party

Adopted by the Board of Trustees on June 6, 1998.

ALCOHOLIC BEVERAGES REGULATIONS AND GUIDELINES

As of September 30, 1986, individuals who had not reached the age of 21 may not purchase or consume alcoholic beverages within the District of Columbia. Individuals, who as of September 30, 1986, had reached the age of 18 may purchase and consume beer and light wine within the District of Columbia. Howard University is committed to promoting the health and safety of its entire campus community, including students, faculty and staff. Howard is also committed to maintaining an academic and work environment that is not hampered by the abuse of alcohol, and consequently will enforce University and District of Columbia regulations in this regard. The sale, service, use and consumption of all alcoholic beverages on the Howard University campus must be in compliance with University policies, guidelines and District of Columbia laws.

General University Policy

In compliance with District of Columbia law, persons of legal drinking age are 21.

- 1. The sale, service or consumption of alcoholic beverages is not permitted in classrooms and/or laboratories.
- Consumption of alcoholic beverages in the residence halls must be in accordance with the District of Columbia laws pertaining to the purchase and consumption of alcoholic beverages and will not be permitted in the public or common areas of the buildings.
- 3. Student organizations affiliated with schools and colleges may serve alcoholic beverages at approved on-campus functions conducted within their respective building with the approval of the academic dean of the school or college and the Director of Student Activities. The serving and consumption of alcoholic beverages is restricted to the designated areas within the building where the respective school or college is housed.
- 4. Student organizations which serve alcoholic beverages at off-campus events are reminded that these events shall not be considered University sponsored or sanctioned, and they are subject to the laws of the District of Columbia or the geographical locations of such events.
- 5. The privileges afforded students, faculty and staff under these policies and guidelines require them to assume full responsibility for their own conduct as it relates to the need for good judgment, moderation, respect for the rights of others and to the legal regulations of the jurisdictions involved.
- 6. The employee code of conduct requires the cooperation of all employees in assisting to provide an alcohol free work environment.
- 7. Non University entities, organizations and individuals using capital university facilities must comply with all Federal, District and University laws, policies and procedures at events where alcoholic beverages are served and consumed.
- 8. Any student group or employee of the University who is found to be in violation of the laws of the University policies shall be subject to disciplinary action by the University.
- 9. Howard University prohibits the possession or consumption of any alcoholic

- beverages on University property, unless the university has approved the location and conditions for possession or consumption.
- 10. The only University facility that is licensed for the purchase or sale of alcoholic beverages is the Blackburn Center.
- 11. Alcoholic beverages purchased in licensed facilities must be consumed within the area designated for that purpose.
- 12. It will be the responsibility of the Director of Student Activities to ensure that University polices and procedures are observed and enforced.
- 13. Modification of policy regarding the possession and consumption of alcoholic beverages will be under continuous review and desirable changes made on the basis of demonstration by members of the University community of their ability and willingness to assume responsibility for their own conduct and decorum.

Specific Guidelines

On-Campus Approved Events: the possession and consumption of alcoholic beverages at approved on-campus events will be subject to the following regulations and guidelines:

- 1. All activities and events where alcoholic beverages are to be served and consumed, and sponsored by a student organization, must be approved by the Director of Student Activities, in writing.
- 2. In addition, written approval of the dean of the respective school or college must be secured by student organizations, staff groups and faculty groups before any alcoholic beverages will be permitted in a facility under the jurisdiction of a school or college.
- 3. All alcoholic beverages must be served by the sponsoring organization and only by an individual of legal drinking age. Except for the Blackburn University Center, absolutely no sale of alcoholic beverages will be permitted in university facilities.
- 4. Adequate amounts of food and nonalcoholic beverages be made available to persons under 21 years of age.
- 5. Howard University reserves the right to deny any organization, student faculty, staff and non-university entities, the approval to serve alcoholic beverages when it is deemed to be in the best interest of the University and others concerned. The same right exists with respect to the denial of service.
- 6. Advertisement of any University event at which alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcohol. Alcohol should not be used as an inducement to participate in a campus event. Nor should alcohol be the central theme of an event. All advertisements mentioning or implying the availability of alcohol should also include the phrase "Proof of age required" or "Age ID required."
- 7. Promotional materials including advertising for any University event shall not make reference to the amount of alcoholic beverages (such as number of beer kegs) available.
- 8. Appropriate residence hall staff, campus life staff or security personnel service reserve the right to remove advertisement that violates these guidelines.

Off-Campus Events: Persons sponsoring events off University premises where alcohol will be served are subject to all the laws regulating possession, purchase and

consumption of alcoholic beverages by the District of Columbia or other jurisdictions.

Students or student groups/organizations sponsoring events off University premises must comply with the provisions of this policy; however, these events shall not be considered University sponsored or sanctioned events.

The University recommends that at off-campus events, the consumption of alcoholic beverages should under no circumstances be the primary focus of that event. In addition, adequate food and non alcoholic beverages should be made available where alcoholic beverages may be served.

Code of the District of Columbia Regarding Alcoholic Beverages 15-121

- (a) License issued thereunder shall not authorize the sale or delivery of beverages, except as permitted in subsections *(i) and *(j) of this section, to any person under the age of 21 years, whether for his own use or for the use of any other person; or the sale, service or delivery of beverages to any person who appears to be intoxicated. No licensee shall be liable to any person for damages claimed arising from refusal to sell alcoholic beverages.
- *(i) A licensee under the act may allow a person who has attained 18 years of age before September 30, 1986, to receive and consume beer and light wines.
- *(j) licensee under this act may allow a person who is 18 years or older to sell, serve or deliver any alcoholic beverage on this licensed premises; except that no person under the age of 21 shall be allowed to serve as a bartender. For purposes of this subsection a "bartender" shall mean any person who fixes, mixes, makes or concocts any alcoholic beverages for consumption.

Any minor who falsely represents his or her ages for the purpose of procuring any alcoholic beverage shall be deemed guilty of a misdemeanor. No person shall, in the District of Columbia, drink any alcoholic beverage of possess in an open container any alcoholic beverage in any street, alley, park or parking area; or in any vehicle in or upon the same. No person in the District of Columbia, whether in or on public or private property, shall be intoxicated and endanger the safety of himself or any other person or property.

VIOLATIONS

- 1. Penalties for violation of these policies by a University employee are set forth in the Employee Handbook for staff and the Faculty Handbook.
- 2. Violations of these policies by students are punishable under the provisions set forth in the statutes governing the Code of Conduct for Students at Howard University.

Definitions

1. Alcoholic Beverages - Any beverage containing at least one-half percent (0.5%) of

- alcohol by volume, including beer, wine, liquor and mixed drinks.
- 2. Event or Activity A party, reception or other social gathering held on the University campus.
- 3. Legal Age To Drink 21 years or older.
- 4. Approved Event or Activity Any event or activity that has received written approval to be held on the university campus. Event or activities must be approved and must be held in accordance with provisions of this policy.
- 5. Sale any transfer, trade, exchange or barter, in any manner or by any means, is considered sale under this policy.
- 6. Use of Alcoholic Beverages possession, consumption, sale, distribution, purchase or transfer of alcoholic beverages.

Approved by the Board of Trustees on January 23, 1993

CONTROLLED SUBSTANCES

SUMMARY OF HOWARD UNIVERSITY POLICY STATEMENT CONCERNING THE USE OF THE POSSESSION FOR SALE., TRANSFER, OR EXCHANGE OF AND MANUFACTURE, TRANSFER, SALE, OR EXCHANGE OF CONTROLLED SUBSTANCES

Among the most serious menacing phenomena facing urban communities in general and Black communities in particular is the spreading use of controlled substances or illegal drugs. Attending this phenomenon are not only the debilitating effects on the human system, but the many unsettled events which are inescapably its by products. Howard University, as an urban institution and a part of the larger District of Columbia community, is not insulated against this problem and its accompanying or precipitating ills and recognizes that an effective response to this menace must be on a community-wide basis.

Proper consideration of this subject must take into account and be addressed to those not yet involved as users or purveyors, those who may be helped through medically related therapy and treatment programs, and those who are engaged in the illegal possession, transfer and/or sale of such items. For the past several years, considerable effort has been directed toward acquainting the university with this subject in the most salient of its aspects. With some exceptions, work in this area has been concerned primarily with the conduct of special educational programs. These efforts, with expansion and increased emphasis will be continued. In addition, the University through the Counseling Service will make a major effort to marshal appropriate resources, on an interdisciplinary basis, to contribute to the campaign currently being waged against this destructive force. Thus, all of these university resources will be concerned with drug prevention/treatment programs and services.

Non-Medically Prescribed Use of Drugs

- Howard University does not sanction the use of controlled substances which are not prescribed by authorized health professionals.
- Educational materials and assistance in preventing or combating substance abuse can be obtained from the University's Counseling Services, Student Health Center, Employee Health Unit and Institute on Drug Abuse and Addiction, and other selected locations throughout the District of Columbia.
- Students with drug problems or concerns are encouraged to seek help from or visit the above-named agencies without fear of punitive consequences such as disciplinary police actions or expulsion from school.

