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SECTION I: OFFICE OF THE PRESIDENT
REVISED DECEMBER 2011
Office of the President

The President

The president, as chief executive officer of the College, is appointed by and reports to the Board of Trustees. The president has primary responsibility for ensuring that Board policies and decisions are properly implemented in support and advancement of the College’s mission. In this capacity, the president provides vision and leadership; sets priorities and promotes academic excellence; enhances management practices, organizational structure and team building; establishes initiatives and strategies to improve faculty and staff morale and performance, fiscal planning, fund development, budget and endowment management; generates financial support from internal and external sources; and advances the College’s academic reputation and standing through faculty and student recruitment, retention and graduation.

The senior vice president for academic affairs and all vice presidents report to the president. The chief audit officer reports to the provost, the president and the chairman of the audit committee of the Board of Trustees.

The mission of the Office of the President is to provide professional and administrative support to the president in advancing his vision and the mission of the institution, as well as in achieving the College’s overall strategic goals and objectives. As Morehouse’s chief executive officer, the president, and therefore his office, has primary responsibility for administration, communications and fundraising.
Administration Policy: OP 100.1

Purpose

To manage access to the president and the day-to-day operations of the College, including its personnel and processes, to ensure:

1. Optimal efficiency and effectiveness in the teaching-learning enterprise;
2. Adherence to all College policies and procedures;
3. Compliance with applicable external regulations; and
4. Alignment with institutional values and service delivery standards.

Applicability

All College employees and external individuals and groups.

Source

The College Policy.

Policy

The ultimate responsibility for institutional adherence to all College policies and procedures rests with the Office of the President.

Procedure

For all meetings requiring the president’s attendance and for all correspondence and proposals requiring the president’s signature, contact the executive assistant to the president well in advance of the deadline to check for availability.

To obtain the president’s approval or signature on a proposal, send it to the chief of staff at least five (5) days prior to the deadline.

Revision History

Last revision completed on 1.1.2008.
Communications Policy: OP 100.2

Purpose

To develop and convey key messages that reflect the College’s mission, vision, and values to all constituent internal and external audiences and to protect and promote the Morehouse brand.

Applicability

All College constituents.

Source

Office of the President.

Policy

All internal and external communications needs should be presented initially to the Office of Communications (see IA 200) within the Office of Institutional Advancement, then to the chief of staff. Communications and branding guidelines are ultimately approved by the president through the chief of staff.

Procedure

For events requiring the president to deliver a speech, make an introduction/presentation, or perform similar activities, contact the director of communications. (See IA 200.)

Revision History

Last revision completed on 1.1.2008.
Fundraising Policy: OP 100.3

Purpose

To manage targeted relationships, broaden the base of knowledgeable and engaged supporters and solicit and secure gifts and pledges to increase both financial and non-financial support of the College’s strategic educational goals and objectives.

Applicability

Internal and external individuals and groups.

Source

Office of the President.

Policy

The president will identify individuals and groups of donors and prospective donors whose cultivation and stewardship needs will be managed within the president’s office by the special assistant to the president.

Procedure

Not applicable

Revision History

Last revision completed on 1.1.2008
Martin Luther King Jr. International Chapel
Use of the MLKIC Policy: CH 100.1

Purpose

To provide Morehouse College employees and students, as well as external individuals and groups, with the guidelines and procedures for use of the MLKIC.

Applicability

All College employees, students, external individuals, and groups.

Source

The College Policy.

Policy

Unless otherwise authorized, all users of the MLKIC must adhere to the policy governing use of the facility as outlined in the Facility Information section of the Support Services Department of Campus Operations.

Procedure

Unless otherwise authorized, all users of the MLKIC must adhere to the policy governing use of the facility as outlined in the Facility Information section of the Support Services Department of Campus Operations.

Revision History

Last revision completed on 1.1.2008.
Internal Auditing and Advisory Services
IAAS Charter, Responsibilities, and Procedures

Policy: AU 100.1

Purpose

To provide independent, objective assurance and consulting services designed to add value to and improve Morehouse College’s operations, risk management and internal controls.

Applicability

All College units, activities, personnel, records and property.

Source

The Audit Committee Charter and the IAAS Charter and Internal Audit Plan.

