

**A Message From
The Vice President for Student Affairs/Dean of
Students**

My Spelman Sisters:

You have come to a very special place. Whether you are entering Spelman for the first time or returning to continue your education, this is the experience of a lifetime. A Spelman education is like none other - both academically and socially. Each day will be filled with history, promise, and opportunity.

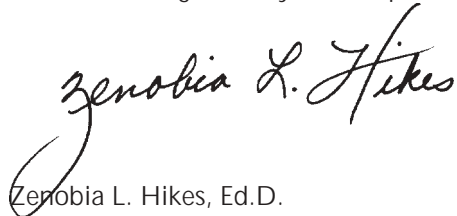
In support of the academic mission, the Division of Student Affairs is deeply committed to cultivating leaders and providing activities that complement your classroom experiences. In particular, we will be diligent in contributing to the quality of your student life, as well as preparing you to assume the mantle of leadership. For Spelman women, leadership entails not only influencing others, but also building character and practicing sound decision-making.

In keeping with making sound decisions and exploring opportunities, the Spelman Student Handbook is an invaluable resource. It outlines the broad array of College organizations and resources, in addition to policies and procedures. Further, it is especially important that students read "The Code of Community Standards and Conduct" and "Decorum Guide for Spelman Women." Both are contained in the handbook. Each student is held responsible for knowing College policies, procedures, regulations, and general information.

As a Spelman alumna and your Vice President for Student Affairs, I look forward to personally playing a role in your achievement and professional growth. You must continue the legacy, as you "stand on the shoulders" of many strong black women who have come before you. As the torch is passed on to you, prepare yourselves to lead and to serve.

I wish you an exciting, productive, and successful year. Enjoy Spelman to the fullest!

Wisdom, Strength, Unity and Purpose,



Zenobia L. Hikes, Ed.D.

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SPELMAN COLLEGE MISSION AND PURPOSE

Mission

An outstanding historically black college for women, Spelman promotes academic excellence in the liberal arts, and develops the intellectual, ethical, and leadership potential of its students. Spelman seeks to empower the total person, who appreciates the many cultures of the world and commits to positive social change.

Purpose

An outstanding historically black college for women, Spelman promotes academic excellence in the liberal arts. This predominantly residential private college provides students with an academic climate that develops their intellectual and leadership potential. The College is a member of the Atlanta University Center consortium, and Spelman students enjoy the benefits of a small college while having access to the resources of the other five participating institutions.

The educational program at the College is designed to give students a comprehensive liberal arts background through study in the fine arts, humanities, social sciences, and natural sciences. Students are encouraged to think critically and creatively and to improve their communicative, quantitative, and technological skills. The academic program prepares students for graduate and professional study as well as entry into the world of work. Spelman seeks to empower the total person. The College provides an environment that enables self-confidence, cultural enrichment, and spiritual well being. This environment attempts to instill in students an appreciation for the many cultures of the world, a willingness to serve the community, and a sense of responsibility for bringing about positive social change.

Spelman offers an educational experience characterized by excellence. It reinforces a sense of pride and hope, develops character, and inspires the love of learning. The programs of the College rest on the expectation that the students, the community, and society at large will benefit from a liberal arts education. Spelman has been and expects to continue to be a major resource for educating black women leaders.

HELPING NEW STUDENTS ADJUST

Adjusting to a new academic and social environment during the first year of college can be difficult. To help with this adjustment, Spelman offers an orientation program that includes the **New Student Orientation Week** and the two-semester **First Year Seminar** (EDIO3). In addition, entering international students are asked to arrive early for New International Student Orientation. These programs familiarize students with College policies and procedures, curriculum choices, student services, financial aid, and other aspects of campus life. Participation in Orientation Week and the Orientation Course is mandatory for all freshmen.

Another component of the orientation program is the **Academic Advising System**. Faculty members provide useful information on selecting courses, choosing majors, enhancing academic progress, and planning careers. Faculty advisors advise freshmen on educational goals that are consistent with their personal and career objectives and acquaint them with resources that can help them meet these goals. To help new students succeed academically, the **Learning Resource Center** offers tutorial programs and also assists students with reading, time management, and study skills. In addition, all new students have an opportunity to participate in an array of social activities.

STUDENT ID. CARDS

Student identification cards are issued to all Spelman students upon entering the College. Students may not lend their I.D. cards to others or use the I.D. card of another person for any reason. Students violating this rule face disciplinary measures.

If you lose your I.D. card, the fee for a "Duplicate I.D." is \$15 for residential students and commuters on the meal plan, and \$10 for commuters not on the meal plan. The fee may be paid in cash at the Cashier's Office or billed to your account. Your duplicate I.D. will be available at the Educational Media Office. If you are on the meal plan, you must have an official meal sticker affixed to your duplicate I.D. card by the Office of Student Accounts.

Lost or stolen I.D. cards should be reported to Department of Public Safety.

TRANSPORTATION SERVICES

To facilitate movement between campuses and prevent pedestrian injuries, a **shuttle service** transports students between all of the Atlanta University Center (AUC) institutions and the West End MARTA station. The shuttle operates daily. Routes and schedules are available in the Public Safety Office and at the Woodruff Library. MARTA bus and train schedules are also available in the Public Safety Office.

CAMPUS MAIL CENTER

The Campus Mail Center, located in the Manley College Center Extension, is open from 11:30 a.m. to 4:50 p.m., Monday through Friday, and from 9:00 a.m. to 10:50 a.m. on Saturday. Mail is sorted and delivered once a day except Saturday and Sunday.

Due to large quantities of mail, particularly during the holiday season, it is sometimes impossible for the Mail Center staff to distribute all of the mail each day. Please ask correspondents to mail packages and certified or registered mail at least three (3) days in advance of the date needed. If you are expecting a particular item of mail and do not receive it within a reasonable time (4-5 days), contact the sender to have the originating post office trace the missing item. Registered mail is the best means of security provided by the Post Office.

When a package, certified or registered mail is received, a notice will be placed in the student's mailbox. You should bring this notice and your I.D. card to the Mail Center window to claim the item. Please advise family and friends NOT to send cash through the mail.

Postage stamps are available in the stamp machine located in the lobby of the Mail Center. The Mail Center also provides certified, express and priority services with the purchase of stamps from the stamp machine.

Express Mail or Overnight Mail

When making inquiries about this service:

- a. Identify the specific carrier or Service, e.g. Postal, FedEx, Airborne, DHL, RPS, UPS, along with a tracking number when possible.
- b. An item cannot be tracked or traced if the only information you have is "overnight mail". You must know the carrier.
- c. Payment for international mailing services should be arranged by the student with the Mail Center providing the service.

Mail and packages should be addressed as follows:

(Student's Name)
Spelman College
350 Spelman Lane, S.W.
Campus Box #
Atlanta, GA 30314

ATLANTA UNIVERSITY CENTER AFFILIATION

Spelman College is a member of the Atlanta University Center (AUC), the largest consortium of historically black colleges in the world. The other members of the consortium are Clark Atlanta University, Interdenominational Theological Center, Morehouse College, Morehouse School of Medicine, and Morris Brown College.

Cooperation among the affiliated institutions takes many forms, including joint use of the Robert W. Woodruff Library and cross registration among the undergraduate institutions. At the same time, each institution retains its own board of trustees, administrative offices, faculty, student body, buildings, campus, and endowment. In this way, Spelman students enjoy the benefits of a small liberal arts college while having access to the resources of a major university center. Spelman College students are not allowed to declare academic majors at other AUC institutions.

CODE OF COMMUNITY STANDARDS AND CONDUCT

The **Code of Community Standards and Conduct** at Spelman College is based on promoting academic achievement and a tradition of excellence regarding student behavior and citizenship.

The basic philosophy underlying the conduct standards is respect for the person, property of others, and campus community standards. While intellectual growth and positive citizenship are promoted and encouraged, the College also strives to ensure that acceptable standards of behavior are communicated to, understood, and upheld by the women of Spelman College.

A. General Policy

Student and student organization conduct on the College premises or at College sponsored events are subject to College disciplinary action. The College may enforce its own disciplinary policies and procedures when a student or student organization directly, seriously, or adversely impairs, interferes with, or disrupts the overall mission, programs, or other functions of the College.

Disciplinary proceedings may be instituted for students or student organizations that have allegedly violated the **Code of Community Standards and Conduct** and/or policies and procedures in the Spelman Student Handbook. The proceedings are conducted in a manner that ensures fairness and is not restricted by the rules of evidence governing criminal and civil proceedings. Spelman, as a private institution, is not required to maintain "due process" as defined for public institutions. However, the process must be fair and reasonable and not arbitrary or capricious. The College maintains a process that is educational, provides equal concern and dignity.

General Procedures of the **Code of Community Standards and Conduct** outlines the process Spelman will use to review alleged acts of misconduct. The entire conduct process is educational rather than punitive and is based on student development theory models and principles. The College may, at its discretion, choose to investigate and rectify violations of Spelman policy in a manner not specified in the Spelman Student Handbook.

Sanctions that may be imposed for a violation of the **Code of Community Standards and Conduct** or any other College policy, procedure or regulation are described below. Each violation is handled on a case-by-case basis and the action taken depends entirely upon the severity of the violation, the extent of the student's involvement, her intent, her disciplinary record, her attitude and any other factors relevant to the specific situation. More than one disciplinary measure may be imposed for a single infraction. At its discretion, the College may choose to impose different sanctions.

Students and student organizations in violation of the rules, regulations and/or policies of the College face sanctions ranging from a reprimand to expulsion from the College. Spelman students and student organizations also are expected to comply with all federal, state and local laws and may be subject to both College and criminal penalties for violations of the law.

B. Misconduct

The following standards apply to all students and student organizations as well as other members of the College community. Prohibited conduct includes, **but is not limited to:**

1. Alcohol Beverages and other Drugs or Narcotics

- a. Use, possession, sale, delivery, manufacturing, consumption, or distribution of alcoholic beverages on Spelman property or at any College sponsored event (exception- students age 21 who are attending a special College event that has been approved for the serving of alcohol).
- b. Under the influence of alcohol and/or intoxicated in public and/or in the residence halls or any College facility or sponsored event (including individual residence hall rooms).
- c. Use, possession, sale, delivery, consumption, or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance or drug-related paraphernalia on College premises, except as expressly permitted by law.
- d. Under the influence of illegal drugs and/or intoxicated in public and/or in the residence halls or any College facility or sponsored event (including individual residence hall rooms).

2. Firearms, Weapons, Fire, and Explosives

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

Note: Possession of weapons, including handguns is prohibited, even for licensed handlers.

3. Fire Alarms, Emergencies and Fire Safety

- a. Tampering with fire alarms, fire extinguishers or fire signs and prevention equipment or failing to comply with other safety rules.
- b. Making false emergency calls and destruction of emergency signs on College premises.
- c. Attempting to ignite and/or igniting College and/or personal property on fire either by intent or as a result of reckless behavior that results in damage to persons or property on College premises or at a College sponsored event.
- d. Failure to exit or evacuate the building during a fire alarm or fire drills.
- e. Issuing bomb threats.

4. Actions Against Members of the College Community

- a. Physically or verbally abusing or threatening any member of the College community.
- b. Violating Spelman's sexual harassment policy or harassing any person or group of persons.
- c. Sexual misconduct or unwanted sexual behavior that involves actual or attempted physical contact of a sexual nature.
- d. Fighting, regardless of level of responsibility.
- e. Disruptive behavior or disorderly conduct.
- f. Engaging in obscene, lewd, or other conduct that disrupts any program or activity on the Spelman campus or impedes freedom of movement of any member of the College community (including all College facilities and off-campus College sponsored events).
- g. Any discriminatory conduct that has the effect of creating a hostile environment for another member of the College community based on race, disability, gender, religion, age, or sexual orientation.

Note: Actions Against Members may also include actions against oneself and/or displaying behaviors that could endanger oneself.