Possession of Controlled Substance for Sale, Exchange, Transfer, or the Sale, Exchange, Transfer or Manufacture of Controlled Substances

• The University complies with Federal and local laws which state that it is illegal to possess controlled substances for the purpose of sale, exchange, or transfer. It also illegal to manufacture controlled substances for the purpose of sale, exchange or

transfer.

- Students involved in drug-related illegal conduct will be subject to SUSPENSION, EXPULSION and/or TERMINATION from the University, aside from or in addition to penalties which may flow from court disposition of such matters.
- Persons not formally connected with the University but who nevertheless are involved in illegal drug activity on University premises will be subject to ARREST and PROSECUTION. Involvement with illegal drugs subjects a person to criminal penalties, including felony convictions and oftentimes imprisonment.

ETHNIC ORIGIN DATA FOR COMPLIANCE REPORTING

Title VI of the Civil Rights Act of 1964, requires that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the U.S. Department of Education.

In order to determine whether an institution adheres to the above, the Office of Civil Rights Planning in the Department of Education requires that:

"Each recipient shall keep such records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. In the case of any other recipient, such other recipient shall also submit such compliance reports to the primary recipient to carry out its obligations under this part. " Title 45 Subtitle A - Department of Education Section 80.6 (b) (1972)."

Consequently, Howard University must provide specific statistical student ethnic origin data. Each student, therefore, is asked to assist the University in complying with this requirement by providing the data on the Personal Data Form at registration.

PRIVACY RIGHTS OF STUDENTS

Section 438 of the "General Education Provisions Act, as amended, commonly referred to as the "Buckley Amendment":

- 1. AFFORDS each student, once enrolled in an institution of higher education, THE RIGHT:
 - a. OF ACCESS (within 45 day period) to his education record there, EXCEPTING those items specifically excluded by the Act, namely:
- financial records of parents
- confidential letters and statements or recommendations entered in the file prior to January 1, 1975.
- confidential recommendations entered in the education record after January 1, 1975 and to which the student has waived right of access.

It is understood that the institution:

- cannot require, as a condition of admission or award of financial aid, the waiving of right of access to letters of recommendation.
- must, upon request, furnish the names of all persons making confidential. recommendations.
- shall use such letters ONLY for the purpose for which they were intended.
 - B. FOR A HEARING to:
 - (1) CHALLENGE the content of his/her education record and if appropriate,
 - (2) CORRECT OR DELETE any inaccurate, misleading or inappropriate data contained therein and
 - (3) INSERT a written explanation respecting the contents of such records.
- 2. EXCLUDES from student access CERTAIN FILES not directly related to the student's education records as:
 - a. PERSONNEL NOTES, institutional, supervisory, and educational personnel.
 - b. Campus LAW ENFORCEMENT RECORDS.
 - c. EMPLOYEE FILES, if student is employed by the institution.
 - d. MEDICAL, PSYCHOLOGICAL COUNSELNG and PSYCHIATRIC RECORDS or case notes maintained by appropriate professional of the student's choice.

- 3. DEFINES DIRECTORY INFORMATION which the institution may release without the written request of the student unless he/she has specifically and in writing requested that no such data be released. (Directory Information includes: Name; Address; Telephone Number; Date of Birth; Dates of Attendance; School or College; Major Field of Study; Credit Hours Earned; Degrees Earned and Honors Received)
- 4. REQUIRES the institution to obtain the WRITTEN CONSENT OF THE STUDENT to release his/her education record (or personally identifiable data contained therein other than "Directory Information" subject to the limits specified above) EXCEPT FOR the following persons/agencies/institutions specifically exempted by the ACT.
 - a. PERSONNEL WITHIN THE INSTITUTION who have "legitimate educational interest".
 - b. OFFICLAI.S OF OTHER INSTITUTIONS in which the students SEEKS, OR INTENDS, TO ENROLL (with the understanding that he/she will be so notified and a copy of the document granted if desired.)
 - c. Certain GOVERNMENT OFFICIALS/AGENCIES listed in the ACT.
 - d. Persons/agencies in connection with a student's application for, or receipt of, FINANCIAL AID.
 - e. Recognized ORGANIZATIONS CONDUCTING STUDIES AS WELL AS ACCREDITING AGENCIES desiring information, each with the understanding that personally identifiable data is not to be released or retained after its purpose is served.
 - f. PARENTS OF DEPENDENT STUDENTS (as such dependency is defined in Section 152 of the Internal Revenue Code of 1954).
- 5. REQUIRES the institution to MAINTAIN A RECORD of those persons requesting and/or gaining access to the student's education record (except for 4 above and all requests for Directory Information).
- 6. Makes it incumbent upon the institution to NOTIFY THE STUDENT in the event OF A SUBPOENA of his/her record or a judicial order requiring the release of such data.
- 7. Expects the institution to INFORM THE STUDENTS of their rights under the provision of this ACT.

STUDENTS' RECORDS STUDENT EDUCATIONAL RECORDS LIST

Records which the University maintains on students are described and listed below. Offices maintaining such records are specified and their locations indicated. These offices are open Monday through Friday (except holidays) from 8 a.m. until 5 p.m. The office supervisors or directors are listed along with their telephone numbers.

(1) Academic Records. Academic records on students contain applications for admission, (including applications for readmission), the Howard University permanent record (containing all grades duly recorded), instructors' grade reports, and copies of official forms or reports reflecting courses registered in (by semester, including summer school), courses added or dropped, special grade reports, addresses of students and records of all total withdrawals from the University by students. The above records are maintained by and located in the Office of the Registrar, Room 105, Mordecai Wyatt Johnson Building.

Special note on academic records. Records bearing directly on the academic status of students are also maintained in the offices of the appropriate academic dean, the department in which students' major programs are supervised and coordinated as well as the offices of student advisers of the respective schools and colleges in which such students are enrolled. These records generally include SAT (Scholastic Aptitude Test) and CEEB (College Entrance Examination Board) scores, high school transcripts, college/university transcripts for institutions previously attended, high school equivalency (G.E.D.) scores and certificates of completion (in specialized areas), and the like, such as -- in the case of international students -- a certificate evidencing adequate familiarity with the English language. The location of these specific offices may be ascertained by inquiring at the office of the appropriate academic dean.

- (2) Violations of the University Code of Conduct and Criminal Laws Records. Records individual students who have been implicated in violations of the University Code of Conduct and/or locally operative criminal laws and as a result of which the University Office of Security and Safety Services has become involved. Records of the above-listed incidents are maintained by and are located in the Office of Security and Safety Services, 2244-10th St., N.W., 202-806-1073.
- (3) Disciplinary Records, Student Misconduct Records and Records of Infractions of Code of Conduct. Records of student conduct involving infractions of conduct standards established for students are maintained by and are located in the Office of the Dean of Special Student Services, suite 725 of the Howard Center, 2225 Georgia Avenue, N.W., 202-238-2420.
- (4) **Financial Aid Records.** Financial aid records of students contain applications for financial aid or part-time employment (including work-study), credentials

submitted in support of such applications as well as information on action taken on such applications. These records are maintained by and are located in the Office of Financial Aid and Student Employment, Room 205, Mordecai Wyatt Johnson Building. Records of specialized financial aid which is pursued through direct application to departments of one's specialization are maintained by and located in such departments, 202-806-2800.

- (5) **Student Account Records.** An individual's account record reflects all financial transactions made with the University in connection with the payment of required tuition, fees, room rent, and special assessments such as library book charges, and the like. Any adjustment made in the account, for whatever reason, is similarly reflected. This record is maintained by and located in the Office of Student Accounts, Room 116, Mordecai Wyatt Johnson Building, 202-806-2610.
- (6) **Student Employment.** Records are maintained on students who apply for employment through the Office of Career Services. These records contain the subject's resume and letters of recommendation, if any, such as are submitted at his/her request. Such records are maintained by and are located in the Office of Career Services, Wing 1, Second Floor, C.B. Powell Building, 202-806-7513.

Members of the faculty, student body, or staff who have questions regarding the information above are invited to inquire at the Office of the Dean for Special Student Services, Room 219, Mordecai Wyatt Johnson Building, or by telephone at 202-806-2120.

THE HOWARD UNIVERSITY POLICY GOVERNING THE MAINTENANCE OF STUDENT RECORDS

IT IS THE POLICY OF THE BOARD OF TRUSTEES OF HOWARD UNIVERSITY THAT: Students should have access to information about themselves in the University record keeping systems. An individual student shall be accorded the right to correct or amend, upon reasonable request, an inaccurate record. Information contained in a student's educational record file shall not be disclosed or used for other than authorized University purposes without his or her written consent, unless required by law. Students' files shall be retained for a reasonable period of time. The Office of the Vice President for Student Affairs is hereby charged with the responsibility of implementing the policy within the following guidelines.