Policy

The Department of Internal Auditing and Advisory Services (IAAS) is the internal auditing function at Morehouse College. The chief audit officer (CAO) heads the Department of Internal Auditing and Advisory Services. It is the policy of the College to support the Department of Internal Auditing and Advisory Services (IAAS) as an independent appraisal function that reviews and evaluates internal controls and business processes as a service to management and the Board of Trustees. IAAS reports equally to the chair of the Audit Committee and to the president. In carrying out its duties and responsibilities, IAAS will have full, free and unrestricted access to all College functions, records, property, and personnel.

Procedure

Types of Audits:

IAAS is authorized to undertake a broad, comprehensive audit program as outlined in the annual audit plan approved by the Audit Committee of the Board of Trustees and the president. The following types of audits and reviews are conducted:

1. Financial
2. Investigative
3. Operational
4. Performance

Based upon an ongoing, college-wide risk assessment program as documented in the internal audit plan, several audits are conducted annually. The objective is to accomplish a continuous cycle of audits of the major College functions within a 48-month timeframe. IAAS also conducts audits, reviews and follow-ups necessitated by recommendations of the external auditors. The schedule remains flexible to allow for unscheduled audits and reviews if special or emergency situations arise.

Additionally, IAAS continuously monitors several key indices of college-wide activity and performance and provides appropriate responses, notifications and follow-up.

Advisory Services:
IAAS is committed to providing advisory services to the College to increase awareness of certain control and compliance issues and to provide an independent review and appraisal on a proactive basis to address specifically identified concerns. The following represents the types of advisory and training activities offered (depending on the availability of resources):
1. Assistance in developing management’s response to and implementation of recommendations in audit reports
2. Assistance in developing written polices and procedures
3. On-campus training
4. Publications

CAO/IAAS Responsibilities:
The CAO/IAAS shall:
1. Meet/communicate regularly with the chair of the Audit Committee and the president to keep them informed of ongoing audit activity and any major findings.
2. Submit an annual internal audit plan, based upon risk assessment, to the chair of the Audit Committee and the president for approval. The plan will, subsequently, be transmitted to the Board of Trustees for approval
3. Submit periodic reports of audit activity and other reports, as requested, to the chair of the Audit Committee and the president for their review
4. Ensure that IAAS auditors remain within the bounds of the authority, responsibilities and standards set forth in the IAAS charter and its policy and procedures manual
5. Schedule an immediate audit or investigation of reported incidents of alleged fraud, embezzlement, theft, waste, etc., and make certain that recommendations for controls to prevent or detect such occurrences in the future are provided
6. Ensure that a report of audit is issued in a timely manner following the completion of every audit and that the report is distributed appropriately
7. Conduct follow-up audits and reviews, as necessary
8. Provide assistance to external auditors, as needed
9. Provide advisory services to management, as resource availability allows.

Standard Audit Procedures:
The following procedures should generally be followed when conducting a typical audit or review:

1. IAAS will call or send an engagement letter to the unit to be audited. The letter will define the objectives of the audit or review and generally describe the process.
2. IAAS will arrange an entrance conference with the auditee’s management personnel. Discussion items will include the scope of the review and the logistics of conducting the engagement. The auditee may discuss any concerns or questions and determine how to provide the input needed to facilitate the process. The typical audit/review process includes preliminary research, data collection, analysis, review, report preparation and distribution, and follow-up.
3. IAAS will keep the auditee apprised of findings and preliminary recommendations throughout the course of the audit/review.
4. At the conclusion of the audit or review, the auditee will be given the opportunity to review a draft of the report. The purpose of the review is to correct any factual errors in the report.
5. IAAS will schedule an exit interview with the auditee to discuss the final draft of the report and receive comments.
6. IAAS will issue the final reports to the president, the chairman of the Audit Committee, the provost, and the vice president or dean with specific oversight of the auditee. The auditee may also receive a copy of the final report.
7. The auditee will be given a reasonable period of time to prepare a written response as to actions to be taken for each of the
recommendations contained in the report. IAAS is available for any assistance the auditee may need in preparing the response, including assistance with defining and developing the actions to implement the recommendations.

8. IAAS will file a copy of the auditee’s response with the original report and the response will be used in step 9 below.

9. IAAS will follow up on the status of the auditee’s implementation action plan.

Revision History

Last revision completed on 1.1.2008.
Morehouse Ethics Line Policy: AU 100.2

Purpose

To foster an environment where unethical behavior is less likely to occur. To provide a means for employees and students to anonymously report suspected unethical or improper behavior, 24 hours a day, seven days a week.