5. Theft, Damage, Forgery, False Information or Unauthorized Use and Entry

- a. Stealing or possessing stolen property, or extorting or attempting to extort money from any member of the College community.
- b. Intentionally damaging property of the College or any member of the College community.

- c. Unauthorized entry into, use or occupancy of College facilities.
- d. Unauthorized possession or use of any student ID, key or master key to College offices or residential facilities.
- e. Fraud, including telephone fraud and the unauthorized use of checks, personal records information, credit cards, or calling card.
- f. Forgery, including falsifying academic or non-academic documents or financial instruments.
- g. Knowingly providing false information to the College, faculty and/or staff either verbally or written.

6. Academic Dishonesty*

Any form of academic dishonesty which may include, but is not limited to:

- a. Cheating
- b. Plagiarism
- c. Bribing or attempting to bribe any other individual to alter a grade(s).
- d. Forging academic documents
- e. Unlawfully securing tests

**Please refer to College Bulletin for details regarding procedures and policies for Academic Dishonesty.*

7. Failure to Comply

- a. Failure to comply with rules and/or directions imposed by any College official in performance of his/her duties.
- b. Failure to comply with the sanction(s), condition(s) and/or restrictions imposed under the *Code of Community Standards and Conduct*.
- c. Failure to comply with reasonable instructions from a College official.
- d. Failure to respond to written and/or verbal communication from a College official in performance of his/her duties.

8. Hazing

Hazing is defined as any activity that is intentional, unintentional due to reckless behavior, occurring on or off campus directed against a student that endangers the student's mental or physical health or safety. This activity is commonly associated with the student's membership, initiation, affiliation, pledging and/or association with an organization. This definition includes, but is not limited to:

- a. Physical brutality, whipping, beating, striking, branding, paddling, kicking, choking, scratching, and electronic shocking and placing harmful substance on or in the body;
- b. Sleep deprivation, exposure to elements, confinement in a small space, aerobic exercising, duck walking and weight lifting.
- c. Any activity involving the excessive consumption of food or non appropriate foods and liquids, alcohol, liquor, drugs, (this includes ingesting foreign objects or substances).
- d. Any activity that intimidates, ostracizes, subjects students to extreme mental stress, shame and/or humiliation or anything that adversely affects the student mental health such as.
 - Screaming at an individual or group
 - Belittling or humiliating participants
 - Using derogatory, profane or obscene language toward participants
 - Requiring participants to engage in morally degrading or humiliating games, (this includes the perception of the participants)
 - Embarrassing activities
 - Reputation damaging
 - Disheveling hair, tearing clothes
 - Using participants' cars, money, or clothes or other personal items;
- f. Treasure hunts, scavenger hunts, road trips, or other activities that require participants to travel long distances and find their way back from isolated area with insufficient financial resources or that otherwise endanger a participant are prohibited;
- g. Any activity in which hazing is either condoned or encouraged by members, officers, and/or alumni of the organization is committing and/or assisting in hazing.
- h. Gifts of any form may not be given to any individual or organization prior to the intake process or during the membership intake process, (exception - Initiation); and

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

Note: *Georgia Hazing Law - (1) "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity. (4b) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office or other status in a school organization.*

9. Abuse, Misuse or Theft of College Computer Data, Programs, Time, Computer and/ or Network Equipment

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

10. Abuse of the Student Judicial System

- a. Failure to respond to a notification to appear before an official of the College.
- b. Falsification, distortion, or misrepresentation of information in conduct in disciplinary proceedings.

- c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d. Filing an allegation known to be without merit or cause.
- e. Discouraging or attempting to discourage an individual's proper participation in, or use of, the discipline system.
- f. Influencing or attempting to influence a member of a disciplinary body prior to, and/or during the disciplinary proceeding.
- g. Retaliation against any person or group who files grievances or allegations in accordance with the Student Handbook.

11. Housing and Residence Life

Violating any policy, procedure, notification, regulation or condition established within the residence halls, (this includes published and non-published materials) and/or any rules established by majority vote of the residents.

C. Reciprocity With AUC

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

D. Student Protests

Spelman and the other institutions of the Atlanta University Center are committed to providing an academic environment in which diverse political, religious, and social views can be expressed and debated in a responsible manner.

The AUC institutions will not tolerate the use of physical force or obstruction in a manner that interferes with teaching or learning, impedes the movement of others throughout any AUC campus, or obstructs the programs or operations of any AUC institution, including administrative functions.

There is no place in the AUC institutions for the use of physical force to seize and occupy school buildings, to injure persons, or to harm property. Students who use physical force or obstruction as a means of forcing their will upon others will be subject to prompt disciplinary action.

E. General Procedures

When a report is received alleging that a student or student organization may have violated the **Code of Community Standards and Conduct**, the student or student organization is notified that a meeting will take place with a College official. Spelman strives to ensure reasonable and fair proceedings that reflect the Colleges educational philosophy. The process is as follows:

- 1) Student or student organization receives notification that there may be a violation of the College's policy, procedures and/or regulations.
- 2) Student or student organization (representative) meets with the Associate Dean of Students for an administrative hearing or to prepare for a hearing with the Community Standards Review Committee.
- 3) The hearing or pre-hearing takes place.
- 4) A decision is made either by the Associate Dean of Students for an administrative hearing or by the Community Standards Review Committee for a formal committee hearing. Decisions will be based upon supportive documentation, student or student organization statements, and/or witnesses to the behavior in question.
- 5) If a student or student organization is found responsible for a violation, there may be sanction(s), condition(s), and/or restriction(s) administered along with a deadline for completion, if applicable.
- 6) The College reserves the right to investigate and sanction conduct in a different manner should it deem such action appropriate.

Note: *The College may conduct a hearing without the student present after several attempts to contact the student to appear for a hearing.*

F. Sanctions, Conditions, And Restrictions

When a student or student organization has been found **responsible** for misconduct, sanction(s), condition(s), and/or restriction(s) may be assessed by either the Associate Dean of Students for an administrative hearing, or recommended by the Community Standards Review Committee for a formal committee hearing. With any sanction, a condition and/or restriction may also be administered. The range of sanctions are cited below:

- 1) **Formal Reprimand with or without conditions or restrictions**
A formal reprimand is an official written notification that the action in question was misconduct.
- 2) **Probation with or without conditions or restrictions**
Probation is a designated period of time in which conduct will be observed and reviewed. Any violations during this observation period may result in further disciplinary action.

- 3) **Deferred Suspension with or without conditions or restrictions**
Suspension is deferred for a period of time of observation and review. The student remains enrolled as a student and student organizations may remain active. Any violations during this observation period may result in immediate suspension.
- 4) **Suspension with or without conditions or restrictions**
A period of time in which a student may not attend classes or participate in any College activities. Students who are suspended are not permitted to be on the College campus during the time of suspension without prior permission from a designated College official. Suspended student organizations may not use College facilities and all privileges of a student organization are suspended.
- 5) **Expulsion**
The student or student organization is permanently withdrawn and separated from the College. Students who are expelled are not permitted to be on the College campus without prior permission from a designated College official. Readmission to the College will not be considered.

Note: *The College reserves the right to institute additional or alternative sanctions, conditions, and/or restrictions as deemed appropriate.*

G. Appeal Procedures

Spelman College will allow one (1) appeal for a sanction, condition and/or restriction. Appeals must be written and submitted to the appropriate appeal officer or committee within five (5) business days from the issuance of the decision letter. Appeals must be detailed and state the grounds for appeal in order to be valid for review. Appeals are not intended to be a rehearing of the case and serve as a review of the written evidence to determine the validity of the appeal. Appeals must be based on one or more of the following:

- 1) Appropriateness of sanction(s), condition(s), and/or restriction(s) in light of the incident
- 2) Procedural error
- 3) Evidence of compelling additional information regarding the incident

Note: *Appeals will be accepted from the student(s) involved in the case. Appeals from any other body other than the student(s) involved in the case will not be considered.*

H. Committees

There are three (3) committees that serve the Division of Student Affairs:

- 1) Community Standards Review Committee
- 2) Community Standards Appeals Committee
- 3) Policy and Procedures Committee

The **Community Standards Review Committee** will conduct disciplinary hearings in referred cases. The committee will be composed of members of the College community who serve as a pool of members from which to choose for each hearing. There will be no more than five members for each actual hearing. A quorum for the committee is three (3) members with at least one member from each category (faculty, staff and student) present.

The **Community Standards Appeals Committee** will convene to review written appeals from Community Standards Review Committee recommendations/decisions. The committee will be composed of members of the College community who serve as a pool of members from which to choose for each appeal. A quorum for the committee is three (3) members with at least one member from each category (faculty, staff and student) present.

A chair for both committees will be appointed by the Vice President for Student Affairs/Dean of Students and will be a member of the faculty or staff. In the absence of a chair, the Associate Dean of Students will name a chair from the previously selected committee members.

The **Policy and Procedures Committee** has the charge of reviewing the Student Handbook and the code of student conduct. The committee is selected by the Associate Dean of Students and is composed of members of the College community.

I. Campus Resource and Administration

The Office of Vice President for Student Affairs serves as the primary source of information for the Student Handbook, the judicial committees, and the Code of Community Standards and Conduct. The Office of Vice President for Student Affairs also may provide alternative dispute resolution for students in order to assist with conflicts within the College community as it relates to policies and procedures.

SPELMAN STUDENT GRIEVANCE PROCEDURE Non-Academic Issues

Each student is encouraged to attempt to resolve a dispute through a resolution process or directly with the individual(s) involved. The Division of Student Affairs offers materials on dispute resolution and alternative methods for resolving issues, as well as communication techniques.

Students choosing to file a formal complaint regarding an individual, group of individuals, or department should use the procedures listed below. Students may obtain a Student Grievance Form from the Student Affairs Office, 210 of Manley Center. Non-Academic Issues include, but are not limited to:

- Student Disputes
- Student Services
- Personal Records
- Sexual Harassment
- Discrimination
- General Grievances

Once the Office of the Vice President for Student Affairs receives the grievance documentation, the Associate Dean of Students will review the form. The Associate Dean of Students will determine if additional information is needed to pursue the grievance.

The College takes seriously any allegations of sexual harassment. Students are encouraged to report any conduct that is considered sexually harassing promptly. Grievances related to student-to-student harassment should be referred to the Office of the Vice President for Student Affairs for review. Grievances involving a faculty and/or staff member may be referred to the Office of the Vice President for Student Affairs, but the office will then forward these matters to the Office of Human Resources for review. Note: The Office of the Vice President for Student Affairs will not review any matters on sexual harassment involving faculty and/or staff, but will refer to the Office of Human Resources. The Office of the Vice President for Student Affairs merely acts as a referral to the Office of Human Resources.

The general procedures set forth do not apply to applicants for employment or for academic issues.

1. The Student Grievance Form for Non-Academic Issues form should state and specify the following information:
 - The type of grievance
 - By whom and what reason the students seeks the grievance
 - Give a date or dates, names, addresses,(if applicable) and names of any witnesses
 - What reasonable remedy and/or solution is being sought (consistent with college policy)
2. The written grievance must be signed by the student and filed as close to the incident as possible of the alleged incident and/or grievance. Determination as to whether complaints filed after this deadline will be considered on a case by case basis.
3. The Office of the Vice President for Student Affairs will follow its concept of "reasonable fairness" in seeking to resolve the matter. All parties involved with the grievance will be notified of the complaint and/or grievance, may know the source of the complaint, and allowed an opportunity to provide pertinent information in an effort to address the grievance.
4. In some instances, such as cases regarding disciplinary action, personal records, sexual harassment and discrimination, an investigation may be appropriate and conducted by the Office of the Vice President for Student Affairs. The investigation process generally is completed within thirty (30) College working days from when the written allegation is filed.
5. A written determination as to the validity of the grievance and a description of the resolution if any will be issued by the Associate Dean of Students and a copy forwarded to the student with the complaint and/or grievance.
6. To the extent possible within legal privacy considerations, the Associate Dean of Students will review the grievance and notify the student with the complaint and/or grievance of the resulting determination in writing. A possible solution for resolution may involve mediation.
7. The right of a student to a prompt and equitable resolution of the complaint filed will not be impaired by the student's pursuit of other remedies, such as filing of a complaint with the responsible federal department or agency. Once the resolution is finalized, the process is complete. There are no appeals to a final resolution.