GUIDELINES

- 1. Confidential Nature of Student Records. Student educational records, except herein set forth in this policy statement, shall be kept confidential, with respect to requests made by all persons other than appropriate school officials, as determined by the President or other Executive level officers of the University or parents of a dependent student, as defined for income tax deduction purposes in Section 152 of the U.S. Internal Revenue Code.
- 2. Release of Information to Investigators. When written consent has been received by the University from a student who is the subject of a governmental or employment investigation, information requested by such investigator from records of such students may be released through authorized staff personnel of the University within whose offices such records are maintained upon proper identification of the investigator. Investigators must adequately identify themselves through the display of official credentials, must indicate the agency they represent and demonstrate a satisfactory basis for their request. Even as to such investigators, information in student records not previously released will be withheld if a student timely notifies the Office of the Dean of Admissions and Records in writing that he or she has withdrawn his or her prior consent. Student consent forms with reference to their educational records should be filed with the Dean of Admissions and Records who will in turn notify appropriate offices of the University that such consent has been given and in the event such consent is withdrawn will direct the offices to discontinue release of such information.
- **3. Student Educational Records**. The Office of the Vice President for Student Affairs shall prepare annually a list of the various categories of student educational records extant in the University. This list shall be promulgated in such ways as to afford students an opportunity to know of the kinds of records kept and their location. The list shall contain a summary explanation of the kinds of records kept under each category (i.e., Academic Records, et cetera), and the cost, if any, which will be charged to the parent or student for reproducing copies of such records. It shall be known as the Student Educational Records List.

- **4. Student Address and Telephones.** Officers and employees of the University will not normally release addresses or telephone numbers of students to persons not officially connected with the University. There may be an exception in cases of emergencies. Requests under claimed emergencies will be referred to the Office of the Dean for Special Student Services or the Office of the Dean of Residence Life for the purpose of making a judgment as to whether, under the circumstances, such information should be released
- **5. Student Review of Records.** A student may make a written request to review an educational record of a type found on the Student Educational Records List at any appropriate University office at any reasonable time. Upon receipt of such requests, the office involved will make the arrangements necessary to accommodate requests for review of student records as soon thereafter as practicable. A student may waive in writing the right to review letters of recommendation written on his or her behalf or at his or her request, which has been placed in his or her educational record after January 1, 1975.

If a student challenges the contents of his or her student educational records on the grounds that they are either inaccurate, misleading or otherwise recorded in violation of his or her rights, he or she shall be accorded a hearing, in order to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein, and to insert into such record, where found to be warranted, a written explanation from an appropriate source respecting, the content of such records. The hearing shall be conducted by a person designated by the President of the University or his designee. Such person shall not have a direct interest in the outcome of the hearing. It should be expressly understood that such a hearing is not to be used as a forum to contest whether a teacher should have assigned a higher grade because a student or parent believes that the student was entitled to a higher grade.

- **6. Records Not Subject to Review.** Records maintained by the University with respect to which a student does not have a right of review include but are not limited to instructors' or administrators' notes, financial statements submitted by parents in support of applications for financial aid, and letters of recommendation received by the University prior to January 1, 1975.
- **7. Faculty Review of Student Academic Record.** Individual faculty members may review academic records of their students with the student's consent, except that such consent shall not be necessary for faculty members who serve as advisors and or for other administrative officers or counselors of the University in the discharge of their official functions.
- **8. Research Involving Student Records.** The University recognizes research by graduate students, faculty, and administrative staff as a fundamental component of its overall mission. Occasionally such research involves the use of data which is to be extracted from student records which are essentially confidential. Approval to conduct such research must first be obtained from the person in charge of the involved

discipline(s) and, following this, authorization to utilize student records must be obtained from the administrative officer under whose jurisdiction the records whichare to be utilized are maintained. In such instances, the administrative officer maintaining, custody of such records shall make every effort to insure the anonymity of identifying information contained in the records utilized.

- **9. Removal of Records from Custodial Office**. Except as required in cases involving litigation, a student's permanent academic record may not be removed from the Office of the Dean of Admissions and Records. Copies of the content of such records may be made available to administrative staff officials in conducting official business involving such records.
- 10. Retention of Student Records. Admissions applications (of individuals who actually enroll) and academic records shall be maintained indefinitely by the Office of the Dean of Admissions and Records. Records of student financial indebtedness to the University shall be maintained on an indefinite basis. Health records on students shall be kept for a period of five years after graduation or anticipated date of graduation. Student personnel records shall be retained for two years following graduation. Disciplinary records of students involving sanctions less than expulsion or indefinite suspension shall be maintained by the Office of the Vice President for Student Affairs for a period of five years following the graduation of such individuals, except that in cases where the student does not graduate, the record shall be maintained for a period of eight years following enrollment.

Records of students who are expelled or suspended indefinitely, whether for academic, health, or disciplinary reasons, shall be maintained on an indefinite basis. Records of convictions or students who are convicted in civil courts of (1) misdemeanors involving moral turpitude, and (2) all felonies may be retained by the Office of the Provost for the period of five and eight years, respectively following such convictions.

11. Requests for Judicial Process. When any subpoena or other judicial order is issued requesting information about a student, the officer receiving the order or subpoena shall immediately contact the Office of the General Counsel.

STUDENT CODE OF CONDUCT AND JUDICIARIES

PREAMBLE

Howard University affirms that the central purpose of a university is the pursuit of truth, the discovery of new knowledge through scholarly research, the teaching and overall development of students, and the transmission of knowledge and learning to the world at large. The establishment and maintenance of a community where there is freedom to teach and to learn, however, is dependent on maintaining an appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruption.

Rules and regulations are necessary to mark the boundaries of this needed order. However the rights of the individual demand that honesty, integrity, responsibility, and respect for persons and property must form the core values upon which those rules and regulations are based. All members of the University Community share a mutual responsibility to practice these values.

It is expected that student conduct will be in concert with and supportive of the University's central purpose and core values. Examples of prohibited student behavior are described in this *Student Code of Conduct* ("*Code*"). Behaviors that reasonably indicate a violation of the *Code* will give rise to the immediate consideration of adjudication through the University's judiciary system.

The *Code* is applicable to all registered students, that is persons who are enrolled in [or registered for] one or more classes offered by Howard University. The terms "student" or "students" as used in this *Code* refer only to those who meet this definition. The *Code* is also applicable to student groups and organizations as referenced in the *Code*.

It is the responsibility and duty of students to become acquainted with all provisions of the *Code*. It is presumed that every student, from the date of his/her initial enrollment at the University, has knowledge of the *Code*, the *Academic Code of Conduct*, the *University Code of Ethics and Conduct*, as well as policies and procedures contained in the *H-Book*, the *Bulletin* and the *Student Reference Manual and Directory of Classes*. All students are deemed to have agreed to the *Code* and are required to adhere to the *Code* as a condition of their enrollment as a student of the University.

SECTION I: SCOPE, LIMITATIONS, AND APPLICABILITY OF THE CODE

The *Code* applies to incidents occurring on campus and, as further explained below, to some situations occurring off campus. Incidents that involve students and that occur at institutions that are part of the Washington Metropolitan Area Consortium of Universities are also subject to this *Code*.

The actual daily administration, enforcement, and operation of the University's judicial program is delegated to the Office of the Dean for Special Student Services (ODSSS).

This *Code* does not address academic offenses. The University's schools and colleges administer the academic judicial system. Students must contact the appropriate school or college for information on disciplinary procedures regarding academic issues.

Judicial action against any student committing a violation of the *Code* off-campus will be considered on a case-by-case basis upon filing by a Complainant of an Allegation of an Off-Campus Violation of the Howard University Student *Code* of Conduct form. The Complainant must obtain the form from the ODSSS and it must be submitted to that office. After review of the form, ODSSS will make a determination of its appropriateness for University judicial action. Examples of off campus matters that would typically be excluded from adjudication under the *Code* are landlord/tenant disputes, and certain personal business matters with off-campus entities, and non-violent domestic issues. Judicial action will be taken, however, with respect to any student convicted of or charged with a felony.

Depending on the severity of the charge, students who violate the *Code* are subject to Suspension or Expulsion and also may be barred from all University-owned and operated property and all University sponsored events and activities.

The consequences are serious for students who are charged and/or found guilty under this *Code*. Therefore, any member of the University community, who knowingly and willfully misuses the procedures of the *Code* to harm another member of the University Community, shall be subject to disciplinary action.

SECTION II: COOPERATION WITH LAW ENFORCEMENT AUTHORITIES

The University cooperates fully with law enforcement authorities. Violations of the *Code* that are also violations of federal or local law may be referred, therefore, to the appropriate non University authority. In such situations, a case may proceed concurrently under this *Code* while it is also being processed under the criminal justice system.

The Howard University Campus Police (CP) work closely with area law enforcement agencies, particularly the Washington, DC Metropolitan Police Department (MPD). CP officers have full powers of arrest, search and seizure on all University-owned and operated property, and are usually the first to respond to calls for police services on campus. However, Complainants may request that MPD respond to any reported offense or incident that may violate the law.