Applicability

All College units, activities, personnel, records and property

Source

The Audit Committee Charter. The Office of Internal Audit Charter and Internal Audit Plan. The Office of Ethics and Compliance Charter and Workplan.

Policy

General Policy:
It is the policy of Morehouse College to provide a means for employees and students to anonymously report suspected unethical or improper behavior to the Audit Committee of the Board of Trustees, the President, and senior management of the college. The college has established the Morehouse Ethics Line to implement this policy. Unethical or improper behavior can include violations of college policies and procedures, compliance violations, fraud, financial issues, personnel issues, or other similar activities. All incident reports from employees and students are investigated by college officials and appropriate actions are taken. The Audit Committee of the Board of Trustees and the President receive periodic summaries of all Ethics Line reports and actions taken.

Non-Retaliation Policy:
Retaliation against members of the College community who make good faith reports regarding potential College-related violations of laws, regulations or College policies and procedures, include the College’s Code of Conduct is prohibited. Employees will not be subject to any form of retaliation such as firing, demotion, harassment, or miss out on promotion, even if the
investigation findings do not support the nature of the complaint, appropriate disciplinary action will be taken against the individuals who violate this policy and engage in retaliatory conduct.

Policy Regarding Malicious and/or Fraudulent Reports:
Reports that are knowingly false, made with malicious intent, or with reckless disregard for or willful ignorance of facts that would disapprove the allegations made are not good faith reports, are prohibited by this policy, and may subject the violator to disciplinary action.

Procedure

Employees and students can report allegations of misconduct or suspected unethical or improper behavior in several ways. They may make anonymous reports by calling our Ethics Line, make online reports, or make reports in person to the Ethics and Compliance Officer.

Calls to the Ethics Line are managed by a third-party administrator. They provide a secure, confidential, and anonymous incident reporting and handling of all calls or reports to the Ethics Line service, 24 hours a day, 7 days a week. Individuals who call the Ethics Line’s toll free number (1-888-299-9540) will reach Ethics Line personnel who are specialists trained to ascertain the relevant information from the caller. All Ethics Line personnel pass extensive background checks and adhere to a strict confidentiality agreement. All Ethics Line Hotline information is kept in a secure and safe environment.

Individuals who chose to report the incident online should go to the Morehouse TigerNet sign-in page and click on the “Integrity in Action” button in the upper right corner. Prompts will be displayed to capture the needed information.

Employees are encouraged to first report suspected unethical or improper behavior directly to their Supervisors or Managers, the Office of Human Resources, or the Provost. In addition, they may make reports directly to the Ethics and Compliance Officer or the Chief Audit Officer. Employees who do not feel comfortable with this reporting arrangement have the option of calling the Ethics Line or reporting the incident on-line.

Students are encouraged to first report suspected unethical or improper behavior to the Office of Student Services. Students who do not feel
comfortable with this reporting arrangement have the option of calling the Ethics Line or reporting the incident on-line.

**Imminent Threats to Individuals or Property:**
If employees or students believe there is an imminent threat or harm to employees, students, customers, or operations, they should immediately call Campus Police at extension 2666. If an employee or student believes the threat is not immediate, they may call the Ethics Line or file an escalated on-line report. Escalated information is immediately forwarded Campus Police and to other designated college officials for appropriate action.

**Transmission of Incident Reports:**
Non-escalated calls are transmitted to Morehouse officials within one hour. ONline reports are transmitted immediately.

**Receipt of Incident Reports by Morehouse Officials:**
All calls and on-line reports are received by the Chief Audit Officer, the Ethics and Compliance Officer, the Associate Vice President for Human Resources, and the Director of Student Conduct. If necessary, the college’s General Counsel and the President’s Chief of Staff will be consulted. All calls and on-line reports are investigated and reported to appropriate officials of the college.

**Tracking Calls and On-line Reports:**
Ethics Line personnel do not record calls, store IP addresses and caller ID to ensure anonymity. They do not track visitors to the on-line website. Callers or persons may provide their name or they may remain anonymous when contacting the Ethics Line.