Grievances Regarding Student Services, Non-Academic Departments and General Grievances

Grievances regarding student services, non-academic departments and general grievances will be forwarded to the appropriate office for resolution. The Office of the Vice President for Student Affairs will forward the student grievance form and maintain copies of all pertinent files and records relating to the grievance filed.

All other grievances will be addressed on a case-by-case basis. If the grievance relates to a department or concern not under the jurisdiction of the Vice President for Student Affairs or Academic Dean, the appropriate College representative will be contacted as well the appropriate department head.

SEXUAL HARASSMENT POLICY

The College believes that all of its students should be treated with respect and should be able to pursue their education in an environment free of unwelcome sexual conduct. Accordingly, it is the policy of the College to prohibit sexual harassment by any person and in any form. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to or rejection of such conduct is either explicitly or implicitly a condition of getting a good grade, a good reference or any other benefit, or avoiding an unfavorable consequence; or
- A student's willingness or unwillingness to submit to such conduct is used as the basis for an academic-related decision affecting the student; or
- Such conduct creates an intimidating, hostile or offensive educational environment, or substantially interferes with the student's academic performance.

This policy applies to conduct of a faculty member, administrator, or other employee toward a student as well as to conduct between students and acts of third parties, such as visitors, contractors, or the like.

Examples of behavior prohibited by this policy include:

- Making unwelcome comments of a sexual nature about a person's clothing, body, or person.
- Using obscene or sexually explicit language.
- Using a term of endearment or nickname for another that has a sexual meaning or sexual overtones.
- Telling sexual jokes or making sexual innuendoes.
- Touching, hugging, rubbing, patting, pinching, or kissing another person in an overly familiar manner.
- Leering at a person's body.
- Displaying sexually explicit pictures or materials.
- Pressuring a student for a date or sexual contact.
- Making unwelcome sexual advances or propositions.

Do not assume that behavior of the kind listed above will be acceptable to another person. Be aware of how people respond to what you do and say. If an individual objects to your behavior toward him or her, listen to and heed the objections.

Reporting Sexual Harassment or Other Kinds of Discrimination.

It is important that you report sexual harassment and other kinds of discrimination to the College. We cannot do anything to remedy the situation if we do not know it exists. Any student who believes that she has been sexually harassed or subject to other discrimination should take the following actions:

- Tell the offender firmly that you do not like his/her behavior.
- Report the incident immediately to the Associate Dean of Students and/or any College official
- If you are harassed by a third party, who is neither a student nor an employee of the College, notify the Associate Dean of Students and/or any College official immediately. The College cannot control the offensive behavior of all third parties, but every effort will be made to remedy the situation.

Any faculty member, administrator, or staff member who observes sexual harassment of a student or receives a report of sexual harassment or other discrimination from a student must report it to the Associate Dean of Students, the Academic Dean or the Director of Human Resources, no matter how insignificant the incident may seem. No student will be subjected to retaliation for complaining about sexual harassment or other discrimination.

The College will investigate all reports of sexual harassment or other discrimination. Confidentiality will be maintained during the investigation to the extent possible without jeopardizing the thoroughness of the investigation.

If it is determined that sexual harassment or other discrimination has occurred, the College will take immediate and appropriate corrective action to end the problem and prevent its recurrence. Employees or students who have engaged in harassing or discriminatory conduct will be subject to appropriate disciplinary action, up to and including termination of employment or dismissal from the College, as the case may be. The student making the complaint will be advised of the results of the investigation.

Right to File Complaint with Federal Agency. In addition to reporting sexual harassment or other discrimination, students also have the right to file a charge of discrimination with the Equal Employment Opportunity Commission (EEOC) if the conduct is related to employment, or to the Office for Civil Rights (OCR) of the U.S. Department of Education if the conduct is related to education. Both agencies have offices in Atlanta and may be contacted by phone or mail.

They will investigate the complaint without charge to you. Retaliation against students for opposing sexual harassment or other discrimination, or for filing a complaint with the EEOC or OCR is unlawful and contrary to College policy.

ALCOHOL AND DRUG ABUSE PREVENTION POLICY

The College is committed to maintaining a drug-free environment and will not tolerate the possession, manufacture, use or distribution of illegal drugs by its students, staff, faculty or administrators. The College provides counseling, referrals, educational programs and other assistance to students, faculty and staff who seek help with alcohol and other substance related problems.

Students who violate the alcohol and drug policy may be subject to any of the disciplinary measures outlined in the **Code of Community Standards and Conduct** or what is commonly known as the student code of conduct which may result in the College administering various sanctions, conditions and/or restrictions as deemed appropriate. Student organizations that violate the policy are subject to same procedures and any individual within the campus community.

Advisors and officers of all student organizations must be familiar with the Alcohol and Drug Abuse Prevention Policy and the penalties for non-compliance. Violations should be reported to the Office of the Vice President for Student Affairs/Dean of Students. Failure to report constitutes a violation of the Alcohol and Drug Abuse Prevention Policy.

Students are expected to abide by the drug and alcohol policy both on and off campus and at College-sponsored events as well as other times.

As a condition of employment by Spelman College, all employees (including student employees) must abide by the College's policy. Students workers who violate the policy are subject to the code of conduct and possible termination of employment.

STUDENT AFFAIRS

Mission Statement

The Division of Student Affairs is committed to providing a safe and student-centered learning environment for women. Through comprehensive programs and services, the Division fosters the holistic development of the student; promotes leadership, ethical development, professionalism, and academic excellence, and encourages a commitment to both community and service.

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND DEAN OF STUDENTS

210 Manley Center
(404) 681-3643 extension 5131/5133

The Division of Student Affairs at Spelman is responsible for all aspects of the student's non-academic life. In keeping with the mission of the College, Student Affairs provides students with a supportive environment in which each student can achieve the full development of her intellectual, cultural, spiritual and leadership potential. The division maintains an open dialogue with each Spelman student and through its various programs strives to complement and enhance the College's academic offerings.

The Vice President for Student Affairs/Dean of Students is the senior administrative officer for the College responsible for the co-curricular experience. The Vice President/Dean is assisted by the Associate Dean of Students. The Division of Student Affairs consists of the following departments and programs: The Bonner Scholars Program, Career Planning and Development, Community Services, Commuter Students, Counseling Services, Dining Services (shared responsibility with Business and Financial Affairs), Disability Services, Health Services, Housing and Residence Life, International Student Programs, Student Judicial Affairs, Public Safety (shared responsibility with Business and Financial Affairs) and Student Activities.

BONNER SCHOLARS PROGRAM

Upton Hall
(404) 681-3643 extension 5306

The Bonner Scholars Program offers financial support to students who demonstrate a financial need and a desire to perform community service while attending college. It is designed to:

- identify qualified students who need financial support
- provide students with an opportunity to use their abilities, talents, and leadership to serve others while in college
- create a supportive community of students on campus whose common focus on community service gives them a sense of purpose and meaning

Spelman College is one of 25 colleges selected to host a Bonner Scholars Program. Each year 20 first year students are selected to participate in the four-year scholarship program. Through the Bonner Scholars program, each participating institution seeks to meet 100% of a student's documented financial need (as determined by the Financial Aid Form).

Students on financial aid are often required to work during both the school year and the summer. Most earnings must be used to pay for a student's education. In the Bonner Scholars program, Bonner Scholarship funds are used to minimize the school year and summer earnings required of students. Without other work obligations, students have time to get involved in community service activities.

In addition, Bonner Scholars who remain in good standing with the program will receive a \$1,600 in loan reduction at graduation. Financial support from the Foundation is contingent upon a student fulfilling the basic requirements of the Bonner Scholars program.

Bonner Scholars are expected to:

- maintain good academic standing
- participate in educational and enrichment activities planned by the director of the program
- participate in ten hours of service per week during the school year
- participate in community based programs during the summer

First year Bonner Scholars are required to complete 280 hours of service during the summer. The intent of the summer service component is to provide students the opportunity to continue a broadened course of service. Summer service is intended to complement and enrich Bonner Scholars school-year service activities. The summer service commitment is an integral component of the Bonner Scholars Program. Upon completion of the 280 hours, the standard amount each student will receive is \$1,500 per year.

Bonner Scholars are placed in the community based on their interest. Agencies complete an agreement with students outlining responsibilities, expectations and training. Agencies are asked to account for student's hours, evaluate the student's performance, and provide supervision.

CAREER PLANNING AND DEVELOPMENT

Milligan Building

(404) 681-3643 extension 5273

The College offers a comprehensive career planning and development program that helps students make informed career decisions. The office of Career Planning and Development assists students in investigating career alternatives, which include graduate studies options, clarifying their goals, identifying their skills and interests, and planning and implementing steps that will enable them to achieve their career goals.

The services include career and graduate studies counseling, a career planning and graduate education resource library, job employment assistance, publication of Career Planning and Development handbook, computer workstations, test preparation materials, and various workshops, seminars, and fairs. In addition, the Summer OPPS (Other People Paying Students) program help students obtain internships and summer research positions that will enhance their career objectives. The College encourages all students to participate in at least one career-related experience during their tenure at Spelman.

The office of Career Planning and Development maintains and up-to-date library of useful career information such as graduate and professional school directories, fellowship and internships. The office also offers workshops on resume writing, interviewing skills, job search strategies, and career exploration forums. In order to assist in graduate studies preparation, the Tap Into Your Future Workshop series is offered via live presentation or compact disc. Graduate and professional school representatives visit the campus to provide information about their programs as well as surviving graduate school. Similarly, representatives from a variety of business, government, social service, educational, and non-profit organizations conduct information sessions and interviews on campus, as well as at the Atlanta University Center Career Planning and Placement Service.

Students also are assisted in their search for off-campus, part-time, and summer employment; research programs, internships and externships related to their major areas of study or career goals; permanent jobs upon graduation, and appropriate graduate and professional school opportunities. International students must meet with the Coordinator for International Students prior to establishing any jobs, internships and/or externships.

COMMUNITY SERVICE

Upton Hall

(404) 681-3643 extension 5316

The Office of Community Service (OCS) serves as a campus-wide clearinghouse for service. The office handles student volunteer placement and provides information on service opportunities throughout the year. Through service, Spelman students provide valuable and needed assistance that benefits others while bringing students, faculty, staff and alumnae together for a common purpose.

During their four years at Spelman, all students are encouraged to participate in at least one ongoing service project as part of the Spelman experience.

Community Service Goals

OCS seeks to meet the following goals:

- To provide students with service opportunities that will develop and expand their civic consciousness and lead to the acceptance of social responsibility.
- To build leadership skills by creating opportunities to serve community-based organizations and agencies in our community.

- To foster a sense of sisterhood and a spirit of sharing by encouraging Spelman women to work together on various short-term and long-term service projects in their residence halls, class rooms, clubs, organizations and in the surrounding community.

The Office of Community Service offers the Community Service Van Shuttle Service for all Spelman College students, faculty, and staff, who engage in community service related activities in the metropolitan Atlanta area. The van operates from Monday to Friday from 7:30 a.m. to 7:00 p.m. and on Saturdays from 7:30 a.m. to 2:00 p.m.

The van schedule is established at the beginning of the fall semester. Students requiring van shuttle service must complete a Van Reservation Form seven to ten working days prior to the expected departure. These forms can be completed by calling or visiting the Office of Community Service. You will be contacted on the status of your request within three (3) days of your planned departure date.

Waiver

Many Spelman women work with children and youth outside of the school or home environment. Therefore, a Spelman Waiver, signed by a parent or guardian, is required. The waiver form can be obtained from the Office of Community Service.

