

SECTION 6

FACILITIES AND SERVICES OF PARTICULAR INTEREST

6.1

Academic Computing Services

Academic Computing Services, as one unit within the University Computing Services, coordinates the purchase, installation, and use of computing equipment designed for academic use. A central facility and several satellite facilities provide computing services to individual faculty for their research as well as for classroom instruction.

6.2

University Libraries System

The University Libraries System operates the central library facility composed of Founders Library and the Undergraduate Library as well as branch libraries, including the Health Sciences Library, the School of Divinity Library, the Social Work Library, the School of Business Library, and the Engineering Library. Other library facilities that are separately administered include the Moorland Spingarn Research Center, the Law Library, and the Instructional Materials Center in the School of Education. The full range of services common to a major research library are available to both faculty and students.

6.3

Chapel

FACILITIES AND SERVICES OF PARTICULAR INTEREST

The Andrew Rankin Memorial Chapel offers employees the opportunity to hear many of America's outstanding religious leaders. Nondenominational services, open to all, are held Sunday at 11:00 a.m. The Howard University Chapel Choir provides music for these services.

6.4

Campus Stores

The university operates three stores on campus: the Campus Store, the University Bookstore, and the Dental-Medical Bookstore. The Campus Store, located in the Blackburn University Center, offers a variety of reading materials, school and office supplies, clothing, snacks, novelties, toiletries, and greeting cards. The two bookstores are the primary sources of academic books and supplies for faculty and students.

6.5

Art Gallery

Faculty are welcome to visit the University Art Gallery located in Childers Hall (College of Fine Arts). The gallery offers exhibits of paintings, prints, and sculpture and is open from 9:00 a.m. to 5:00 p.m., Monday through Friday.

6.6

Public Relations

The official spokesperson to the public and the media is the director of the Department of University Relations. Faculty members who may be contacted for statements about university policies or activities should refer such inquiries to this department. Inquiries about sports and athletic teams should be referred to the director of Sports Information. The *Capstone* is published weekly to provide information to the university community about newsworthy events on campus.

6.7

Credit Union

The Howard University Federal Credit Union is an independent nonprofit corporation owned and operated by the employees of the university. It is operated under a federal government charter granted in 1935 and is subject to strict regulations, as well as regular government examinations. Membership in the Federal Credit Union is open to faculty and staff employees and to members of their immediate families.

6.8

Post Office and Mail Delivery

FACILITIES AND SERVICES OF PARTICULAR INTEREST

A United States Post Office substation for university use is located on the ground floor of the Mordecai W. Johnson Administration Building. Most postal services are available, including rental mail boxes, money orders, stamps, and other mailing supplies.

Faculty members who do not choose to rent mailboxes may receive their mail through the campus mail system that provides deliveries of United States mail as well as intra-campus mail to the various schools and departments.

6.9

Recreation Programs

The swimming pool in the Burr Gymnasium is available to all employees at designated hours. The university sponsors annually a number of concerts, plays, lectures, and other cultural activities; some are open to the community without charge while others may require the purchase of tickets. Bowling and other recreational activities are available to faculty and students in the Blackburn University Center.

SECTION 7

STUDENT POLICIES OF PARTICULAR INTEREST

7.1

Privacy Rights of Students

Howard University is subject to the provisions of federal law known as the Family Educational Rights and Privacy Act (the Buckley Amendment), affording students rights of access to education records and imposing regulations on the university in the release and disclosure of those records to third parties.

In order to comply with the regulations promulgated pursuant to the Buckley Amendment, Howard University has formulated and adopted these institutional policies and procedures to be followed by the university and by those who are interested in gaining access to education records. It is recognized that additional guidelines for faculty and staff may be developed in the future and that those guidelines are beyond the scope of this statement. Pending the development of such guidelines, faculty and staff are referred to the Registrar's Office or to the Office of the General Counsel for advice.

1. Students will be notified of their rights under the Buckley Amendment through a notice to be published annually in the *Student Handbook*. This notice will include a designation of the categories of directory information, the right of a student to request the nondisclosure of particular items of directory information, the location where copies of this policy can be obtained, and the student's right to file complaints under the provisions of the Buckley

STUDENT POLICIES OF PARTICULAR INTEREST

Amendment. For the purpose of informing interested students of their rights under the Buckley Amendment, a copy of the Buckley Amendment Regulations promulgated by the Department of Education is available in the university Registrar's and General Counsel's offices. Howard University will comply with the provisions of those regulations where applicable.