**Ethics Line Publicity:**
- Periodically each employee will receive an Ethics Line brochure and a wallet card containing reporting information.
- During New Hire Orientation, all new employees receive a brochure and wallet card along with other information about the Ethics Line.
- Information about the Ethics Line is included in each quarterly issue of the Compliance Newsletter.
- The Ethics Line is highlighted periodically at college wide staff and faculty meetings and at various departmental meetings throughout the year.
- Special Ethics Line bulletin boards or “Awareness Centers” are located in selected buildings and dormitories on campus.
Revision History

Last revision completed on 11/30/2009.
Office of the General Counsel
The Office of the General Counsel

The General Counsel of Morehouse College reports directly to the President and is responsible for directing the Office of General Counsel. In this capacity, the General Counsel is responsible for all legal matters for the College and for providing legal advice to the administration and faculty. The mission and goal of the Office of General Counsel is to provide legal services in order to facilitate the institution’s operation while minimizing legal exposure. The OGC provides a wide range of legal services, including but not limited to, the following:

i. Providing advice and opinion;
ii. Creating, reviewing, and negotiating contracts and memoranda of understanding and agreement;
iii. Responding to internal and external request for documents, including subpoena;
iv. Acting as the College’s official agent for service of process;
v. Managing outside counsel;
vi. Handling litigation and other matters;
vi. Defending charges filed with administrative agencies;
viii. Investigating employee matters in limited circumstances, and facilitating supervisory and faculty training.

The OGC is also responsible for the College’s compliance efforts, and the General Counsel also serves as the principal administrative liaison between the administration and the Board of Trustees.

The OGC is comprised of the Vice President for Administrative Services & General Counsel, an Associate General Counsel, a Contracts Paralegal, and an Administrative Assistant.
Office of the General Council Organizational Chart

General Counsel
  - Compliance Officer
  - Contracts Counsel
  - Senior Paralegal
  - Executive Assistant
  - Administrative Assistant
Candidate Appearance Policy: As 100.1

Purpose

Morehouse College is a 501(c)(3) organization. The purpose of this policy is to ensure the College’s compliance with federal tax law.

Applicability

This policy applies to faculty, staff, students, and third-parties that seek to hold an event on the campus of Morehouse College.

Source

The Internal Revenue Code and applicable advisories, including IRS Fact Sheet, FS-2006-17, February 2006.

Policy

Speaking as a Candidate:

When a candidate is invited to speak at an event held on campus or sponsored by any Morehouse organization, the College, including student, third party or other sponsored organizations, must take steps to ensure that:

- It provides an equal opportunity to political candidates seeking the same office;
- It does not indicate any support for or opposition to the candidate (this should be stated explicitly when the candidate is introduced and in communications concerning the candidate’s attendance); and
- No political fundraising occurs.

Equal Opportunity to Participate:

In determining whether candidates are given an equal opportunity to participate, the College should consider the nature of the event to which each candidate is invited, in addition to the manner of presentation. For example, a College organization that invites one candidate to speak at its well attended annual banquet, but invites the opposing candidate to speak at a sparsely attended general meeting,
will likely have violated the tax law’s political campaign prohibition, even if the manner of presentation for both speakers is otherwise neutral.

**Public Forums:**
When the College invites several candidates for the same office to speak at a forum, it should consider the following factors:

- Whether questions for the candidate are prepared and presented by an independent nonpartisan panel;
- Whether the topics discussed by the candidates cover a broad range of issues that the candidates would address if elected to the office sought and are of interest to the public;
- Whether each candidate is given an equal opportunity to present his or her view on the issues discussed;
- Whether the candidates are asked to agree or disagree with positions, agendas, platforms or statements of the College; and
- Whether a moderator comments on the questions or otherwise implies approval or disapproval of the candidates.

**Speaking or Participating as a Non-Candidate:**
Candidates may also appear or speak at College events in a non-candidate capacity. For instance, a political candidate may be a public figure who is invited to speak because he or she:

a) Currently holds, or formerly held, public office;

b) Is considered an expert in a non-political field; or

c) Is a celebrity or has led a distinguished military, legal, or public service career.

A candidate may choose to attend an event that is open to the public, such as a lecture, concert or worship service. The candidate’s presence at a College-sponsored event does not, by itself, cause the College to be engaged in political campaign intervention. However, if the candidate is publicly recognized by the College, or if the candidate is invited to speak, the College must ensure that:

- The individual is chosen to speak solely for reasons other than candidacy for public office;
- The individual speaks only in a non-candidate capacity;
- Neither the individual nor any representative of the College makes any mention of his or her candidacy or the election;
- No campaign activity occurs in connection with the candidate’s attendance; and
The College maintains a nonpartisan atmosphere on the premises or at the event where the candidate is present.