COMMUTER STUDENTS

210 Manley Hall
(404) 681-3643 extension 5143

The College recognizes that special efforts are sometimes needed to make commuter students feel fully part of the Spelman community. Commuters are urged to participate in all of the activities and organizations at the College, even when extra effort is required. In addition, the Commuter Student Lounge, located on the lower level of the Manley Center, provides many of the conveniences of residing on campus, such as bathrooms, showers, and lockers. An adjoining lounge is furnished with tables, desks and chairs for those who wish to study, eat, rest or socialize. Locker assignments are made in the Division of Student Affairs office located in 210 Manley College Center.

COUNSELING SERVICES

MacVicar Hall
(404) 681-3643 extension 5293

The Department of Counseling Services offers psychotherapy and counseling on an individual and group basis, as well as topic-specific forums. Students are seen by appointment, which may be scheduled during daytime and some evening hours, Monday through Friday. In an emergency, no appointment is necessary. **The staff provides emergency coverage on a 24-hour basis. For any after-hour emergencies, students should contact their Resident Director or Public Safety at (404) 270-5328. An on-call counselor will be paged. Students should receive a call back within 10 minutes of the page.**

Counseling services are provided in a caring and supportive atmosphere. The staff consists of professionally trained and licensed clinicians. A consulting psychiatrist is available on an as-needed basis. Emphasis is on focused, time-limited intervention and prevention. Students are limited to 20 sessions per academic year. Students requiring or desiring long-term therapy are referred to outside clinicians.

Information communicated by a student to a College psychotherapist or counselor will be treated as confidential. Information will not be disclosed unless necessary to protect the health and safety of the student, her family, the College community, or the public.

The counselor or therapist will inform the student before making such a disclosure, unless doing so would be harmful to the student or others. Spelman students who are facing emotional issues or personal concerns are encouraged to call Counseling Services at **(404) 270-5293** to schedule an appointment. The Department of Counseling Services adheres to all applicable federal and state guidelines that ensure a student's rights to privacy and concerns regarding compliance with HIPAA or other privacy issues may be addressed by the Director of Counseling Services.

Medical Leaves And Withdrawals

Medical Leave of Absence

A student in good standing whose medical, psychological, and/or health condition is interfering with her academic progress may be granted a medical leave of absence for a definite or indefinite period of time. Requests for a medical leave should be made to the Academic Dean. Before taking medical leave, the student must resolve all academic issues to the satisfaction of the Academic Dean. An exit interview with the Vice President for Student Affairs/Dean also is required. For other types of leave of absence, please see the Spelman College Bulletin.

Administrative Medical Withdrawal

The College has the authority to administratively withdraw a student whose medical, psychological and/or health condition is life threatening and poses a significant risk to the health or safety of others or significantly disrupts College programs or operations. The length of the leave will be based on available medical evidence. This would include, but is not limited to all medical and psychiatric conditions including severe eating disorders and substance dependence. The student may be required to meet specific conditions before requesting reinstatement.

Resuming Studies After a Medical Leave or Withdrawal

A student may request reinstatement following an approved medical leave of absence or an administrative medical withdrawal, provided all deadlines or other conditions specified by the College have been satisfied. The request for reinstatement must be submitted in writing to the Vice President for Student Affairs/Dean and must be accompanied by documentation showing that the student's medical, psychological and/or health problems have been resolved to the satisfaction of the College. Additional documentation and/or medical examinations may be required by the College. Spelman's regular application deadlines must be met. Reinstatement is not automatic and may be denied at the discretion of the College, or made subject to fulfillment of conditions specified by the College.

The College will make reasonable modifications to its policies, practices and procedures and take other reasonable steps to accommodate students with disabilities.

DINING ON CAMPUS

Manley Center

The main dining facilities on campus are the **Alma Upshaw Dining Hall and the Grill**, which are located in the Manley College Center. **Students must present a valid Spelman identification card to obtain meals or payment.**

The College contracts with an outside vendor to provide food services and to handle all other aspects of the dining hall operation. The College Food Committee composed of students, faculty and staff, meets regularly with representatives of the food services vendor to ensure "customer satisfaction." Students with special dietary requirements or any other questions or concerns should call the manager of food services at (404) 581-0700. The dining hall hours will be posted in Manley College Center for your convenience.

DISABILITY SERVICES

MacVicar Hall

(404) 681-3643 extension 5289

TTY (404) 270-5289

The ODS Advisory Committee, composed of students, faculty and staff, assists with this effort.

Counseling Services, through its Office of Disability Services (ODS), provides a variety of services tailored to meet the needs of students with documented disabilities. Services available to students include note takers, books on tape, assistive devices, specialized testing arrangements, and housing assistance. Students seeking accommodations must submit documentation of their disability to the Coordinator of Disability Services. All such information will be kept confidential and will not be disclosed without the student's consent. In addition to individual student services, the ODS seeks to eliminate attitudinal barriers and increase sensitivity, through education and advocacy. The College is committed to affording students with disabilities the full and equal enjoyment of the services, facilities, programs and activities offered at Spelman College. Appointments may be made by calling the office during regular office hours. The ODS adheres to student's right to privacy under all state and federal guidelines including HIPPA and FERPA.

STUDENT HEALTH SERVICES

MacVicar Hall

(404) 270-5249

Clinic	Mon. & Tues.	Wednesday	Thursday	Friday
Sick Call	9:00 am – 11:30 am	9:00 am – 11:30 am	9:00 am – 11:30 am	9:00 am – 11:30 am
Medical Appointments	1:00 pm – 4:30 pm	1:00 pm – 4:30 pm	1:00 pm – 4:30 pm	11:00 am – 4:30
Women's Health Appointments	9:00 am – 4:00 pm	9:00 am – 4:00 pm	9:00 am – 4:00 pm	1:00 pm – 4:00 pm

The department is available to handle on-campus emergencies during hours of operation. For after-hours urgent medical problems, contact Public Safety at (404) 270-5328. If you have an emergency, please contact Public Safety at (404) 525-6401.

The Department of Student Health Services maintains strict confidentiality of student health records. Information will be disclosed only to the extent necessary to protect the health and safety of the student, her family, the College Community, and/or the public. Students are required to complete the Spelman College Pre-Entrance Health Record, providing information about the student's medical history, medical exam completed by a physician, and immunization history. Students should make copies of all medical information including immunization records. A copy charge of \$5.00 will be assessed for each immunization record requested by current and/or former students. If copies of the student's health records are needed after the student has graduated, a charge of \$25.00 will be assessed.

Services Offered

Students may obtain emergency and urgent care from the Department of Student Health Services without an appointment during the sick-call/walk-in hours (see times page 20). For more routine or less serious health problems, physical exams, gynecological exams, breast exams, pregnancy tests and contraceptive refills, the student should schedule an appointment with the Provider. All services performed in the Department of Student Health Services are free of charge to the student with the exception of laboratory work, which will be billed to the Student Health Insurance Plan. Refer to the student insurance brochure or website www.studentinsurance.com for details.

Insurance and Prescription Cards

The Student Health Insurance is provided by Pearce and Pearce Inc. and underwritten by Guaranteed Trust and Life. Students may view the policy in its entirety on-line by accessing the website at www.studentinsurance.com. Students may also file claims electronically, as well as view their account status with a PIN number (initially this will be the last four (4) digits of your social security number, the system will prompt you to change your PIN should you desire to do so). Coverage for each student will commence on August 15th of the current year and terminate on August 15th of the following year (example date of effective coverage 8/15/04-8/15/05). The Spelman College Student Health Insurance is secondary to primary insurance parents may have for the student. This plan will pay the first \$500.00 of all usual and customary claims. Please refer to the Student Health Insurance brochure or the website for details of the plan.

In the event that the student has no primary insurance, this plan defaults as the student's primary insurance. Students will incur a \$75.00 deductible per sickness or injury which will be reduced to \$25.00 provided the student visits the Department of Student Health Service first for treatment and evaluation. This requirement is waived if the following conditions apply:

- you require treatment for a medical emergency.
- SHS is closed.
- care is required while more than 30 miles from campus.

In addition, this plan will pay 90% of all charges when the student is seen by Department of Student Health Services and referred to physicians and facilities in the Beech Street Network. Should the student access medical care outside of the network this plan will only pay 70% of usual and customary charges. Students will be required to pay a \$15.00 co-pay for any and all generic prescriptions and \$35.00 for brand name prescriptions at Express Scripts participating pharmacies (a list of the participating pharmacies can be obtained from the Department of Student Health Services).

The Department of Student Health Services is available to handle emergencies during hours of operation. If the injured or ill person can come to Student Health Services, they should do so. If assistance is needed with transportation to the department, please contact Public Safety at (404) 270-5328

After-Hours Medical Care

The Department of Student Health Services does not provide after-hours care. For service injuries/illnesses the student should go directly to the emergency room of the Atlanta Medical Center, or, if you live off campus, to the nearest emergency facility. For less serious injuries, and illnesses, the student should notify the RA, RA on call and contact Public Safety - the on call physician will be contacted to advise you of how to proceed.

Students With Serious Medical Conditions

Any student who is or becomes pregnant, or has a serious medical condition that requires the attention of a physician, should notify the Vice President of Student Affairs/Dean and Health Services. Students that are pregnant and/or have a serious medical condition should provide a statement from her attending physician indicating the student's ability to participate in normal college activities and live in student housing. The student may continue to reside in student housing so long as she is physically and emotionally able to do so. **Note: Under no circumstances will a student be permitted to reside in a residence hall with her child.** A student may, if medically necessary, take a leave of absence. A student requesting a leave of absence should provide to the Vice President for Student Affairs a statement from her attending physician indicating that the student's health requires a leave of absence as well as follow leave of absence procedures outlined in the College Bulletin.

HOUSING AND RESIDENCE LIFE

Living and Learning Center II

(404) 681-3643 extension 5344

The Office of Housing and Residence Life provides an excellent opportunity for Spelman women to build on their sisterhood, find study partners, and learn about themselves. This development is learned through living in one of the 10 residence halls located on campus and in an apartment complex.

First year students live in Abby Hall, Howard-Herrald, and Manley Hall, with some first-year honor, and W.I.S.E. students living on the second floor of Stewart Living and Learning Center. Upper-class students live in Bessie Strong Hall, Laura Spelman Hall, Living and Learning Center II, MacVicar Hall, McAlpin Hall, Morehouse-James Hall, and in the Stewart Living and Learning Center.

The residence halls are staffed with full-time professional Resident Directors and full time upper class students who serve as Resident Assistants. It is the staffs responsibility to assess and meet the needs of the residents in the building through daily interactions by planning and implementing programs and activities, by being available and approachable, and by enforcing the Spelman College student code of conduct and residence hall policies and procedures.

Eligibility For Campus Housing

Any Spelman student who is in good standing academically and is enrolled as a full time student may apply to live on campus. Campus housing is guaranteed for most first year students who meet deposit deadlines.

A general deadline to keep in mind is March 31, the date when the student account must be paid in full. Students who turn in the housing application by the April 1 deadline and clear their student account balance by March 31 deadline will be eligible to participate in the housing lottery.

A student who has an outstanding account balance may turn in a housing application, and must notify the housing and residence life office when her balance is cleared to be placed on the housing waiting list.

All students are expected to move into their respective rooms no later than the first day of orientation for first-year students and the day before the first day of classes for upper-class students. Students not moving in by those deadlines must notify the Director of Housing and Residence Life to coordinate a move in date and time. Failure to notify the office of Housing and Residence Life of the change in move in date may result in termination of the housing and residence life contract and a fee for failure to terminate the contract.

Moving In

A student who has received a room assignment must take occupancy no later than the first day of new student orientation (or by the occupancy date indicated on the room assignment card, whichever is later), unless she has obtained permission from the Director of Housing and Residence Life to move in after that date.

An upper-class student who has received a room assignment must take occupancy by the last day of regular class registration (or the occupancy date indicated on the room assignment card, whichever is later), unless she has obtained permission from the Office of Housing and Residence Life to move in after that date. Failure to comply with these requirements may result in having the room canceled.