2. Eligible students may inspect and review their education records in accordance with Section 99.12 of the Regulations. Students wishing to inspect their education records maintained by the university should make a written request of the university official who has custody of the records or the designee of such official. Pursuant to the provisions of the Buckley Amendment, the university will respond within a reasonable period of time, but not longer than 45 days after the request. Students should note that Section 99.3 and 99.12 of the Buckley Amendment Regulations permit the university to restrict or withhold access to certain specified records. An inventory of the types and locations of institutional records maintained by Howard University and the officials responsible for those records is available in the university Registrar's Office.
3. Howard University will not disclose personally identifiable information from the education records of the student without the prior written consent of the student, except as permitted by Sections 99.31 and 99.37 of the Regulations. Pursuant to those provisions, the administrative officials of Howard University who have access to the education records of students are the president and other general officers of the university, deans of each school and college, the university registrar, the director of financial aid, the vice president for student affairs, the dean for residence life, the dean for special student services, and the designees of each such official, for purposes reasonably believed to facilitate actions within such officers' areas of responsibility. Members of the faculty and any others who instruct students as well as those who advise students, either formally or informally, will have access to student education records for purposes of facilitating their evaluation of student performance and assisting them in the guidance of students in matters, such as the choice of a major and other academic areas of concentration, the choice of courses, and career guidance. Members of the faculty and others who instruct students also will have access to education records for the purpose of providing recommendations for students. Committees, groups, boards, and organizations that are officially recognized by the university will have access to education records for the purpose of carrying out their assigned responsibilities.

Pursuant to the Regulations, the following information has been designated as directory information: student's name, address, telephone number, date and place of birth, major field of study,

STUDENT POLICIES OF PARTICULAR INTEREST

participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, residency appointments, the last educational agency or institution attended by the student, and other similar information. Any student not wishing disclosure of directory information should notify the university registrar in writing, specifying the type or types of directory information not to be disclosed. Such notification must be given within 10 days of the completion of a student's first registration of the academic year.

4. The university, in the case of every person who requests or obtains access to student education records, shall maintain a record kept with the education record that indicates the parties who have requested or obtained such access and the legitimate interest of the party in requesting or obtaining such access. Pursuant to the Regulations, this record need not be maintained (a) for requests by or disclosure to a student of the student's own record, (b) for requests by or disclosures to school officials under Paragraph 3 of this policy, (c) if there is written consent of a student, or (d) for requests for or disclosure of directory information under Paragraph 3 of this Policy. The record of requests for and disclosure of personally identifiable information from student education records required to be kept by the university may be inspected by the student, the university official responsible for the custody of the records, and others for the purpose of auditing record-keeping procedures of the university.
5. Students wishing to seek explanation, clarification, or amendment of the education record should first file a written request with the custodian of the records, stating the nature of the explanation, clarification, or amendment requested. The custodian will then attempt to confer with the individual who is the original source or author of the record. A response will be made to reasonable requests from students for explanation or clarification of education records, and if the request is for amendment of the record, the student shall be informed within a reasonable period of time whether or not the record will be amended. If the record is not amended as requested by the student, the student will be notified of the right to request a hearing.

If a hearing is requested by a student, the hearing shall be held within a reasonable time after the request. The student shall be provided with reasonable notice of the date, time, and place of the hearing and afforded a full and fair opportunity to present evidence relevant to the issues.

7.2

Policies and Procedures Relating to Academic Probation and Suspension

STUDENT POLICIES OF PARTICULAR INTEREST

Although each school or college sets its own standards for good academic standing, the minimum grade point average required is usually the same as the minimum required for graduation from that school or college. Students incur academic probation when the cumulative grade point average falls below the standard set by the school or college in which they are enrolled. Each school or college determines the maximum number of semesters during which a student may remain on probation before achieving good academic standing or being academically suspended. Students on academic suspension are normally expected to remain out of school for at least one semester, after which they may petition the dean for readmission. Faculty members are expected to familiarize themselves with the bylaws and academic policies of their own school or college.

7.3

Academic Code of Student Conduct

See the *Student Handbook* for a complete statement.

7.4

Degree Revocation Procedure

Scope. These procedures apply only to cases in which a university degree has been awarded but the record later shows that

- (1) the graduate's academic record, following a correction, indicates the graduate fails to meet academic requirements for graduation, and
- (2) facts which, if known at the time of the awarding of a degree, would have resulted in a decision not to award the degree, without any further proceedings.

Notice. The dean of the school or college involved shall provide the graduate with written notice of the following:

- (1) the university's specific findings with regard to the graduate's academic record and its intention to revoke the degree,
- (2) the graduate's opportunity to respond in order to present evidence that the record is incorrect,
- (3) the graduate's right to be represented or assisted in responding to the university's findings, by other parties, including an attorney at the graduate's expense, and
- (4) a 60-day limit to respond to the notice.

Review. In all cases where the graduate elects to respond to the university's findings either in person or in writing, the following review procedures shall be used:

- (1) A person designated by the dean of the school or college in which the graduate was enrolled shall review the graduate's evidence and the university's evidence.

STUDENT POLICIES OF PARTICULAR INTEREST

- (2) The dean's designee, based on his/her review of the evidence of record, shall submit to the dean his/her written recommendation concerning revocation of the graduate's degree.
- (3) The dean, based on his/her review of the designee's recommendation, shall submit to the appropriate vice president his/her written recommendation concerning revocation of the graduate's degree.
- (4) The vice president, based on his/her review of the prior recommendations, shall forward the record and his/her recommendation to the general counsel for review.
- (5) The general counsel, based on his/her review of the record and prior recommendations, shall submit his/her recommendation, the record, and all prior recommendations to the president for final action, subject to approval by the Board of Trustees.
- (6) The Office of the Registrar shall provide the affected graduate with written notice, in the manner described in the "Scope" paragraph above, of the university's final decision concerning revocation of the graduate's degree.