In addition, the College should clearly indicate the capacity in which the candidate is appearing and should not mention the individual’s political candidacy or the upcoming election in the communications announcing the candidate’s attendance at the event.

**Procedure**

Prior to inviting or accepting the invitation of a political candidate to speak, review this policy.

**Revision History**

Last revision completed on 1.1.2008.
Lawful Request for Information and/or Documents
Policy: AS 100.2

Purpose

From time to time, Morehouse College receives subpoenas, document requests, and other types of official requests for specified records. It is Morehouse’s policy to comply fully with all such lawful requests.

Applicability

This policy applies to Morehouse College faculty and staff.

Source


Definitions

Subpoena: A legal document that commands a person or entity to attend at a particular time and place to testify as a witness (at a deposition, trial, or hearing), and/or to produce documents or other tangible objects in a legal proceeding. It is equivalent to a direct order from a Court.

Subpoena Duces Tecum: (Latin for "bring with you under penalty of punishment") is a court summons to appear and produce tangible evidence for use at a hearing or trial. A subpoena duces tecum is a specific form of subpoena requiring that a person bring certain documents or other evidence to the court.

Policy

I. What Can Be Requested in a Subpoena?
   A. A subpoena may require the individual to do any or all of the following:
      i. Appear and testify in person at a trial, hearing, or other court proceeding,
ii. Hand over papers, records, books, or other physical items (including electronic records or information contained on other devices) for inspection and/or copying,

iii. Appear in person for a deposition before trial and/or produce documents at the deposition.

iv. The College also receives Requests for Production of Documents ("RFPs"). In Georgia, a party in a lawsuit may serve on a non-party a RFP under Rule 34 of the Georgia Civil Practice Act. Finally, the College may receive a summons from the Internal Revenue Service ("IRS") or other federal agency. An agency summons is equivalent to a subpoena and should be treated that way.

To determine whether a particular request is proper and to oversee compliance with appropriate requests, the Office of General Counsel must review all requests as soon as possible. If you receive any request for documents or records or any other legal pleading or filing, you should immediately forward it to the Office of General Counsel. These types of requests typically have firm deadlines associated with them. Missing these deadlines could potentially result in fines, penalties, and other costs being assessed against the College, and therefore, your prompt transmission of these requests to the Office of General Counsel is critically important.

Once the Office of General Counsel has reviewed a records request and determines which records, if any, Morehouse is required to locate and produce, the Office of General Counsel will contact the appropriate persons to produce copies of the requested records and/or to put a "hold" on the types of records that need to be produced. In the event of the latter, applicable retention procedures that might otherwise apply to these documents will be suspended.

In some cases, requests may be so broad that all or virtually all areas may be required to undertake a search for responsive records. In those cases, the Office of General Counsel may circulate a College-wide "litigation hold" memoranda to alert employees to the need to collect and maintain certain documents. It is important that employees familiarize themselves and fully implement the Office of General Counsel's directives. If you ever have a doubt about whether a record in your custody is responsive to one of these requests, you should discuss it with the Office of General Counsel as soon as possible. Once the legal requirement expires, the Office of General Counsel will notify the areas maintaining such documents that the request has been "cleared." Once the need to maintain documents for legal or audit purposes
has passed, the retention practices and procedures outlined in the Policy will once again apply to these materials.

II. **Contact by Outside Attorneys:**
   A. On occasion, employees may be contacted by an outside lawyer, who represents a former employee or is seeking some type of information about the College. Employees should direct contacts from outside lawyers to the OGC.

**Procedure**

I. If a legal official, such as the sheriff, seeks to serve you with a subpoena that is directed to the College, *please direct the official to the OGC in Room 109, Gloster. (The General Counsel is the official agent for service of process.)*

II. If you receive a document request in the mail, please forward a copy of it to the OGC.

III. Once the OGC receives the subpoena and document request, typically, the Associate General Counsel will contact the area which is the custodian of the documents sought.

**Revision History**

Last revision completed on 1.1.2008.
Contract Review Policy: 100.3

Purpose

The purpose of this policy is to ensure the appropriate review of contracts for legal issues prior to the College’s execution of the agreement.

Applicability

This policy applies to all Morehouse College faculty and staff.