Housing Contracts

All housing contracts are for the academic period. All students receiving room assignments are required to sign a housing contract to confirm their room for the academic year. This contract along with the "Guide to Community Living" specifies the regulations for living in the residence halls. Students are advised to read the contract carefully before signing. Once the Office of Housing and Residence Life receives the housing contract, it is binding for the stated contract period and the student, parents and/or legal guardian is responsible for paying the housing fee for the term of the contract.

Waiting List

A student who turns in a housing application by April 1 deadline and her account balance is not cleared and a student turning in the housing application after April 1 deadline will be placed on the waiting list for one semester. Housing assignments will be given in priority based on the day that the housing application was received and the day that the account balance was cleared. Students on the waiting list are encouraged to contact the office of Housing and Residence Life to find out their status and to turn in summer contact information.

Once a room is assignment is made the student will have (10) business days to return the housing contract and the \$250.00 non-refundable confirmation fee. The confirmation fee should be submitted as a USPS money order of a Financial Institution.

Temporary Housing Policy

Based on past experience, the College can reasonably anticipate that there will be a few residence hall vacancies at the beginning of each semester. As a matter of convenience to students, the College permits a small number of students on the waiting list to live temporarily in residence hall lounges and similar rooms until the end of regular class registration.

Telephones

Spelman College furnishes each room with a telephone connection. This connection will allow students to call rooms on campus and College offices using four(4) digit dialing and calling off campus by dialing 9 and the ten (10) digit number. Students must bring their own telephone instrument.

Students making long distance calls must use a calling card or dial collect.

Ethernet Connection

All student rooms are equipped with an Ethernet connection. Students are encouraged to get Ethernet cards installed in their computers by a professional and must provide their own category five cable to connect to the system.

Removal From College Housing

A student may be removed from College housing for misconduct as determined by the Director of Housing and Residence Life or the Associate Dean of Students. The student will be given not more than 48-72 hours to vacate the residence hall, unless a special exception is made by the Director of Housing and Residence Life. If the student has not vacated the premises by the designated time, College designated personnel will remove the student's personal effects from her room. The College assumes no legal or financial liability for the safety or security of such effects.

Protection Of Personal Property

The College will not be liable for the loss of money or other valuables or damage to the property of any resident. Students are advised to purchase insurance coverage for personal losses.

Fire Drills

Fire drills will be scheduled periodically in each residence hall. Fire captains and lieutenants will assist Public Safety personnel. Please refer to the section in this Handbook entitled "Fire Safety Plan." The fire doors are not to be used except in the case of an emergency. *ACTIVATING FIRE ALARMS OR USING FIRE EXTINGUISHERS WHEN THERE IS NO FIRE IS A SERIOUS OFFENSE AND OFFENDERS WILL BE PROSECUTED THROUGH THE STATE FIRE MARSHALL'S OFFICE.*

INTERNATIONAL STUDENTS PROGRAM

210 Manley Center
(404) 681-3643 extension 5143

Spelman College invites women from other countries to join the Spelman community as regular full-time students or as exchange students. International students are eligible for all services available through the College. International students arrive on campus a few days early for a pre-orientation program designed to familiarize them with the city, the College, and higher education from the American perspective.

The International Student Advisor (ISA) is the College's official representative in all contacts with the Bureau of Citizenship and Immigration Services (BCIS) and the U.S. State Department regarding international students in F-1 (non-immigrant student) status. The advisor to international students is not an agent of any

government entity, but is a Spelman College employee whose job it is to answer students' questions about visa status and direct students to offices and services on campus. A Designated School Officer (DSO) is authorized to sign documents for international students. There are five on Spelman's campus. The international student advisor keeps students and DSO's informed of changes in INS regulations and offers periodic information sessions on maintaining status and on exercising F-1 privileges.

Several citywide activities bring international students in the Atlanta metropolitan area together to explore the culture of their host city. Activities include links with U.S. host families, tours of the city, a welcome reception, and opportunities to serve as speakers to youth groups and activities for spouses.

MANLEY STUDENT CENTER

Many services for students are located in the Albert E. Manley Student Center. The Harriet Tubman Concourse on the lower level of the Center houses campus bulletin boards, a change machine, a copier machine, an automatic teller machine (ATM), two student meeting rooms, a TV/game room, and The Grill. The **Student Government Association**, the **Spotlight** newspaper, and the **Reflections** yearbook are also located on the lower level of the Center.

The Sojourner Truth Concourse on the upper level of the Center houses the offices of the Vice President for Student Affairs, the Associate Dean of Students, Student Financial Services and Student Activities.

PUBLIC SAFETY

Parking Structure - Lee Street Entrance
(404) 270-5328

Spelman College strongly believes that maintaining a safe and secure community is essential to sustaining the quality of campus life that we have come to enjoy. All members of the Spelman community are charged with the responsibility of protecting themselves and protecting each other. The Department of Public Safety is the core of our professional safety and security team and provides a comprehensive assortment of resource materials, educational programs, and special activities to keep the college community abreast of issues related to crime prevention and safety awareness.

It is your responsibility to take an active role in campus safety and security initiatives.

The Department of Public Safety oversees the safety of all persons and College property and enforces campus rules and regulations. Public Safety is located in the West Parking Deck and is **open 24 hours daily**. Public Safety can always be reached in an emergency by calling **(404) 270-5328**.

Public Safety maintains 24-hour mobile patrols of the campus and adjacent streets. Foot patrols circulate throughout the residence halls and other campus buildings at night. These measures can only be effective if each and every member of the College community shares the responsibility for campus safety and does her part to safeguard herself and her property. If you see any unusual individuals or activities at any time on or near campus, please contact Public Safety.

Spelman College will not tolerate instances of sexual assault or other sexual offenses. Students who experience a sexual assault, a rape, or any other sexual offense, should bring the incident to the immediate attention of the College. The College will provide information on what procedure students should follow in order to report sex offenses, what actions the College may take under the circumstances, and the availability of counseling programs both on and off campus. The College will also, at the student's request, assist her in reporting the incident to local authorities.

PROTECTING YOURSELF

Some steps you can take to protect yourself and your property are:

- Lock your room when sleeping and when you leave your room.
- Residence halls are secured 24 hours. Never prop open any of the entrance or exit doors of a residence hall.
- Travel in pairs or groups whenever possible.
- If you are assaulted, yell "fire" and keep yelling. Attempt to break away from your assailant and run toward lights or people.
- Make a list of serial numbers, brand names, models, and descriptions of your valuable items.
- Never leave your wallet, checkbook, or keys lying on top of your desk.
- Keep valuables hidden.
- Report lost room keys to your Resident Director.
- Report any theft to the Department of Public Safety immediately.

The Department encourages student involvement through its volunteer student "Protecting Our Spelman Sisters Everyday "(P.O.S.S.E.). Student volunteers assist in all aspects of departmental operations under the supervision of full-time staff.

The Department of Public Safety works closely with the Atlanta Police Department and other local law enforcement agencies, and assists in following up on incidents that have been reported to these agencies. The Department also conducts training in personal protection, fire safety, and other safety-related topics. For information regarding these programs, call or visit the Department of Public Safety.

Parking Policies

All students, faculty, staff and visitors are required to pay for parking on the Spelman campus. Parking fees and policies are published annually and are available in the Public Safety Office, and the Parking Management Office located in the parking deck.

Parking regulations are strictly enforced and violators' vehicles are subject to immediate removal from the campus at the owner's expense. Please obey campus-parking rules at all times.

Fire Safety Plan

The potential for fire is always present in an institutional environment. It is the responsibility of all students, faculty, and staff to be aware of Spelman's fire safety policies and procedures. Failure to comply with fire safety measures may endanger others. **Disciplinary action will be taken by the College against those in violation of fire safety policies and procedures.**

Fire Alarms And Fire Extinguishers

A fire alarm is located on every floor of every building on campus. The fire alarm may be activated manually by pulling an alarm switch. Learn the location of alarm switches in the facilities that you use. When activated, the alarm makes a loud sound (bell, horn, or siren). **Whenever** you hear the emergency alarm, assume there is a fire and **exit the facility at once**. Fire extinguishers are also located on each floor of all campus buildings. Please become familiar with the operation of the various types of fire extinguishers used at Spelman, especially those in your residence hall. Floor plans are posted on every floor of all facilities. Become familiar with several means of exiting each of the campus facilities that you use.

If you detect a fire in your vicinity, pull the nearest fire alarm and leave the building. Once outside call the Department of Public Safety (404/270-5328) and report the exact location of the emergency.

If you are trapped or isolated by a fire, follow these safety measures:

- Contain the fire by closing nearby doors.
- Place rags, paper or any other available material at door seams to reduce entry of smoke.
- Remain low to the floor.
- Open windows (from top if possible).
- Hang light-colored clothing or other material out the window or on an exterior door knob to signal fire fighters for help.
- Do not jump from windows unless instructed to do so by fire officials.
- Remain calm; help will arrive shortly.
- Never attempt to use elevators to escape from a fire.

EVACUATION PROCEDURES

When responding to a fire emergency, remember: **REMAIN CALM. PANIC KILLS.** Follow these procedures when evacuating a building on campus:

- If feasible, alert anyone else in the immediate area who may not have heard the alarm.
- Proceed immediately to the nearest exit; do not attempt to locate the emergency.
- Make a mental picture of the route you intend to follow to reach the exit. If possible, join with others who are heading toward the same exit. Do not use the elevators.
- Make a mental picture of the route you intend to follow to reach the exit. If possible, join with others who are heading toward the same exit. Do not use the elevators. Move quickly but remember: **Remain calm. Panic kills.**
- Once outside, move away from the building and go directly to the evacuation assembly area. Remain there until instructions are received from a Spelman staff person.

No-Smoking Policy

To help maintain a safe and healthy environment, Spelman College prohibits smoking by anyone in any of its buildings. This includes students, faculty, staff, visitors, consultants, contractors, subcontractors, and their employees. Smoking is permitted outside buildings and away from entrances and exits. If you observe someone violating the no-smoking policy, you should politely remind the individual that smoking is prohibited. If the problem persists, you may choose to report the problem to the Office of Student Affairs. Smokers will not be given extra breaks for smoking. They are limited to the breaks that are customary for all employees.

STUDENT ACTIVITIES

**201 Manley Center
(404) 681-3643 extension 5139**

The Office of Student Activities is responsible for developing, coordinating and actively implementing social, educational, and community oriented programs for students. The goal is to address the growth of the whole student inside and outside the classroom through creative and enriching activities. Learning is continuous and is enhanced through service and participation.

Accordingly, the Director of Student Activities works directly with the student body, specifically chartered organizations, the Spelman Student Government Association, Greek organizations and the editors from both the Yearbook and Newspaper publications to create an environment conducive to learning and cultural enhancement. For further information please contact the Office of Student Activities.

Student Organizations and Student Governance

Spelman College is committed to building a community of African-American women who will be the leaders of tomorrow. Getting involved in student organizations, activities, and committees is an excellent way to develop leadership potential. However, students are cautioned against engaging in so many activities that their academic responsibilities cannot be met. First year students are urged not to participate in more than one activity that requires extensive rehearsals/meeting obligations.

Responsibilities of Student Organizations

The Director of Student Activities oversees all student clubs and organizations at Spelman. The Director of Student Activities is responsible for chartering and registering all student clubs/organizations, including all Greek-letter sororities that are governed by the Greek Council. A packet for chartering a student club or organization may be obtained from the Office of Student Activities

Note: Every AUC club/organization must have a Spelman faculty/staff member as one of its advisors.

ALL STUDENT ORGANIZATIONS MUST ESTABLISH AND MAINTAIN ACCOUNTS IN THE BUSINESS OFFICE. NO STUDENT ORGANIZATION MAY ESTABLISH OR MAINTAIN AN ACCOUNT OUTSIDE OF THE SPELMAN COMMUNITY. EXCEPTION: SOCIAL SORORITIES AND NATIONAL ORGANIZATIONS WHOSE GRADUATE CHAPTERS ARE EXERCISING REGULATORY CONTROL.