No Response Received. In cases where no response to the initial notice is received by the university after 60 days, the existing record shall be reviewed as noted above. Thereafter, the Office of the Registrar shall provide the graduate with written notice, in the manner described in the "Scope" paragraph above, of the university's final decision concerning revocation of the graduate's degree.

Petition to Reopen Decision. The university shall allow any affected graduate to petition the university to reopen the revocation decision, provided the graduate establishes that he/she received notice after the 60-day limit or, for good cause shown, was unable to contact the university or to respond within the period specified. Any graduate who meets the above-noted requirements shall be provided an opportunity to respond and a review, in the manner described in the "Scope" and "Notice" paragraphs above.

7.5

System of Judiciaries

See the *Student Handbook* for a description of the system of student judiciaries.

HOWARD UNIVERSITY SMOKING POLICY

HOWARD UNIVERSITY SMOKING POLICY

HOWARD UNIVERSITY SMOKING POLICY

I. General Statement

Smoking in the workplace has been and continues to be a controversial issue. The Surgeon General of the United States and other research scientists have concluded that smoking poses potential dangers to the health of both smokers and nonsmokers. As a result, a number of institutions, including colleges and universities, have enacted policies to regulate smoking in public places. This policy regarding smoking at Howard University, which will become effective August 3, 1991, has been developed to:

- (a) Comply with the District of Columbia Smoking Regulation Amendment Act of 1990;
- (b) Address the Surgeon General's concern about smoking;
- (c) Attempt to accommodate the needs of both nonsmokers and smokers;
- (d) Maintain a healthy, clean, and safe campus environment;
- (e) Assist faculty and administrators in dealing with concerns expressed by nonsmokers and smokers; and
- (f) Amplify the provisions of the Howard University Employee Handbook (Non-faculty), the Howard University Faculty Manual and the University's Regulations and Code of Conduct Applicable to Students.

This policy applies to all Howard University faculty, staff, students and visitors.

II. Policy

Howard University's policy regarding smoking is as follows:

- A. As of October 1, 1991, smoking is prohibited in all University buildings and facilities except in areas which are specifically designated as "Smoking Permitted." Smoking is permitted outside of buildings. The absence of a non smoking sign should not be interpreted to mean smoking is permitted.
- B. Deans, directors and department heads are responsible for administering this policy and must make every reasonable effort to satisfy the preference of nonsmokers and smokers in shared work or living spaces. Accommodation may include designation of smoking and nonsmoking areas. If satisfactory accommodation cannot be reached, the preferences of nonsmokers prevail and smoking will be prohibited in the affected area.
- C. Smoking is prohibited in shared work or living areas and in common use areas. Smoking is never permitted in areas susceptible to smoke and fire (computer areas, records and storage facilities, electrical and utility closets, etc.). Smoking may be permitted in an individually enclosed office or living area only upon the express written authorization of the Department of Physical Facilities Management following inspection and certification of compliance with District of Columbia laws and rules governing indoor ventilation. Appropriate signs may be obtained from the Department of Physical Facilities Management.

HOWARD UNIVERSITY SMOKING POLICY

- D. The University's smoking policy will be enforced in accordance with the rules governing other University health and safety regulations.
- E. The University will not tolerate reprisals against nonsmokers or smokers who express concern about smoking or restrictions on smoking in work or living areas. It is expected, however, that breaks for the purpose of smoking will not adversely impact normal work or academic activity.

III. Educational Material

The Office of Human Resource Management and the Student Health Center will arrange for distribution of educational materials to alert employees and students to the provisions of this policy and to the dangers of smoking and, if feasible, will arrange for smoking cessation programs and/or other support mechanisms for employees and students who wish to stop smoking.

IV. Definitions

- A. An individually enclosed office or living area is a space with walls, extending from floor to ceiling with a doorway, which has been assigned to an individual employee or student.
- B. Shared work or living areas are contiguous areas not separated by a floor-to-ceiling partition which serve two or more employees or students. These include all cubicle areas and "open landscaped" type offices as well as shared dormitory rooms.
- C. Common use areas are any enclosed, indoor areas generally used by and available to all employees, students and visitors. Such areas include, but are not limited to, shared work areas, lounges, hallways, restrooms, etc.
- D. Smoking includes:
 - (a) Carrying or holding a lighted cigarette, pipe, or cigar of any kind or any other lighted material or device.
 - (b) Lighting a cigarette, pipe, or cigar of any kind or any other smoking material or device.
 - (c) Emitting or exhaling the smoke of a cigarette, pipe, or cigar of any kind.

V. Signs and Intent of Policy

It is the intent of this policy statement that smoking is prohibited in all University buildings and facilities except those areas where smoking is specifically permitted. Appropriate signs conveying the University's smoking policy will be posted in all University buildings and facilities.