SECTION III: STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES

With appreciation for the tradition of freedom of expression on campus, the University reasserts its commitment to fostering and tolerating different viewpoints. We acknowledge that points of view will diverge and that some students will believe it

necessary to express themselves by means of protest. The University cannot tolerate, however, disruption to its academic mission or means of protest that interfere with the legitimate rights of others.

1. General Rights and Freedoms

Students shall have the following rights and freedoms:

- A. As members of the University Community, all students are guaranteed freedom of expression, inquiry and assembly, the right to form a student government, organize groups, to join associations in support of any cause or common interest, and to peacefully protest, provided that, such activity is conducted in a legal manner, is in accord with University regulations, and does not abridge the rights of others.
- B. Students have the right of fair access to all educational opportunities and benefits available at the University in an environment that is safe and free of invidious harassment, discrimination, or intimidation.
- C. Students have a right to privacy in accord with the policy expressed in the Family Educational Rights and Privacy Act of 1974 (FERPA).
- D. Students have the right and responsibility to report, in good faith and without fear of retaliation, violations of this *Code*, the *University Code of Ethics and Conduct*, and violations of any other policy of the University, to appropriate academic or administrative officers of the University.

2. Procedural Rights and Freedoms

Students accused of violating this *Code* have the following rights:

- A. To have access to all University policies and procedures regarding the functioning of the judiciaries.
- B. To be informed of and to have explained as required the pending charges.
- C. To be free from intimidation by University Employees to coerce admissions.
- D. To face accuser(s) and have the opportunity to cross-examine them and any witnesses.
- E. To be free from searches or seizures unless based on reasonable cause by appropriate official. In accordance with written procedures approved by the Vice Provost for Student Affairs, searches and seizures may be made by the Vice Provost for Student Affairs and his/her designee, housing

staff, University officers and officials, and Campus Police.

F. To a fair and impartial judicial hearing before an appropriately appointed judicial board, appeal board, or Administrative Hearing Officer.

3. Responsibilities

All students share the following responsibilities:

- A. To read, become familiar with and adhere to the *Code*, the *University's Code of Ethics and Conduct*, the *Academic Code of Conduct*, the *Student Reference Manual*, the *H-Book*, and the relevant academic Bulletin of the School or College in which the student is enrolled.
- B. To respect the personal and property rights of others and to act in a responsible manner at all times.
- C. To protect and foster the intellectual, academic, cultural, social and other missions of the University.
- D. To observe the laws of local, state and federal governments.

SECTION IV: EMERGENCY ACTION SUSPENSIONS & WITHDRAWLS

1. Emergency Action Suspension

As the Chief Executive Officer of the University, the President holds the ultimate authority in matters of student discipline. On rare occasions, this authority may be exercised on an exigent basis to protect University property and/or the health and safety of particular individuals and/or the University Community.

Unless otherwise exercised or modified by the President, this emergency authority is delegated to the Office of the Dean for Special Student Services (ODSSS).

Therefore, if at any time the President or the Dean for Special Student Services reasonably determines that a student poses a threat to her/himself, University property or the safety, health, or welfare of themselves and or the University Community, the President or Dean may take emergency administrative action to immediately suspend that student's registration.

An Emergency Action Suspension Hearing (EASH) will be held within 20 calendar days. The purpose of the EASH will be to determine if the student may remain enrolled until a regular Judicial Hearing is held and a decision is rendered.

2. Involuntary Administrative Withdrawals

In situations where the University cannot effectively monitor or control the conditions or behaviors of certain students, it reserves the right to affect a Total Involuntary Administrative Withdrawal. Students subject to such actions are those who: (a) exhibit

suicidal behaviors, (b) have untreated or uncontrolled medical or emotional conditions or behaviors resulting in actual or possible danger to themselves or members of the University community; or (c) either cause a disruption to the orderly function of the community or pose a threat to the community, such that its members fear harm to their persons or do not feel safe to pursue University related goals.

Therefore, if at any time the President or the Dean for Special Student Services reasonably determines that a student poses a threat to her/himself, University property or the safety, health, or welfare of themselves and or the University Community, the President or Dean may take emergency administrative action to immediately suspend that student's registration.

These cases will be reviewed by the Dean for Special Student Services, the Office of the General Counsel and the appropriate medical health professional (i.e. Dean for University Counseling Service, Medical director of the University Health Center).

Appeal of Involuntary Administrative Withdrawal actions shall be made to the Provost. Before a final decision regarding the appeal of an emergency action is reached, the Office of the General Counsel will be consulted for legal advice. There shall be no appeal to this decision.

SECTION V: EMERGENCY ACTION SUSPENSION OF STUDENTS CHARGED WITH OR CONVICTED OF A CRIMINAL ACT

A student charged with a crime (felony or misdemeanor) by any local, state, or federal entity may be suspended by the Dean for Special Student Services after consultation with the Office of General Counsel. The term of Suspension will be from the date of the charge until an Emergency Action Suspension Hearing (EASH) can be convened. This A Suspension may be imposed by the Dean if: (1) presence of the student is considered a danger to the health and welfare of the Howard University Community, or (2) the student's presence would otherwise interfere with the mission of the University.

After being duly notified, if the charged student is unable to appear due to incarceration or incapacitation at the time of the regular Judicial Hearing, the student may request in writing that the Judicial Hearing be postponed and rescheduled when they are able to appear or after the conclusion of the criminal proceedings.

It is the University's policy that a student convicted of a felony shall be Expelled from the institution whether they are enrolled at the time or not. The decision on the continued enrollment of any student convicted of a misdemeanor will be made on a case-by-case basis by the ODSSS, which may be appealed to the Vice Provost for Student Affairs. It is the University's policy that a Former Student Returning (FSR), who has been convicted of a felony, will not be permitted to re-enroll at Howard University, absent extenuating circumstances.

SECTION VI: FILING A COMPLAINT AND REQUEST FOR UNIVERSITY JUDICIAL ACTION AND NOTIFICATION OF THE ACCUSED

Reports of violations of the *Code* may come from a written Incident Report taken by Campus Police. If a charge of a violation of the *Code* is not made by such a report, it is the responsibility of the Complainant, whether a student or University employee, to take action to pursue adjudication of a violation. First, the Complainant must review the *Code* to determine the specific provisions violated. Second, it is necessary to obtain, complete fully and file a *Request for Adjudication of an Alleged Violation of the Student Code of Conduct* form. This form must be submitted by the Complainant within fourteen (14) calendar days. Forms submitted after this fourteen (14) calendar day period will only be adjudicated if extenuating circumstances are present, by approval of the Dean for Special Student Services. More than one provision may be cited. The forms are available in ODSSS.

The Accused is notified by ODSSS of an alleged violation by letter and/or telephone call, and will be asked to report to ODSSS for an interview.

SECTION VII: INITIAL ADMINISTRATIVE ACTION ON ALLEGATIONS OF VIOLATIONS OF THE CODE

If a determination is made by ODSSS that a violation of the *Code* may have occurred, the Complainant(s) and the Accused will be contacted by ODSSS within 15 business days after receipt of the fully completed *Request for Adjudication of an Alleged Violation of the Student Code of Conduct* form.

Both the Complainant and the Accused will be required to put in writing their account of the incident. Upon written notification, the Complainant and the Accused may request that their full written accounts submitted to Campus Police may be substituted for their incident statement. The Accused will be informed of the allegation and related information, given an opportunity to provide his/her version of the facts, and allowed to plead "Guilty" or "Not Guilty." Statements of the Complainant and Accused are shared with both parties, upon request.

If the Accused fails to respond within six (6) business days of the date of the communication, the Dean for Special Student Services may proceed with scheduling and convening a hearing to adjudicate the matter.

A plea of "Not Guilty" by the Accused will result in an automatic remanding of the case to the appropriate judicial board or to an Administrative Hearing Officer. The Accused and the Complainant will be notified by mail of the date and place of the hearing.

All "Guilty" pleas by the Accused will result in an ODSSS review of the case and determination of appropriate sanction(s) to be imposed. The Complainant will receive written notification of the sanction(s). The sanction(s), not the plea, may be appealed in writing to ODSSS using the process for Filing an Appeal outlined in Section XVI, except

that the Dean for Special Student Services may appoint an Appeals Hearing Officer during periods when an Appeals Board cannot be convened.

SECTION VIII: PROHIBITED BEHAVIORS

The following is an illustrative list of the types of conduct that are prohibited by this *Code*. It includes not only actual conduct, but also attempts to engage in such conduct. A reasonable suspicion that a student has engaged in or attempted to engage in, such prohibited conduct will result in the immediate consideration of disciplinary action under this *Code*.

1. Safety

- A. Causing any condition that jeopardizes the safety of individuals, groups of individuals, or the University community.
- B. Tampering with safety measures or devices, such as alarm systems, fire extinguishers, exit signs, emergency phone systems, smoke or heat detectors, fire hoses, security systems, locked exterior or interior doors, and sprinkler systems.
- C. Failing to conform to safety regulations, such as falsely reporting an incident, failure to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms, inappropriate use of the alarm system, and similar conduct.
- D. Falsely reporting the presence of a bomb or any other dangerous device or condition.