Source

The College Policy.

Policy

It is the policy of the College that the Office of General Counsel review all contracts prior to signature. The OCG will review contracts as to form and legality. The unit submitting the proposed contract is responsible for reading the contract and ensuring that the business terms and conditions of the contract are clear, accurate, complete, and will satisfy the unit’s business needs.

Time for Review:

Proposed contracts should be forwarded to the OGC in sufficient time to allow for a proper review based upon the length and complexity of the agreement. At a minimum, contracts should be submitted for review at least fourteen (14) days in advance of their anticipated execution. Therefore, please consider the turnaround time and plan accordingly.

General Contractual Terms:

General contract terms that may appear in contracts are identified below. This list includes contract terms with suggested contract language and contract language to avoid and should be used as a general guide during contract negotiations. Not all of these terms appear in every contract you encounter. This information should not be used as a substitute for contract review by the OGC.
1. ARBITRATION. Whenever possible you should avoid entering into contracts that require arbitration as a method of alternative dispute resolution. Make sure that the contract does not contain such a provision.
   a. **LANGUAGE TO AVOID:** Any award made in arbitration shall be binding and conclusive on the parties and judgment may be, but need not be, entered into any court having jurisdiction.

2. ASSIGNMENT. Morehouse wants to make sure that the other party cannot assign its interest in the contract to a third party without the College’s consent because that could upset the expectations the College had of the specific vendor when it entered into the contract.
   a. **SUGGESTED LANGUAGE:** This Agreement may not be assigned without the written consent of the non-assigning party.

3. AUTOMATIC RENEWAL. The College generally does not enter into contracts that automatically renew year after year. The contract should contain a specific term.
   a. **LANGUAGE TO AVOID:** At the end of the initial term, this Agreement shall automatically renew for successive one-year periods unless terminated by either party.

4. BANKRUPTCY. In order to protect its interests, the College seeks to ensure that it has the right to terminate a contract with a vendor that files for bankruptcy.
   a. **SUGGESTED LANGUAGE:** In the event of the bankruptcy or insolvency of either party or if either party shall make any assignment for the benefit of creditors, take advantage of any act or law for relief of its debtors, has a receiver, custodian or trustee appointed for all or a material portion of its assets and/or has its stock de-listed from the securities exchange on which it is currently listed, the other party to this Agreement shall have the right to terminate this Agreement without further obligation or liability on its part. Should Morehouse College terminate the Agreement in accordance with this section, all amounts paid to Vendor by Morehouse College for services which have not yet been rendered will immediately become due and payable to Morehouse College, or if some or all of such amounts are not available for immediate repayment, such amounts will be deemed to be amounts owed to Morehouse College by Vendor and
Morehouse College shall be identified as a creditor of Vendor in such amounts.

5. CHOICE OF LAW AND JURISDICTION. Failure to include a choice of law, jurisdiction, and venue clause could subject the College to being forced to resolve a dispute in a jurisdiction outside the State of Georgia.
   a. SUGGESTED LANGUAGE: This Agreement shall be governed in all respects by the laws of the State of Georgia. The parties to this agreement agree to use the State of Georgia for Jurisdiction and the County of Fulton as Venue for any disputes between the parties.

6. ENTIRE AGREEMENT. Including a term like this will prevent a vendor from later claiming that the College made verbal promises or concessions that are not indicated in the written contract.
   a. SUGGESTED LANGUAGE: This agreement embodies the entire understanding between and among the signatories hereto, and may not be amended or changed in any way except by written instrument signed by the parties hereto.

7. EXCLUSIVES. As a general rule, the College does not enter into exclusive contracts with its vendors. Any such contract will require executive approval.
   a. LANGUAGE TO AVOID: Morehouse College agrees to grant to vendor the following rights, all of which shall be exclusive.

8. INDEMNIFICATION. Typically, Morehouse wants a guarantee from its vendors that they will defend and/or reimburse the College for any losses it incurs solely due to the vendor’s negligence.
   a. SUGGESTED LANGUAGE: Vendor will defend, indemnify, and hold Morehouse College, its affiliates, trustees, directors, officers, faculty, employees, and agents, past or present, harmless from and against all claims, causes of action, fees, liabilities, damages, expenses (including reasonable attorney’s fees) and costs relating to or arising from or based upon the negligent or willful acts, omissions, or breach of warranty by Vendor, its employees or its agents.
   b. LANGUAGE TO AVOID: Morehouse College agrees to indemnify and hold harmless Vendor from all claims, causes of action, fees, liabilities, damages, expenses, and costs relating to, arising from,
or based upon the negligent or willful acts of Vendor, its employees, or agents.