Greek Life

Policies governing sororities and other organizations with selective memberships.

Sororities and other organizations with competitive selection procedures and intake requirements for membership must comply with the following regulations:

- Each organization must have an on-campus advisor and a graduate advisor. The on-campus advisor, who must be a full-time member of the Spelman faculty or administration, serves as the liaison between the organization and the College. The on-campus advisor must approve all activities, programs, and requirements for membership.
- Securing advisors is the sole responsibility of the organization. If the organization cannot secure an on-campus or graduate advisor or if the advisor resigns, the sorority's Spelman charter will be suspended until a new on-campus or graduate advisor can be secured by the chapter. The Director of Student Activities must be notified immediately whenever an on-campus or graduate advisor resigns.

Membership in these organizations is through a competitive selection process that includes a (1) GPA requirement, (2) a certain number of semester hours, (3) participation in community service, (4) meeting all financial and disciplinary obligations.

Students can not participate in intake activities unless they are in good academic, financial and disciplinary standing, have a **3.0 cumulative grade point average (GPA)**, and are of sophomore status (30 hours) or beyond. Current members must maintain a 2.8 GPA for each subsequent semester after their intake.

Transfer students may not seek membership in any sorority until they have completed at least 12 hours of college credit at Spelman College and have attained sophomore status (30 hours).

Students desiring to participate in the membership intake process must sign a Greek interest card waiver form and submit it to the Office of Student Activities. The Office of Student Activities will verify financial, judicial, and academic eligibility. Students under the age of 18 must have written permission from their parents or guardian to participate in the membership intake process.

A membership cap of 35 new members is allowed per sorority. Some flexibility is allowed, but on a case-by-case basis with appropriate supporting documents from the chapter advisor and with approval from the Associate Dean of Students. Exchange or guest students who wish to participate in intake activities must receive written permission from the Dean of Students of their respective institutions and must meet the requirements of Spelman College.

Students wishing to participate in the intake process must have all of the following criteria:

- Have completed 12 or more credit hours as a Spelman student
- Have attended the Greek Forum within the **same academic year** in which the student plans to participate in the intake process
- Have completed all appropriate applications and processes in order to be eligible
- Spelman students who are currently on exchange at other institutions must be able to participate in **all** intake activities in order to be eligible.

During the academic year, the Office of Student Activities will hold a forum at which the history of each sorority is discussed and policies pertaining to the membership intake process are presented.

Before conducting any intake activities, the sorority must disclose to the Director of Student Activities the policies governing intake activities, the direct and indirect costs of all required activities, and a copy of the Intake Activity Schedule approved by the Regional Officer.

A list of all members participating in each sorority's initiation must be given to the Director of Student Activities prior to notification of participants.

Intake activities that take place during the Fall or Spring semester may not extend for more than three weeks. All "coming out" step shows must be completed at least 14 days prior to the beginning of the reading period.

Intake activities may not interfere with the educational mission of Spelman College. Participants are required to:

- Attend classes regularly
- Participate in class discussions and activities
- Comply with all regulations governing each course
- Fulfill all academic obligations within the deadlines specified by their instructors
- Dress appropriately for all classes and class activities
- Refrain from disrupting the educational process and learning environment in any way

Examples of conduct prohibited by this regulation would include having all intake members sit together in a designated location on campus, e.g., Dining Hall, or having them refrain from participating in class discussions as actively or as enthusiastically as they did prior to the intake period.

Each organization must allow intake participants at least 20 hours to study each week (defined as Sunday through Friday). The officers of each organization must submit a study schedule to their advisor and to the Director of Student Activities.

Participants must be allowed "uninterrupted personal time" between 11:00 p.m. and 8:00 a.m., Sunday through Saturday. No intake activities may be held during these hours.

Students participating in intake activities must fulfill all of their work-study or other employment obligations. All intake activities must comply with **The Code of Community Standards and Conduct**.

No "get acquainted" or other pre-intake activities may be held prior to the official intake process. The sorority or its members, as well as interested students who participate in any pre-intake activities, will be subject to disciplinary actions, up to suspension/expulsion from the chapter and Spelman College.

Participants may not be required to engage in any activity that causes the participant to sleep in class, fail to attend class, fail to submit assignments, or fail to prepare for examinations, presentations, or any other course requirement.

All intake activities are restricted to specified hours and to the following specified facilities: Manley Student Center, Fine Arts Amphitheater, Read Hall, Cosby Center and the patio area between Howard-Harrelld Hall and Manley Hall. Intake activities are prohibited near Giles, Tapley, the Fine Arts Building and on any street outside the campus between 11:00 a.m. and 5:00 p.m. Monday through Friday, unless it is a formal event in which the room has been properly requisitioned.

Tables in the Alma Upshaw Dining Room and the Atrium cannot be reserved to enable participants to sit together, unless it is a formal event in which the room has been properly requisitioned. Students may not hold or reserve places in line for other students during any activity, including meals.

Sanctions for Intake Violations

In addition to the various disciplinary measures that may be imposed on students and/or student organizations who violate College policies governing intake activities, the sorority's charter at Spelman could be suspended from sorority activities at the College for a specified period of time.

A chapter or organization that abuses intake participants or violates any of the other rules governing sororities and organizations with selective membership requirements may be suspended indefinitely pending the results of an internal investigation. If charges of abuse or other violations are substantiated, the organization and/or its members may be banned at Spelman, and appropriate disciplinary actions will be taken against the individuals and/or organization involved.

It is the responsibility of each participant in the membership intake process to adhere to all of the rules and policies of national organizations, local chapters, and Spelman College.

Student Government Association

The Spelman Student Government Association (SSGA) is an assembly of student representatives who act as a liaison between the student body and the Spelman administration and faculty. SSGA meets regularly to discuss matters of general concern to the College community and presents proposals and provides input on the tenor of student opinion.

The Student Activity Fee Allocation Committee (SAFAC) also determines the procedures for distributing funds to student clubs and organizations. SSGA members serve on many College committees, giving input that affects the welfare of students. A list of SSGA officers, class officers and a copy of the Constitution of the Student Government Association may be obtained from the SSGA Office or the Office of Student Activities.

All Spelman student clubs/organizations must be officially registered in the Office of Student Activities. Forms are available in Room 201 the Manley Center.

Expectations for Leadership Positions

Holding an elected or appointed office, serving on a College committee or board, or participating in a pageant at other institutions as a representative of Spelman College is an honor and privilege carrying with it specific responsibilities. Students who are on academic or disciplinary probation are not allowed to represent the College.

To qualify for a leadership position, a student must meet certain standards and maintain them throughout her term of office or service. Any student who fails to maintain the prescribed grade point average will be declared ineligible to continue serving in any of these capacities.

GPA Requirements

- 2.8 cumulative GPA to serve on College committees or boards.
- 3.0 cumulative GPA to participate in pageants, such as Ms. Spelman College Pageant.
- 3.0 cumulative GPA to be elected or appointed SSGA officer.
- 3.0 cumulative GPA to serve as student trustee on Spelman's Board of Trustees.

All eligibility, requirements must be met at the time of application. Extenuating circumstances will be evaluated on a case-by-case basis. Activities such as blood drives, bone marrow drives, cholesterol screening, etc. planned by any club or organization must be coordinated through the Health Services Department at least one week prior to the event. The Director of Health Services must approve all such activities.

Student Trustee

Every three years, a second-semester freshman is elected by her peers and selected by the Board of Trustees Committee on Board Affairs to serve a three-year term on the Board of Trustees of Spelman College. The Board of Trustees, a distinguished group from all over the country, provides direction of the administration of the College.

Serving as a student trustee is an honor that carries with it all of the duties and responsibilities of a College trustee, as well as the additional demand of maintaining the highest standards of conduct and scholarship expected of Spelman students.

The student trustee position is not an SSGA office, and the student trustee does not represent the SSGA on the Board of Trustees. To avoid confusion of roles and conflicts of interest, the student trustee is not permitted to hold an SSGA office during her term as a trustee. A student government officer is an elected representative of the student body and must act primarily with the interests of her constituents in mind. On the other hand, a student trustee, like other trustees, must act primarily with the interests of the College, as an institution, in mind.

These interests are ordinarily the same, but because they may occasionally differ, a student trustee may not serve in the dual capacity of Student Government representative and College representative. This includes all SSGA offices, class offices, and any position filled by election at the time of the SSGA elections in the spring.

The student trustee is expected to serve as a role model for other students. She must fully satisfy the **Code of Community Standards and Conduct**, maintain high academic achievement, and remain in good financial standing with the College. She must remain enrolled as a student throughout her term of office on the Board of Trustees. If she fails to do so, she will be disqualified and will be replaced.

Student Publications

Creative expression is strongly encouraged among Spelman students, and Spelman's student publications are one outlet available to students. Students with talents and interests in literary pursuits are encouraged to submit articles to the campus publications and to volunteer to serve on the staff of one of the student publications.

The Spotlight, the student newspaper, and Reflections, the college yearbook, are free of arbitrary and capricious censorship and advance-copy approval. Both publications are financially supported by the College and do not operate independently from the College. They are expected to be operated and published within the standards of responsible journalism as established by the College.

The Spotlight, Spelman's student newspaper, is published bimonthly during the regular academic year. It reflects the creative expression and general awareness of Spelman students. The staff consist of an editor-in-chief, business manager and student volunteers. All students are especially urged to submit essays, poems, short stories, and articles. The deadline for submitting materials for each issue will be posted.

Reflections, Spelman's yearbook, is published annually by the student body and presents a pictorial and literary view of life at Spelman. The co-editors select members of the staff. Focus, Spelman's magazine, is published annually, and features creative writing of Spelman students.

Facilities

All student activities held on Spelman College property must adhere to College policies. For use of facilities by non-affiliated groups or individuals, please consult Administrative Support Services, Lower Level, Rockefeller Hall.

As a general rule, only recognized student groups or organizations may use College facilities. To obtain official recognition, the Director of Student Activities must approve the student organization. The Director of Student Activities will evaluate requests for the use of College facilities by students who are not applying on behalf of a recognized student group on a case-by-case basis. At campus approved events, students may not serve food that they cooked or prepared themselves. Any food that is served must be purchased from outside licensed vendors (e.g., Krispy Kreme, Papa John's Pizza) and must meet all state and federal health regulations.

Use Of Facilities By Spelman Organizations

The use of Spelman facilities by any student organization is a privilege that carries with it certain responsibilities. Failure to fulfill these responsibilities may disqualify the organization from future use of College facilities and may expose the organization to other sanctions.

Responsibilities of Student Groups:

- Must provide assurance that all College regulations and all local, state and federal laws will be followed.
- Must have sufficient financial resources to meet all financial obligations, even if the event is a financial failure or if property is damaged.
- Must take necessary precautions to assure the physical safety and health of participants. Representatives of the sponsoring organization may be required to confer with the Department of Public Safety in advance to develop a plan that minimizes the risk of incidents.
- Must not engage in activities that are likely to be destructive to the College's facilities or disruptive of the College's programs.
- Must leave facility in satisfactory condition, as determined by the College. Furniture may not be moved from the facility. The sponsor is responsible for any damage to or theft from the facility immediately before, during and after the event.
- Must provide security at parties, dances, and other major social events. Security also is required for activities that are open to non-Spelman individuals and activities that are expected to keep males on campus after midnight. One officer is required for every 100 guests. Security officers must be present from the beginning of the activity until all participants have left the premises at the end of the activity. If the activity is one where males will be on campus after midnight (e.g., a dance or party), more than two security officers are required at the event, and the sponsoring organization may be required to assume the additional costs involved.
- Must have students and visitors sit on seats provided and not on tables and railings.

- Must comply with all College policies, for example, the Drug and Alcohol Policy, the No-Smoking Policy, etc.
- Must have the student organization's name on any advertisement for all events. The campus advisor must be present at all sponsored events. Failure to do so may result in a cancellation of the event; (this does not include regularly scheduled meetings).