2. Weapons

- A. Possession of weapons including firearms, items that eject projectiles, knives, or any item that anyone of reasonable sensibilities would consider to have the possibility of doing bodily harm.
- B. Possessing, using, storing, or transporting firearms, other weapons, explosives, fireworks, ammunition or dangerous chemicals (except as authorized for use in class, or in connection with University-sponsored research or other approved activities).

3. Discrimination

A. Engaging in verbal or physical behavior directed at an individual or group based on national origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available from or through the University.

B. Wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the University community.

4. Harassment

Engaging in verbal, electronic, visual, written or physical behavior directed at an individual or group that, in the view of a person of reasonable sensibilities, is likely to provoke or otherwise result in, negative or injurious response, mental or emotional distress, or related reaction or consequence. This behavior may include:

- A. Making an expressed or implied threat affecting another person's academic pursuits, University employment, or participation in activities sponsored by the University or organizations or groups related to the University, or;
- B. Engaging in unwarranted obstruction or interference with respect to educational, campus activity, or personal pursuits, employment or participation, which includes but is not limited to: behaviors or communications which detracts or interferes with an instructor's ability to provide instruction in the classroom, laboratory, clinical practicum or clerkship, or any activity directly related to teaching, instruction or academic advisement and counseling, or any academic support services throughout the university community; or
- C. Creating an intimidating or demeaning situation or environment or inflicting personal, social, academic, psychological or emotional harm, or undue stress.

5. Sexual Harassment

The "Howard University Policy Against Sexual Harassment and Gender Based Discrimination in Education Programs and Activities" covers students as well as employees. With respect to academic programs and activities, "sexual harassment" shall mean unwelcome sexual advances, requests for sexual favors, and other electronic, verbal, visual, written or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either explicitly or implicitly as a basis for any decision affecting the terms or conditions of participation in any organization, program or activity, or status or evaluation (including grades) in an academic course; or
- B. Such conduct has the purpose or affect of unreasonably interfering with a student's educational right, privilege, advantage, or opportunity; or
- C. Such conduct is so pervasive or severe that it creates an intimidating, stressful, hostile, or offensive environment for learning and has no

reasonable relationship to the subject matter of the relevant course of instruction

6. Assault

Any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the victim reason to fear bodily harm constitutes an assault. An assault may be committed without actually touching or striking, or doing bodily harm. Self-defense may be a mitigating factor to this charge, depending on the circumstances.

7. Sexual Assault

A sexual assault and all incidents of "criminal sexual conduct" as defined by the *District* of Columbia Code.

8. Battery

An encounter in which physical contact occurs or is threatened between two or more persons with weapons, blows, or other personal violence and that may include pushing, shoving, and other acts of physical abuse. Self-defense may be a mitigating factor to this charge, depending on the circumstance.

9. Stalking

- A. Stalking is defined as willfully, maliciously and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed or molested.
- B. Stalking is behavior on which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the University to seriously alarm, torment or terrorize the person.

10. Hazing

Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, or any activity conducted on or off campus that causes or intends to cause unreasonable expenditure of funds, embarrassing, intimidating or demeaning behavior, exposure to situations that could result in physical or emotional harm, or that causes undue stress, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in any sanctioned or unsanctioned group or organization at the University.

11. Alcoholic Beverages

Violation of the University's Alcoholic Beverages Regulations and Guidelines, including:

A. Under no circumstances will alcoholic beverages be provided to anyone under 21 years of age. The sale, service, possession or consumption of an alcoholic beverage is expressly prohibited, unless approved by the

- appropriate university official for students over 21 years of age.
- B. Consumption and/or possession of alcoholic beverages in the residence halls is prohibited.
- C. Student organizations affiliated with schools and colleges may not serve alcoholic beverages at events without the expressed approval by the academic dean of the school or college and the Director of Student Activities regarding the location and conditions of possession and consumption. If approved, alcoholic beverages may not be consumed outside of the designated areas for the event. If violations occurred, the student organizational leadership along with the coordinator(s) of the particular event may be charged under the *Code*.
- D. Student organizations serving alcoholic beverages at off-campus events may not identify these events as University-sponsored or sanctioned events.
- E. After consuming alcoholic beverages students must assume full responsibility for their conduct as it relates to the need for good judgment, moderation, respect for the rights of others and the legal regulations of the jurisdictions involved.

12. Drugs/Controlled Substances

The University has a "zero" tolerance policy on the improper use of controlled substances that expressly prohibits:

- A. The possession, use, manufacturing, distribution or intent to distribute and/or sale of a controlled or illegal substance. Examples of these illegal substances are: crack cocaine, ecstasy, date rape drugs, marijuana, cocaine, heroin, or any other narcotic or controlled substance except as expressly prohibited by law.
- B. The illegal possession, use, manufacturing, distribution or intent to distribute and/or sale of drug paraphernalia.
- C. Aiding or abetting an individual or individuals who are in illegal possession, use, sale, intent to distribute or distribution of controlled substances or drug paraphernalia, including allowing persons involved in such activities to visit or stay in their residence hall room, or to be in any University owned or operated property over which they have control.

13. Forgery, Fraud, Dishonesty

Forging the name of a University employee, another student or any other person or entity, altering or misusing official University forms, documents, records, stored data or identification, or knowingly furnishing false information to University officers, officials,

faculty and/or employees or providing such information involving or referring to the University to off-campus organizations, institutions, or individuals. Making false statements in public or private; including knowingly false charges under the *Code*. Aiding and abetting another individual in the conduct of such actions also constitutes a violation of this provision.

Further, students may not use the seal, logo(s), motto, trademarks, or other intellectual property of the University without written permission from the University's Office of General Counsel

14. Property Damage

- A. The attempt of or unauthorized removal, use of or the defacing of University property, or property under University custody or control resulting in its destruction or damage.
- B. Destroying, defacing, removing or damaging the property of others on University premises or at University-sponsored activities.

15. Theft

The attempt of or stealing of property and/or services; knowingly possessing or transporting stolen property; or improperly converting the property of another for personal use.

16. Receiving Stolen Property

A person commits the offense of receiving stolen property if that person buys, receives, possesses, or obtains control of stolen property, knowing or having reason to believe that the property was stolen, with intent to deprive another of the right to the property or a benefit of the property.

17. Unauthorized Entry, Use, Or Trespassing

Entering or using University facilities or property, or property in the custody or control of the University, for an improper purpose, or without proper authorization, or assisting others in doing so.

18. Organization And Event Registration

Failing to comply with policies and regulations governing the registration of student organizations, events on campus, or the use of University facilities or resources.

19. Failure to Comply / Non-Compliance

- A. Failing to comply with or respond to the directions or instructions of an authorized University official, faculty, or staff member acting in the performance of his or her duties or any other person responsible for a University facility or registered function acting in accordance with those responsibilities.
- B. The Howard University student identification card is to be carried by

students at all times and surrendered upon the reasonable request of any University Official. Resident Assistants (student staff in the halls) are considered University Officials under this policy.

20. Smoking

Smoking is prohibited in all University buildings.

21. Disruptive Conduct

- A. Acting in a manner that impairs, interferes with, or obstructs the orderly conduct, processes, or functions of the University or of any person or persons on University owned or operated property or at any University-sponsored event.
- B. Students whose behavior, communications, and/or attire may be considered disruptive while participating in academic programs, University activities, programs and general operations. Behaviors would include: use of electronic devices such as pagers, cell phones, video games, walkmans, personal music players, playing computer games during class sessions, laboratory or clinical practicum's or clerkships and periods academic instruction, remediation or tutorial assistance. Disruptive conduct would also include the wearing apparel or clothing in class, or during academic instruction that is lewd, profane or sexuality explicit; attire that conveys messages in print or in picture form that are profane, vulgar, patently offensive, racist or discriminatory, and this conduct disrupts the instructor's ability to maintain decorum or provide academic instruction in the classroom, laboratory or other instructional environment, and such conduct would be actionable under the *Code*.

This also includes students who engage in disruptive behaviors or communications with an instructor, such as swearing or cursing, which impedes the ability of the instructor to present academic information in the classroom or laboratory, clerkship, conduct academic advisement, counseling, or tutorial assistance.

C. Students are required to carry the Howard University student identification card at all times and are required to surrender this identification upon reasonable request by any University officials. Resident Assistants (student staff in the halls) are considered University officials under this policy.

22. Electronic Communication

Using University telecommunications, data communication networks or any electronic means owned and operated by the University for illegal or improper purposes or in violation of University regulations and policies, or related federal, state, or local laws.

23. Harboring

Harboring is knowingly allowing any fugitive from justice, student employee or any other individual who has been barred from the University, to stay in or to be transported onto University owned or operated property or facilities. This would also include harboring any individual who is considered to be a fugitive from justice or fro whom there is an outstanding warrant.

24. Contracts

Students as individuals or representatives of student organizations are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for Howard University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

25. Established Policies And Procedures

The failure to observe any provision of the *University Code of Ethics and Conduct*, the *H-Book*, or appropriate school/college bulletin, pertaining to personal conduct or behavior.

26. *Violation Of Criminal Codes Of the Local, State, Or Federal Governments* On or off-campus actions or activities that violate criminal law, also violate the *Code*.

27. Embezzlement

Unauthorized acquisition and/or use of funds belonging to or under the stewardship of any University unit, organization, or individual.

29. Contempt Of, Or Interference With, Any Judicial Program Actions Or Activities
Failure to respect the judicial program or process, including failing to appear for a
meeting or hearing if requested to do so, interfering with attendance by any person or
persons mandated to attend a meeting or hearing, or interfering with the hearing or
judicial process of any judicial board or administrative hearing. Acting in a threatening or
harassing manner towards hearing participants before, during or after a hearing.

30. Media Contact

Students are expressly prohibited from speaking on behalf of or for Howard University with any media organization or publication, or from inviting same to any University-owned or operated property, facility, or event without the expressed permission of the Office of University Communications.

31. Presenting False Testimony

Knowingly making false statements regarding a judicial matter before, during or after the judicial adjudication process.

SECTION IX. UNIVERSITY-WIDE JUDICIAL BOARDS AND HEARINGS; ADMINISTRATIVE HEARINGS AND OFFICERS; APPEAL HEARINGS AND BOARDS; ADMINISTRATIVE APPEAL HEARINGS AND OFFICERS

The adjudication of alleged violations of the *Code* is conducted by a duly appointed University-Wide Judicial Board, or by an Administrative Hearing Officer.

1. Judicial Boards

There shall be University-wide judicial boards as follows:

- A. University-Wide Judicial Board for Undergraduate matters;
- B. University-Wide Appellate Board for Undergraduate matters;
- C. University-Wide Judicial Board for Graduate and Professional Student matters;
- D. University-Wide Appellate Board for Graduate and Professional Student matters.

Members of the University-wide judicial boards shall be selected from a pool of students, faculty members, and administrators trained by ODSSS. The pool of board members consists of those qualified appointees submitted by University officers, deans of the schools and colleges, the Faculty Senate, ODSSS, the Howard University Student Association (HUSA), and any other undergraduate or graduate student governing bodies approved by the Vice Provost for Student Affairs. Organizations shall select potential appointees according to their internal policies and procedures. Volunteers may also be part of the pool if they meet the qualifications for the category of their status at the University and they submit the "Offer to Volunteer for University Judicial Program" form to ODSSS. ODSSS shall provide at least two written requests for names to officials and organizations. In the event that appointments are not made by the deadline by the appropriate student and faculty organizations, ODSSS shall appoint persons to the board pool from the faculty and student body, subject to the approval of the Vice Provost for Student Affairs.

The judicial boards have jurisdiction over all students subject to the *Code*. They are responsible for reviewing and evaluating all of the relevant information, conducting hearings, rendering a decision of guilt or innocence, and making recommendations for sanctions, if any, to the Dean for Special Student Services.

2. Judicial Board Membership

The membership of the judicial boards is as follows:

Each board shall be comprised of seven (7) members. No more than three (3) members can be students who meet the qualifications outlined below. The remaining members shall be from the pool of qualified faculty and administrator appointees or volunteers who

meet the qualifications outlined below.

A minimum of five (5) members will constitute a quorum.

A. Undergraduate Students:

- a. Validated for the semester(s) of service.
- b. In good academic, disciplinary and financial standing.
- c. At least 24 credits earned at time of appointment.
- d. Can serve for two (2) academic years or until graduation.

B. Graduate/Professional Students:

- a. Validated for the semester(s) of service.
- b. At least one semester of enrollment by the time of appointment.
- c. In good academic, disciplinary and financial standing.

C. Faculty:

a. Must have been a member of the University faculty for a minimum period of one year at the time of appointment.

D. Administrator/Staff:

a. Must have been an employee of the University for a minimum of one year at the time of appointment.

E Chair

a. The Dean for Special Student Services shall appoint a faculty member or administrative staff member of each board to act as Chair.

3. Administrative Hearings

Adjudication of a violation of the *Code* may also be handled through an administrative hearing process conducted by an Administrative Hearing Officer rather than through a judicial board.

An administrative hearing may be used under any of the following circumstances:

- A. A student charged with a violation elects the administrative hearing process in lieu of a University-wide judicial board, Administrative Appeal hearing or Appeal Board hearing.
- B. The Dean for Special Student Services determines that it is not possible or practical to convene a judicial board or appeal board at the time the case is

- scheduled (e.g., summer sessions, semester breaks, lack of quorum, spring break, etc.) and it is in the University's best interest to have the case heard expeditiously.
- C. The nature of the case is such that the Dean for Special Student Services believes the best interest of the student and/or the University would be better served by the use of an administrative hearing. If the Complainant or the Accused object, either may appeal this decision in writing to the Vice Provost for Student Affairs, within five (5) business days following notice of the Administrative Hearing. The Vice Provost shall render a decision within 3 business days.

4. Administrative Hearing Officers

Administrative Hearing Officers shall be selected by the Dean for Special Student Services from a pool of qualified and trained administrative staff members and faculty members. The Administrative Hearing Officer is responsible for reviewing all of the relevant information, conducting a hearing, rendering a decision of guilt or innocence, and making recommendations for sanctions, if any, to the Dean for Special Student Services. The hearing officer shall be the sole judge of the relevancy and admissibility of evidence presented for consideration.

5. Appeal Boards

Any student found "Guilty" by a University-Wide Judicial Board or Hearing Officer and, thereby subject to sanctions, may appeal the decision. (See Section XVI: Appeal of a Judicial Hearing Decision). A request for reconsideration of a decision or recommended sanction(s) shall be submitted by the Dean for Special Student Services to the appropriate Appeal Board.

Each appeal board shall be comprised of five (5) members. No more than two (2) members shall be qualified students. The remaining members shall be qualified faculty members, administrator appointees or volunteers.

Members of the appeal boards must meet the same qualification standards as members of the University-Wide Judicial Board. However, a member serving on a University-Wide Judicial Board shall not serve on an Appeal Board on the same case.

A faculty member or administrator who is a member of the board will be appointed by the Dean for Special Student Services to serve as Chair of each appeal board. A majority of four (4) will constitute a quorum.

6. Administrative Appeal Hearing

An appeal of a decision by a University-Wide Judicial Board may be handled through an administrative hearing process by an Administrative Appeal Hearing Officer rather than through an Appeal Board. An administrative appeal hearing will be convened at the discretion of the Dean for Special Student Services. If the Accused objects, she/he may appeal this decision in writing within five (5) business days to the Vice Provost for Student Affairs. The Vice Provost will render a decision within 3 business days. In

addition, a student filing an appeal may elect to request such a hearing.

7. Administrative Hearing Appeal Officers

Administrative Appeal Hearing Officers are selected and trained by the Dean for Special Student Services. The Administrative Appeal Hearing Officer is responsible for meeting with the Chairperson of the University-wide Judicial Board, reviewing all documents from the case file and hearing, and for conducting the appeal hearing. The Officer shall be the sole judge of the relevancy and admissibility of evidence presented for consideration. The qualifications for an Administrative Appeal Hearing Officer shall be the same as for an Administrative Hearing Officer.

SECTION X: HEARING PARTICULARS

1. Notification of Hearing

The ODSSS shall notify the members of the appropriate judicial board (or the hearing officer, as appropriate), the Accused student(s), and the Complainant(s), in writing, of the date, place, and time of a scheduled hearing not less than ten (10) working days prior to the hearing date (excluding holidays). Both the Complainant and the Accused shall be informed that they are responsible for contacting their own witnesses, informing them of the hearing, and ensuring their attendance at the hearing. Such notification shall be hand delivered, mailed or delivered to the local address of record. Witness lists are to be submitted to ODSSS at least two (2) days prior to the hearing. Upon request, ODSSS will make copies of the witness lists available to the opposing sides. Upon request, ODSSS will provide letters for professors of students absent from class due to participation in a judicial procedure explaining the students' absence from class.

2. Notification of Inability to Attend a Hearing

If either the Accused or the Complainant cannot attend a scheduled hearing due to compelling circumstances, he/she must notify ODSSS as soon as this fact is known. Written documentation of extenuating circumstances must be provided. Failure to adhere to this policy may result in additional judicial action and/or conducting the proceeding without the benefit of the absent persons participation.

3. Document Access

The Accused and complaining student(s) shall have reasonable access to all of the relevant case documents that are maintained by the ODSSS.

Documents shall also be available to members of the boards or hearing officers for review prior to a hearing. The documents prepared by ODSSS and submitted during the hearing, as well as the statements given, will constitute the record of the board or of the hearing officer in an administrative hearing.

4. Briefings and Consultations

Board chairs, board members, and hearing officers may be briefed by ODSSS on factual and procedural matters. Legal advice will be provided to such individuals by the Office of General Counsel.

5. Failure to Attend

A student Accused of violating the *Code*, who has received appropriate notification to attend a scheduled hearing but fails to do so, may be considered in contempt of the judicial process and subject to further judicial action by the Dean for Special Student Services. The board or hearing officer may elect to proceed with the hearing without the Accused and render a decision based on the evidence presented.