The use of academic buildings is primarily for academic purposes. Classrooms in all academic buildings are scheduled by the Registrar for lectures, seminars, films, organized meetings and group projects.

Guidelines For Use Of Manley College Center

In addition to the guidelines stated above, the following additional guidelines apply to the use of conference rooms, corridors or other facilities in Manley College Center.

1. Selling and soliciting are not allowed anywhere in the Center, except by full-time Spelman students who have obtained written permission from the Vice President for Student Affairs / Dean of Students or designee, or unless co-sponsored by the SSGA and located in the lower concourse.
2. Students and visitors should not place their feet on furniture.
3. Pets are not allowed in the College Center.
4. Male guests (except those on official College business) are not permitted in the Manley Center during reading and examination periods.

Use Of Grounds By Spelman Organizations

Sections of the campus grounds may be used for picnics and outdoor parties with prior written approval and in accordance with the procedures applicable to facilities. All sunbathing and lounging should take place in the rear of Read Hall. Chalk writing on sidewalks is only allowed in designated areas. Chalkwriting on buildings is prohibited.

Procedures For Scheduling Student Activities

- Major activities (e.g., dances) should be scheduled well in advance to assure the availability of facilities. (Allow at least five (5) business days for processing.)
- The Director of Student Activities, or designee, will either approve the event, request additional information, or disapprove the event.
- The event may not conflict with events already scheduled and approved for other organizations.
- Any request received less than five working days prior to the event will not be processed. The authority for determining the availability of space rests with the Administrative Support Services.
- Administrative Support Services will notify the sponsor(s) of the status of the request at least 48 hours prior to the activity.

- If a dining area is to be used or if food is needed, the sponsor must make all necessary arrangements with the Manager of Food Services.
- If an event has to be canceled, the sponsor must notify the Office of Administrative Support Services at least two working days prior to the date of the event.

Use Of Spelman Facilities By AUC Student Organizations

Any AUC student organizations that wish to hold an activity on the Spelman campus must abide by the guidelines set by the SSGA, and follow Spelman's policies and procedures. Any sorority or fraternity function must be co-sponsored by a Spelman sorority.

Organizations that are not approved by Spelman or one of the other AUC institutions are considered "external organizations" and are governed by different policies and procedures.

Facility Reservation

- Facility reservation requests are done on-line using Lotus Notes or through the Internet.
- The Internet address is: <http://prince.spelman.edu>
- Request must be entered at least five business days prior to the event. This will ensure proper routing time for set ups and audio visual equipment usage.
- Student organizations must secure approval from both the advisor and the Director of Student Activities. Advisors and the Director of Student Activities are to sign off on-line using Lotus Notes.
- Final approving signature is done in Administrative Support Services.
- Confirmations are e-mailed to the requester at least two business days prior to the event.
- Students may use the computers in the labs located at ACC, Cosby, or any lab that has internet capability.
- An activity may not be held on the Spelman campus if it is likely to be destructive of the College's facilities or disruptive of the College's programs. If such destruction or disruption occurs, the sponsoring organization will be held responsible for costs incurred in repairing damages.

Sanctions

Non-Spelman student organizations that violate Spelman's policies or procedures, or fail to comply with the terms and conditions under which they were allowed to use a Spelman facility face the following possible consequences:

1. The Spelman College Department of Public Safety may require the violating student organization(s) to leave the campus immediately. The organization's members will be considered trespassers if they fail to do so.
2. The student organization(s) may be denied the use of Spelman facilities, and individual members of the student organization(s) may be banned from the Spelman campus, for a period to be determined by the Dean of Students.
3. The members of the violating student organization(s) may be disciplined on their respective campuses.
4. The student organization(s) may be assessed fines for destroying College property or for leaving College property in an unclean or unsanitary condition.

Posters And Signs

Posters, flyers, pictures and lettering of any kind may be displayed only on designated bulletin boards. They may not be affixed to walls, windows, or doors. Posting in non-designated areas will result in the removal and disposal of the items without notice.

All postings regarding student functions or programs must be approved by the Office of Student Activities and stamped. The Institutional Review Board in the Psychology Department must approve other postings regarding surveys and inventory administered by external organizations.

Student organizations wishing to display flyers and posters in the Manley College Center must receive approval by the Office of Student Activities. Off-campus organizations and vendors requesting to display posters and flyers on Spelman College property must be approved by the Office of Student Activities or the department responsible for the bulletin board(s) in a particular building.

Posters and flyers must be neat, legible, and in good taste. The name of the sponsor(s) must appear on the poster or flyer. Posters or flyers that are considered inappropriate (i.e., alcohol and drug advertisements, obscene and lewd advertisements, as well as advertisements for functions, events and displays that are not consistent with the mission of the College) will not be approved to be displayed on Spelman College property.

Posters and flyers must be removed within 24 hours after the event.

Solicitations, Canvassing And Sales

Solicitations, canvassing and sales are permitted on campus by full-time Spelman students with the permission of the Vice President for Student Affairs/Dean of Students or designee. Requests by other groups and companies may be approved at the discretion of the Dean of Students, but only if the activity provides student scholarships or otherwise benefits Spelman students or organizations. (Note: a separate policy governs solicitations, canvassing and sales by Spelman employees, and these may be obtained through the Office of Human Resources.)

Auctions

Though the College encourages student organizations to engage in fundraising activities, a degree of decorum must be used when conducting auctions. Spelman does not promote, nor will it tolerate the auctioning or the sale of any human being, whether in jest or as an attempt to acquire funds. This includes date auctions, servant auctions, slave-for-a-day auctions or any combination thereof. If an auction is the fund-raiser of choice, only auction items or services that have been purchased or donated by commercial agencies or reputable vendors are permitted.

A DECORUM GUIDE FOR SPELMAN WOMEN

Spelman College is unlike any other institution in America. For more than a century the name Spelman has exemplified excellence. Spelman students are selected from among the top students in the country, and the College has sought to prepare these exceptional women for academic achievement and leadership.

There is a special history and incredible pride associated with the College. As part of that history, Spelman has a reputation for shaping leaders. Cultivating exceptional achievers takes more than scholastic performance. It requires a commitment to honesty, integrity, purpose, compassion, service, civility, and excellence.

As a Spelman woman, you are preceded by countless women, both nationally and internationally, that have achieved at the highest levels all over the world. As a Spelman student and a Spelman woman, you no longer represent just yourself, but rather you represent Spelman alumnae and the College.

Your life as a Spelman student will be marked in the beginning with a candle-light ceremony, and at the end with a walk through the Alumnae Arch on the Oval. Many experiences will take place between these two events. The Decorum Guide serves as a tool to guide you through the total Spelman experience. It speaks to the Spelman standard--a standard of excellence.

At Spelman, it is important to remember that you are among the best and brightest women undergraduates in the country. There is no place like Spelman, and no one like a Spelman woman.

Spelman History And Traditions

Spelman, one of the nation's most highly regarded colleges for women, was founded by Sophia B. Packard and Harriet Giles, two friends who were commissioned in 1879 by the Women's American Baptist Home Mission Society of New England to study the living conditions "among the freedmen of the South." Appalled by the lack of educational opportunity for Black women, the missionaries returned to Boston determined to affect change. On April 11, 1881, they opened a school in the basement of Atlanta's Friendship Baptist Church with \$100 provided by the congregation of the First Baptist

Church of Medford, Massachusetts. The first eleven pupils were primarily former slaves, determined to learn to read the Bible and write well enough to send letters to their families in the North.

Totally dedicated, Misses Packard and Giles returned to the North in 1882 for more funds. At a church meeting in Cleveland, Ohio, they were introduced to Mr. John D. Rockefeller, who emptied his wallet during the collection.

The original name for Spelman College was Atlanta Baptist Female Seminary. In 1884, the institution became Spelman Seminary, named after Lucy Harvey Spelman, mother-in-law of John D. Rockefeller.

Spelman College Presidents

Sophia B. Packard	(1881-1891)
Harriet E. Giles	(1891 -1909)
Lucy Upton	(1909-1910) Acting President
Lucy Tapley	(1910-1927)
Florence Read	(1927-1953)
Albert E. Manley	(1953-1976) First African American President
Donald M. Stewart	(1976-1987)
Johnnetta B. Cole	(1987-1997) First African American Woman President
Audrey Forbes Manley	(1997-2002) First Alumna President
Beverly Daniel Tatum	(present)

Historical Highlights

Founders Day is celebrated on April 11.

The **College Motto** is "Our Whole School for Christ". Though Spelman was founded in a basement of a Baptist church, it has always been open to women from all religious affiliations.

Inside the original **Spelman Seal** is the Star of Service. The Star itself represents six departments: College, Teacher Training, Nurse Training, Music, Academy and High School. Home Economics were later added to the curriculum. The current seal only has five stars because the High School was discontinued.

The oldest building on campus is **Rockefeller Hall**, completed in 1886. The next oldest building is **Packard Hall**, built in 1886.

Sisters Chapel is named after John D. Rockefeller's mother and aunt.

The **Grover-Werden Memorial Fountain** was dedicated on May 31, 1927 and is located in the center of the campus oval. It was built to provide ice cold water, since it was not available elsewhere on campus on hot summer days. It now represents a fountain of knowledge and a fountain of Life Eternal.

Class Day is a tradition in which the senior class comes together to reflect on their years at Spelman. The **Ivy Oration** is delivered by the valedictorian. At the end of the exercises, she plants ivy beside one of the buildings to contribute to the beauty of our campus. Following Class Day, the senior class proceeds to march through the Alumnae Arch.

CLASS OF 2005

Color - Green

Emblem - The Lamp

"The Lamp represents light and guidance. Just as the lamp dispels the darkness, so the members of this class strive to send forth their light."

CLASS OF 2006

Color - Red

Emblem - The Eagle

"The Eagle inspires its followers to a superior wing-spread of knowledge."

CLASS OF 2007

Color - Yellow

Emblem - The Sphinx

"The Sphinx points out a definite pattern to progress, obedience, honest and ethical rule, manners, and unselfishness to its followers."

CLASS OF 2008

Color -Blue

Emblem - The Owl

"Through the eyes of the past, the owl gains wisdom."

The **Alumnae Arch** is located within the campus oval, near the walk between Rockefeller and Reynolds Cottage. Seniors take part in a ceremony symbolic of their leaving the College and going into greater service by following alumnae through the Arch. Alumnae wear white dresses to celebrate this occasion.

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

The **Class Tree** was dedicated by the Class of 1888. It is the magnolia tree located between Rockefeller and Packard Halls. The original tree was planted by Sophia Packard.

The **College Class Tree** was dedicated by the Class of 1901. It is the water oak tree between Reynolds Cottage and Sisters Chapel.

The **Spelman Messenger**, was established in 1885 to inform its supporters and the community of the progress of Spelman. In the late 1880's the publication was typeset and printed by the students. Today, the publication covers national and African American women's issues. **Inside Spelman** covers alumnae news, campaign information and other related issues.

Ranking

Money Magazine ranked Spelman as the #1 women's college in the nation and #5 among all colleges and universities of the 100 best buys for 1998. In 1999, Black Enterprise Magazine ranked Spelman #1 in the DayStar list of the top 50 colleges for African Americans. In 2003 Spelman ranked in the top 100 on the U.S. News and World Report list. The college was the only HBCU ranked in the Top 100 Best Liberal Arts Colleges by the U.S. News and World Report.

DECORUM ON CAMPUS

Attire

At no time is it ever appropriate to wear hair rollers, pajamas, house shoes or slippers, or any other similar clothing to class, the dining hall and other social and business events.

Civility

The College is an academic community where women from all over the world choose to study. Academic communities by their nature are places for an exchange of ideas and where one learns from the experiences of many. During her academic career, the Spelman woman will encounter difference in virtually every respect of the word. The college demands respect for others and civility in your encounters both inside and outside the classroom.