A witness with evidence critical to the adjudication of a violation of the *Code* given reasonable notification of a hearing who refuses to attend may be considered in contempt of the judicial process and subject to possible judicial action.

6. Rules of Evidence and Legal Representation

Howard University judicial proceedings are not subject to standard legal rules of evidence or civil or criminal courtroom procedures and protocols. Rather, boards and administrative hearing officers shall make a determination based on whether the record makes it more probable than not that the charges are true.

The Accused and the Complainant may consult their personal legal counsel in preparation for a hearing; however attorneys are not allowed to attend a judicial hearing or to represent a student at a hearing. A student may, however, elect to have a peer advisor at a hearing, who shall serve in an advisory capacity only. Peer advisors must be students in good academic, disciplinary and financial standing with the University.

7. Scope of Evidence Considered In a Judicial Action

The Board Chair or Administrative Hearing Officer shall be the sole judge of the relevancy and admissibility of evidence presented for consideration.

SECTION XI: PROCEDURES FOR CONDUCTING A JUDICIAL HEARING

1. Closed Hearings

All hearings are closed, except to those persons directly involved (board members, Complainant(s), the Accused, and witnesses), unless the board determines otherwise.

2. Witnesses

In those situations when a Campus Police Officer(s) may have taken a report and/or investigated an incident relevant to the proceeding, the Complainant or the Accused may request the Officer to attend and/or participate in a hearing as a witness. Such attendance or participation will be permitted if it is determined by the Board or Hearing Officer that the CPO's presence will facilitate the finding of facts. The Complainant or the Accused should contact Campus Police directly to make such a request and, at the same time, notify ODSSS of the request.

Only those persons with direct knowledge of the incident shall be allowed to appear as witnesses. No character witnesses are allowed.

3. Postponement

A one-time request for postponement by either the Accused or the Complainant(s) may be considered by ODSSS, and granted only when ODSSS determines that there is a compelling reason for the delay. ODSSS will set a new date for the hearing and notify all parties involved. Further requests for postponement do not have to be considered, and a hearing may be held in the absence of either party.

4. Quorum Requirement

A two-thirds majority of appointed board members is considered a quorum necessary to conduct business, including receiving evidence and rendering a decision. Only members present may vote.

5. Role of the Chair

The Chair of a judicial board has the responsibility of conducting the hearing in a fair and equitable manner, and of taking such action as necessary to sanction or mitigate disruptive or inappropriate behavior.

6. Burden of Proof

The Complainant carries the burden of proof to establish the guilt of the Accused. The Accused should be prepared to respond to charges against him/her with witnesses and/or documents, as appropriate.

7. Steps in the Hearing

Each hearing shall follow a standardized format. Copies of the Procedures for Conducting a Judicial Hearing may be secured from ODSSS.

8. Deliberation, Decision Making and Reporting Results to ODSSS

- A. Deliberations shall be conducted with only board members, University Counsel, and ODSSS staff present.
- B. Boards shall consider only such information as may constitute the record.
- C. Verdicts as to guilt or innocence and recommended sanctions shall be determined by a simple majority vote of the Board, except that recommended sanctions of Suspension and Expulsion require a two-thirds vote.
- D. The Chair of the board shall prepare a written report of the hearing's finding(s), including the basis(es) for the finding(s) and shall submit it to ODSSS. For those findings of "Guilty" there shall be recommendations for sanctions. The Chair signs the report on behalf of the board. ODSSS will provide notification to the Accused and Complainant of the board's determination.
- E. Sensitive items used to determine sanctions by the Dean of Special Student Services or designee shall be deemed confidential and will not be shared with students.

SECTION XII: PROCEDURES FOR CONDUCTING A HEARING BY AN ADMINISTRATIVE HEARING OFFICER

1. Closed Hearings

All hearings are closed to anyone other than those persons directly involved (ODSSS staff, University Counsel, the Complainant, the Accused, and witnesses), unless the hearing officer determines otherwise.

2. Witnesses

Only those persons with direct knowledge of the incident shall be allowed to appear as witnesses. Those attesting to character alone are not allowed to serve as witnesses. A list of any witnesses speaking on behalf of the Accused or Complainant must be submitted to the Office of the Dean of Special Student Services not later than two (2) days prior to the hearing.

3. Postponement

A one-time request for postponement may be considered and granted by ODSSS only when it determines that there is a compelling reason for the delay. In that event, ODSSS will set a new date for the hearing and notify all parties involved.

4. Role of the Administrative Hearing Officer

The Administrative Hearing Officer is responsible for conducting the hearing in a fair manner and for recommending such action(s) as necessary to sanction or control disruptive or inappropriate behavior.

5. Burden of Proof

The Complainant has the burden of proof to establish the guilt of the Accused. The Accused should be prepared to respond to charges and evidence presented against him/her with documents and/or witnesses, as appropriate.

6. Steps in the Hearing

Hearings shall follow a standardized format. Copies of the procedures may be obtained from ODSSS.

7. Deliberation, Decision Making, and Reporting Results to ODSSS

- A. The Administrative Hearing Officer shall consider all information in the record
- B. The Hearing Officer shall prepare a written report including any recommended sanctions, and submit the report to ODSSS. The ODSSS shall notify the Accused and the Complainant of the Hearing Officer's determination.
- C. Sensitive items used to determine sanctions by the Dean of Special Student Services or designee shall be deemed confidential and will not be shared with students

SECTION XIII: NOTIFICATION OF HEARING OUTCOME

The Dean for Special Student Services or her/his designee shall review the recommendations of the Board or Hearing Officer and shall make a final determination on sanctions. ODSSS shall then prepare a written memorandum setting forth the decision and any sanctions and notify both parties within 20 twenty working days after receipt of the report. ODSSS reserves the right to delay notification when it determines that such delay is in the best interest of the University.

When deemed necessary or appropriate by ODSSS, it shall notify relevant University officers, officials, units and organizations of hearing outcomes and sanctions.

SECTION XIV: DISCIPLINARY SANCTIONS

The purpose of disciplinary sanctions for violations of the *Code* is to educate students about responsible behavior as members of the Howard University Community, to maintain order, and to protect the rights of others.

Students found guilty of violating the *Code* are notified of any sanctions by ODSSS, which also monitors compliance with the sanction. There is no set sanction for any particular offense, with the exception of automatic Expulsion for a felony conviction. Judicial Boards and Administrative Hearing Officers evaluate each case individually. Sanctions will be determined individually and will be consistent with the severity of the offense

1. General Terms

- A. Parents of minor or dependent students who receive a disciplinary sanction may be notified of that action by the University.
- B. The University reserves the right to apply any sanction for a violation of the *Code* that, in its sole discretion, appropriately addresses the gravity and frequency of the offense. One or more sanctions may be imposed for any offense. Prior offenses are cumulative, and any student found guilty of the same offense or a second offense of equal or greater magnitude, may be suspended or expelled from the University. Evidence of prior violations of the *Code*, however, may be considered after a determination of guilt has been made as part of the process of determining sanctions.
- C. Sanctions are imposed under the *Code* without regard to student classification, prospective graduation date, the time in the semester or term when the violation occurs, scholarship status, or any other factor.
- D. Students who have not completely fulfilled their sanctions may be allowed to participate in General Mandatory Registration for the subsequent semester if all other financial and academic conditions have been met. However, their registration will be canceled if they fail to comply with all

the stipulations of the sanctions within the time limit set.

E. The imposition of sanctions will be a matter of record in the ODSSS.

2. Types of Disciplinary Sanctions

One or more of the following sanctions may be imposed for any violation of the *Code*. The failure to perform a sanction, as directed, can lead to the imposition of more severe sanctions, including Suspension or Expulsion.

A. Disciplinary Warning or Reprimand

A disciplinary warning or reprimand is an official written statement of censure. It is used when a student's behavior is unacceptable but is considered to be minor and/or unintended. It includes a warning that any other violation of the University's *Code* for which the student is found guilty will result in more severe disciplinary action. The written statement shall be delivered to the student.

B. <u>Letter of Apology to the Aggrieved Party</u>

A student may be required to write a letter of apology to the aggrieved party. A draft copy of the letter must be provided to ODSSS for prior approval.

C. Requirement to Seek Counseling

This sanction may be imposed when a student was found guilty of engaging in disrupting or uncivil behaviors. In such case, the student shall be required to provide evidence to ODSSS of attendance and completion of counseling by a qualified professional.

D. Participation In or Conducting Special Workshops or Seminars

A student may be required to participate in, or to develop, advertise and present special workshops or seminars related to a *Code* violation. In such a case, the student may be required to present a typed summary of the activity to the ODSSS.

E. Research Assignments

A student may be required to complete a research assignment on a topic related to the *Code* violation within a specified deadline.

F. Mandatory University or Community Service

A student may be required to perform work assignments at the University or in the local community.

G. Restitution

Restitution is reimbursement to compensate for personal injury, property damage, or misappropriation of University or other personal property. It

may be in the form of money or services, subject to the discretion of the Hearing Officer or Judicial Board.

H. <u>Disciplinary Probation</u>

Disciplinary probation may be imposed for a specified period of time. A student who is under disciplinary probation will not be permitted to participate in intramural, intercollegiate or club sports, or student clubs and organizations. Such a student may not represent the University in any public function, competition, or performance, hold office in a student organization, or be eligible to join a fraternity or sorority.

Students receiving scholarships for any activities enumerated above may have that scholarship suspended or terminated. Decisions regarding scholarships will be made by the Vice Provost for Student Affairs in consultation with the Dean for Special Student Services, and other appropriate University officials.

I. <u>Limited Term Suspension</u>

Suspension is appropriate in cases of serious misconduct or in cases when a student has violated a condition of disciplinary probation, or has failed to meet the stipulations of lesser sanctions. A student may be suspended from the University for the remainder of the semester (or Summer session) in which the sanction is applied, or any portion thereof, for the next semester, or for any other additional periods determined appropriate by the University.

Suspensions are recorded on the student's permanent record (official transcript). Students suspended from the University are required to return their student identification cards, room keys, and other University property and shall be barred from the campus for the duration of their Suspension. Exceptions may be granted to this prohibition by ODSSS if it first determines that the barred student must enter University property for the purpose of conducting official business. If a student returns to the campus without permission during the period of Suspension, his or her eligibility to be re-admitted to Howard University is jeopardized and such persons may also be charged with unlawful entry and, thereby, made subject to arrest

J. Indefinite Suspension

Indefinite Suspension provides for all conditions described in Limited Term Suspensions but does not give a specific date for the consideration of readmission of the suspended student. This sanction is used in cases of extremely serious misconduct when evidence of rehabilitation must be presented by the student and accepted by the Vice Provost for Student Affairs before the student is readmitted.

K. Expulsion

Expulsion is the most severe sanction that the University may impose. Expulsion is permanent dismissal from the University. In addition, the student is not eligible for readmission to the University and permanently barred from Howard University owned or operated property and from all University-sponsored events. Expulsions are recorded on the student's permanent record (official transcript). Students expelled from the University are required to return any student identification cards, room keys and other University property and must leave campus immediately upon notification of being expelled. An expelled student may not return to the campus and is permanently barred from Howard University owned and operated buildings or property and from all University-sponsored events. If an expelled student returns to the campus, he or she will be charged with unlawful entry and may be arrested. An expelled student's relationship with the University is severed permanently.

SECTION XV: PROCEDURE FOR READMISSION AFTER JUDICIAL SUSPENSION

A student temporarily suspended will be considered for readmission only after filing a Request for Readmission After Judicial Suspension form with the Office of the Dean for Special Student Services.

ODSSS shall inform University officers or officials, including the appropriate academic and administrative deans, the Vice Provost for Student Affairs, the Office of the President, and the Office of the General Counsel of the disposition of the matter.

SECTION XVI: APPEAL OF A JUDICIAL HEARING DECISION

1. Criteria for an Appeal

A "Guilty" verdict and/or the sanctions imposed may be appealed. However, an appeal will reverse or modify a decision only if one of the following criteria is met. It should be noted that an appeal is not an opportunity to have a new hearing on the matter. As described below, an appeal can only be used to reverse an error or to consider important information that was not available at the hearing.

A. Process

An important procedure leading up to or during the original hearing was ignored or so flawed that the hearing was not fair and impartial.

B. Substantive Error

There was an error in identifying or interpreting the controlling and relevant University policy or standard of conduct and this substantially affected the hearing and resulted in the Accused being denied a fair hearing outcome.

C. New Evidence

Relevant new evidence has surfaced that could have materially affected the decision or finding of the board or hearing officer. This evidence must be produced and substantiated or documented, and it is required that proof be provided that this information was not available at the time of the hearing.

D. Disproportionate Sanction

The sanction levied is manifestly unjust because it is overtly disproportionate to the offense.

2. Process for Filing an Appeal of Judicial Action

An Appeal of Judicial Action form must be submitted to ODSSS by the student found guilty within five working days of receipt of the letter of notice of hearing outcome. The form should be typewritten or printed very legibly, with an attached statement not more than five double-spaced pages in length. The statement must clearly specify the grounds on which the appeal is being made, and have attached any supporting documentation. Each case may be appealed only once.

3. Appeal Review Process

The written appeal must be submitted to ODSSS. ODSSS will forward the appeal to the Chair of the appropriate Appeal Board. The Chair shall have the authority to determine if the appeal could reasonably be expected to meet at least one of the four stated criteria. If the Chair so rules, he/she will set up an appeal hearing and notify the parties of its date, time, and location. If ODSSS determines that an Appeal Board cannot be convened, (e.g., between semesters or at the end of a semester or lack of quorum), it will appoint an Administrative Appeal Officer (AAO) to review the matter, determine if a hearing is warranted, schedule a hearing, and notify the student

4. Appeal Hearing

Appeal hearings will be limited to a presentation of evidence by the appellant that directly addresses the grounds for an appeal. The Chair of the University-Wide Judicial Board may be asked to attend, but no witnesses may be called. Appeal hearings will follow a standardized format.

5. Remedies on Appeal

The following actions may be taken by a majority vote of the Appeal Board members present and constituting a quorum or the AAO in preparing a recommended decision for the ODSSS:

- A. Affirm the findings of the original Board or Hearing Officer.
- B. Affirm the findings, but change the sanction(s) levied.
- C. Overturn the finding of the original Board or Hearing Officer and remand to the original Board for a new hearing.

6. Notification of Finding

A recommended decision reporting the findings of the Appeal review will be forwarded to ODSSS within 20 working days of the review or hearing in this matter. For cause, the

Dean may grant the Chair or AAO an extension. If the matter is remanded for a new hearing the ODSSS will advise student of same and new hearing date(s). At the discretion of the Dean for Special Student Services, a different University-Wide Judicial Board or Administrative Hearing Officer may be asked to hear the case.

7. Limitations

- A. Each case may be appealed only once. Therefore the finding of the designated Appeal Board is final and binding.
- B. Only the Accused may file an appeal.
- C. Appeals filed after the stated deadline will not be considered, except in compelling circumstances as determined by the Dean for Special Student Services.

8. Stay of Sanction(s) During the Appeal Process

The Dean for Special Student Services will determine if the sanction(s) imposed on an appellant will be stayed pending the appeal process.

SECTION XVII: REVISIONS OF THE STUDENT CODE OF CONDUCT AND JUDICIARIES

1. Periodic Review

The ODSSS will conduct a full formal review of the *Code* at least every five years or at such other times as it deems appropriate to determine if the *Code* should undergo a full revision process.

2. Procedure for Revision

If it is determined that the *Code* is in need of full revision, the procedure for developing a new document for recommendation to the Board of Trustees will be as follows:

- A. A committee composed of faculty, administrative staff and students will be appointed by ODSSS to review the "Code" portion of the document and to make recommendations for changes. The pool of those eligible to serve will come from names submitted by University officers, deans of the schools and colleges, the Faculty Senate, the Howard University Student Association (HUSA), and other authorized and approved undergraduate and graduate student governing bodies using their own internal policies for such selections. In the event that after appropriate notice, names are not submitted, ODSSS shall make appointments.
- B. The draft of the revised *Code* is completed by ODSSS and forwarded to

the Vice Provost for Student Affairs and the Provost for review and comment.

- C. An open forum for students, appropriately advertised, will be held to allow for discussion of proposed changes to the *Code*. Comments and concerns will be considered in completing the final draft.
- D. The final draft will be submitted for review to the General Counsel.

3. Forwarding for Approval

The final document will be authored by ODSSS and forwarded, through the Provost, to the President for final review and for presentation to the Board of Trustees for consideration.

4. Amendments

Amendments to the *Code* deemed necessary by the Dean for Special Student Services during periods between formal full reviews and revisions will be prepared by ODSSS and forwarded through the Vice Provost for Student Affairs, and General Counsel, to the President for approval and implementation.

UPDATED POLICIES AND PROCEDURES

Note: The university policies, procedures and guidelines may be updated periodically. The updates take precedence over those in this manual. Please refer to the H book that can be found on line at http://www.howard.edu

Sheik N. Hassan, M.D., FCCP Associate Dean for Academic Affairs

July 1, 2008

IMPORTANT CONTACT INFORMATION (ADMINISTRATIVE)

The main number to the College of Medicine is 202 806 6270

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PhD.		
Dean		
Sheik N. Hassan, M.D.	202 806 9494	Curriculum, schedules, policies
Associate Dean for		and procedures, academic
Academic Affairs	202 865 6100	matters including promotions
	After regular hours	and graduation
	shassan@howard.edu	
Sterling Lloyd	202 806 7679	Administration, including
Associate Dean for		building maintenance and
Administration & Planning	slloyd@howard.edu	security
Dawn Cannon, M.D.	202 806 6394	Non academic matters
Associate Dean for Student		including excuses from classes,
Affairs and Admissions		clerkships and examinations;
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