In general, the standard is to treat people, as you would like to be treated-with respect. That respect applies to students, faculty, administrators, dining staff, public safety, physical plant, and every member of the college community. If you have special concerns or grievances, there is an appropriate procedure for filing a grievance. The student grievance procedure is clearly outlined in the Student Handbook.

Note: *Civility is not only an expectation, but rather is a requirement. Misconduct toward members of the College community is referenced in the Code of Community Standards and Conduct, outlined in the Student Handbook.*

Campus Offices

Although the campus is small and has a very comfortable, homey feeling, it is important to remember that it is still an academic community where business is conducted. Therefore, some behaviors are less than acceptable. The following provides a short list of unacceptable public practices:

- the use of profanity
- combing hair and braiding hair in public places
- wearing hair rollers to class and in administrative offices

Students working in campus offices are expected to conduct themselves in a professional manner. One never knows where contact on jobs may lead.

Conduct in the Classroom

At no time is it appropriate to use cell phones, pagers, 2-way pagers, or any similar devices in the classroom and/or during a class session. This includes convocation or any academic meeting, session, or workshop. All devices should be turned off prior to class/meeting/session/workshop and convocation and only turned on after class. Failure to follow this policy is a violation of the **Code of Community Standards and Conduct** and students may be subject to disciplinary action.

Class Attendance

Some of the most stimulating and enlightening discussions take place in a Spelman classroom. Consequently, Spelman women should be prompt or early for class, having all pagers and cell phones turned OFF or silent. All supplies should be in hand, and the student should be prepared to benefit from every minute of class, without needing to borrow supplies or share texts. Students with difficulties in seeing or hearing should sit in seats that will allow them the best possible vantage point. Further, students with special needs should inform the faculty member so that she/he can help the student benefit from class. NOTE: Students with disabilities should contact the Coordinator of Disability Services in the Counseling Department in MacVicar Hall.

Instructors Offices and Office Hours

Students should learn the office hours of each professor. These office hours are given to students in class, or may be posted on the office door and/or syllabus. Students who cannot meet with the professor during the designated office hours should request a special appointment, either by leaving a note or by leaving a voice mail message. Most faculty members will accommodate students by providing extra appointments. The student should bring to the appointment any work to be discussed. Do not wait outside the faculty member's door hoping to "catch" him or her. The faculty member may not be

on campus at that time of day, or she/he may have scheduled activities for that time. Visits should be made only during scheduled office hours or during a special appointment.

Obtaining Office Supplies

Students should maintain their personal supplies (e.g. writing utensils, paper, staples, gem clips.) Students should NOT drop in on staff or faculty members requesting office supplies.

Attending Guest Lectures Special Events and Convocations

Spelman students should arrive on time for special events. Students should also be prepared to remain for the entire duration of the event. Unavoidable late arrivals should be discreet, quiet, and as unobtrusive as possible. Prompt attendees should sit in the middle of rows, leaving end seats for later arrivals. In NO event should a person walk in front of the lectern. Use the outer aisles only. In NO event should a student leave during a guest speakers lecture. If necessary, a student should leave during the applause following the lecture if she cannot remain until the end of the event.

Academic Regalia and Decorum

Earning a degree from Spelman College is a noteworthy achievement. With the Spelman degree, one expects an adherence to commencement decorum. The baccalaureate and commencement ceremonies are times for dignity. Therefore, talking and laughing during the processional are unacceptable. Graduates are required to wear a white dress under the traditional undergraduate robe. The hem of the dress must not be lower than the hem of the robe. Natural colored hose and black shoes (with a closed heel and toe) are worn with the robe. Pumpstyeled shoes are a perfect selection.

OFF CAMPUS

As students and visitors enter the campus, they are likely to notice a small commemorative sign which reads "Spelman College, Women who Serve." Spelman's tradition of academic excellence is complemented by its dedication to service. During the Spelman woman's academic career, she is likely to represent the College, many times, through community service or other forms of civic engagement. Spelman students represent the College at formal dinners, receptions, church services, and other occasions. Although you may be selected as the individual to attend a particular event, remember that you represent the College at all times. Consequently, two things are especially important--how you look and what you say.

Attire

Spelman College students participate in community service through the Bonner Scholars Program, the Office of Community Service, student organizations, local churches and agencies. It is vital to view yourself as a representative of the College. Students at service sites should dress in appropriate casual clothing that is not revealing. See through, clingy and/or provocative clothing is not acceptable for work at community service sites.

Awards Ceremonies

Various awards programs and ceremonies will take place across the city. It is always acceptable to ask your host what the appropriate attire is for the event. In general, formal dinners and awards ceremonies at local hotels call for after-five or business attire. For after-five events, ask your host whether a long or short dress is most suitable.

Church Services

Although each faith community differs, a dress "near the knee" length is the safest option that is least likely to offend most communities. In the event you are not familiar with a particular faith community, ask your host or call the place of worship ahead of time for information. It is important that you do not offend worshippers with your attire.

Public Relations

Equally important, there is always some level of interest in what a Spelman woman has to say and how she feels about a given issue or topic. Each of these opportunities may serve you well in the future as you network for jobs and new friends (They may also serve the college well in fundraising and notoriety). Yet, as you meet, greet and share your opinion, know that profanity, slang and crude language are not acceptable at service sites, internships, and other public locations. This rule of thumb also applies to contact with the media (i.e. live radio remotes, television and newspaper quotes). Again, you are an ambassador for the College and the contact that individuals or groups have with you can easily shape their view of the entire institution. Spelman women who make inappropriate or offensive remarks in any public venue, then identify themselves as a Spelman student, do a disservice to themselves and to the College.

The President's Home

Built in 1901, Reynolds Cottage is the official residence of the Spelman College President. During a student's academic career at Spelman, there will be numerous opportunities to attend teas, receptions, and dinners at the home of the President. However, though the President's home is located on campus, it is inappropriate to visit Reynolds Cottage unannounced.

For on-campus emergencies, students should contact Public Safety (404) 525-6401 or the Resident Director on call. To meet with the President, students should attend the President's office hours for students or schedule an appointment by calling (404) 223-1400.

Services and Special Occasions

As Spelman College is very steeped in tradition, there are a number of special occasions for which special attire is required. On campus, students will participate in various formal events, namely the induction ceremony for first year students, Founder's Day, Class Day, and convocation. Each Spelman woman should have a white dress/suit for formal and traditional occasions. When a white dress/skirt suit is required, the following guidelines should be used:

- The dress/skirt suit must be white-not ivory, taupe, or eggshell.
- The fabric of your dress/skirt suit MUST be an appropriate weight and material. Fabrics with spandex, lycra, sequins, beads or appliqués are not suitable.
- The length of your dress/skirt suit can range from ankle or calf length to two inches above the knee. THIGH length dresses/suits are not acceptable.
- Evening wear, see-through materials or clingy knits are not acceptable.

Remember to keep in mind that you represent Spelman College and her rich history, and your attire must be suitable for the occasion.

Spelman Hymn

The Spelman Hymn is sung at all ceremonial events on campus, as well as during the convocations and chapel exercises. It is also sung at the end of other special campus events and celebrations, and ends all alumnae events and chapter meetings. It was written by Eddy Mae Money Shivery, Class of 1934. During the singing of the hymn, **participants join hands without swaying.**

Smoking

Spelman's role is to educate women for healthy and rewarding lives. Though most Spelman students are legally old enough to smoke, the College does not encourage the practice, as the health risks associated with smoking run counter to the College's ultimate goal. Please note that all residence halls and buildings are smoke-free. Public smoking is strongly discouraged.

Student Activities

Every Spelman student is encouraged to become involved in student activities. Be creative and innovative in your program development; however, be aware that campus activities such as Date Auctions, Slumber Parties and Pajama Jams, cast an unfavorable light on the women that plan those events and also on Spelman College. Activities that students plan should be in good taste and be beneficial for the Spelman community. Please be sure to secure approval for all activities from the organization's advisor before proceeding with your planning.

BUSINESS AND SOCIAL CONTACTS

Invitations Replies and Thank You Notes

There are a number of practices that you can follow that will distinguish your personal excellence. To make the best impression, it is suggested that you purchase business cards and stationery. Business cards with your name, email address, major and organizations will make a statement to prospective employers and professors. You may offer your card and keep a file of the ones that you collect. Write on the back of collected cards where you met the person, the date and other information that you discussed.

After a meeting, reception or event, send the person a handwritten note indicating that you enjoyed meeting them and that you look forward to talking again in the future. The same kind of thank you note should be sent following an internship or job interview. Keeping this kind of communication open can be invaluable in your future success.

During your college career, you will receive countless invitations to events on and off-campus. Where indicated on an invitation, one must always RSVP (French for *repondez-vous s'il vous plait*). Always call your host before the deadline to state whether you will be attending the event. Food and accommodations can be costly and the RSVP is the most appropriate and courteous response.

Answering Machines

Use a basic professional message on your residence hall or home answering machine/voicemail. Avoiding background music is the safest. If music is used, be very selective, opting for jazz or soft music. Prospective employers and others may not share your taste in music.

Web sites

It is expected that Spelman women will have tasteful web sites. Suggestive or provocative material is not acceptable.

Spelman will not permit the release of educational records or other information about a student, other than directory information, without the student's written consent, except as follows:

1. To members of the faculty and administration of the College who have a legitimate interest in the material
2. To officials of other schools in which the student wishes to enroll
3. In connection with a student's application for or receipt of financial aid
4. To state and local officials if required by law adopted before November 17, 1974
5. To organizations conducting studies for or on behalf of educational agencies, provided such studies will not permit identification of students and their parents
6. To accrediting agencies to carry out their accrediting functions.
7. To parents of dependent students
8. In compliance with a judicial order or lawfully issued subpoena, provided the student is notified before compliance with the order or subpoena

When consent is required, it must be in writing, signed and dated by the person giving consent, and shall include:

1. Specification of the record to be released
2. Reason for the release
3. Names of parties to whom the record is to be released

A record will be kept of the parties who have received access to a student's record, except for the exceptions noted above. The student may have access to this record.

Directory information of the kind listed below will be furnished to those requesting such information unless the student notifies the College annually not to release this information. Disclosures of information beyond those items listed below require the student's signed consent, a subpoena, or other court order. Directory information consists of:

1. Whether or not student is enrolled
2. Dates of enrollment
3. Classification
4. Degree earned (if any) and dates
5. Major
6. Honors received
7. Local and home addresses and telephone numbers

If a student does not wish to have any of the above information released, she should notify the Registrar's Office.

WORDS OF WISDOM

If you have a dispute with an office or with a procedure, contact the responsible office.

It is not appropriate to call the President's Office for situations regarding housing, grades, the dining hall, or scholarships. Please refer to your student handbook regarding the appropriate office.

If you have a dispute with another student, try to first resolve it in cooperation with her. If a personal approach is not feasible, contact your RA, RD, or the staff in the Dean of Students Office to assist you. The Dean of Students Office also offers mediation and conflict resolution.

Take advantage of the services available to you through the College such as Health Services, Academic Advisement, Counseling Services, and Career Planning and Development. There are many more services available to you as a student at Spelman. Enrich your college experience by participating in all positive aspects of the campus community.



350 Spelman Lane, S.W.
Atlanta, Georgia 30314-4399
(404) 681-3643
<http://www.spelman.edu>

FOR FURTHER INFORMATION PLEASE CONTACT:

Division of Student Affairs
Spelman College
350 Spelman Lane, S.W., Box 1577
Atlanta, Georgia 30314-4399
(404) 681-3643 extension 5131 or 5133
<http://www.spelman.edu/studentlife>

The statements in this Student Handbook are for informational purposes only and do not create a contract between Spelman College and any student. Spelman College reserves the right to change, add to, or discontinue any provision in this Handbook at any time without prior notice to students.

Spelman College admits female students without regard to race, color, religion, national origin, age, or disability. Spelman does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other prohibited factor in any of its educational or employment policies, programs, or practices.

Further information about Spelman's academic programs and the cost of tuition, room, board and other fees can be found in the **SPELMAN COLLEGE BULLETIN**.