9. MODIFICATIONS. This term will prevent either party from claiming the contract has been modified through course of dealings or any other manner without the College’s knowledge or consent.
   a. SUGGESTED LANGUAGE: This Agreement may not be modified, amended, supplemented, or otherwise changed, except by writing executed by both parties.

Record Retention:
Original contracts will be kept on file in the OGC. Units should retain copies of their contracts.

Procedure

If your unit would like to enter into a contract, send the proposed contract to the Contracts Paralegal in the OGC. Taking a few steps on the front end will expedite the review of your proposed contract.

Step One:
1. Read the Contract. Prior to submission of the contract to the OGC, read the contract. It should accomplish what you desire. If not, some preliminary discussion and negotiation between the parties is in order.

2. Department Approval. Individuals should not submit a contract for review until the contract has been approved by their department. The first step toward approval of a contract is written approval (by cover memo) from the head of the department from which the agreement originates. Note that if the resources of more than one department are implicated by the arrangement in any way, written approval from all the departments involved must also be provided. The OGC does not take responsibility for contacting College management and other units about your proposed contract.

3. Consult the Risk Management Experts. If the contract involves special risk management issues or the College is required to provide proof of insurance, Business & Finance will need to give its approval.
4. **Remember to Watch for Particular Contract Provisions.** Remember that provisions which require the College to agree to arbitration are not acceptable and should be removed prior to submission to the OGC. Also, many form contracts contain choice of law provisions. If your proposed contract contains such a provision, generally, the choice of law should be Georgia.

5. **Attachments and Exhibits.** If the contract references any attachments or exhibits, those outside documents should be attached to the proposed contract when submitted to the OGC.

6. **Student Organizations.** If your contract involves a student organization, the proposed contract must be submitted with a letter from the sponsoring dean, department chair or advisor stating that:
   a. You read the contract,
   b. You support and are responsible for the student organization and the venture that is the subject of the proposed contract, and
   c. Your department has the funding to pay for the goods or services.

   Also, the Student Handbook states that, “All events requiring contracts must be scheduled at least (60 days) 2 months in advance to allow time for the lawyers to peruse” (p. 71).

7. **Requisitions.** Completely filled out requisitions (when payment is to be made to the other contracting party) or purchase orders (when payments will be recurring) should accompany the proposed contract.

**Step Two:**

The contract, the departmental approval(s) and any comments must then be submitted to the Contracts Paralegal in the OGC for OGC review.

**Step Three:**

Once reviewed by the OGC, the contract will be forwarded to the Vice President for Business & Finance for final approval and signature.

**Revision History**

Last revision completed on 1/1/2008.
Ethics and Compliance
Standards of Conduct Guide: GC 200.1

Purpose

The purpose of the Standards of Conduct Guide ("Guide") is to emphasize the necessity for and the responsibility of all employees* of Morehouse College ("the College") to be aware of and perform their duties and responsibilities in compliance with all applicable provisions of federal and state laws, regulations, and the policies and rules and regulations of the College. This Guide is an outline of various laws, policies, rules and regulations that govern the conduct of College employees.

Although the Guide addresses a number of specific laws, policies, rules, and regulations, it is not intended to be a comprehensive list of legal and ethical standards, but provides employees with information about and source references for the laws, policies, rules, and regulations that govern their conduct. It also represents an educational tool and information directory to be used by the College’s Compliance Program for training employees regarding the conduct required of them. Specific ethical or compliance questions of employees should be directed to the College’s Compliance Officer. Please also refer to the College’s Policies and Procedures Manual (PPM) for additional information.

Compliance Risk Management Program

The College’s Compliance Program ("Program") is intended to demonstrate in the clearest possible terms the absolute commitment of the College to the highest standards of ethics and compliance with all applicable laws, policies, rules and regulations. A College-wide Compliance Committee representing all major compliance areas provides program direction. The Compliance Officer is responsible for the execution of the Program.

Compliance issues should be addressed through normal administrative channels. However, a reporting procedure has been established as a way for employees to report instances of suspected non-compliance outside the normal chain of command in a manner that preserves confidentiality to the extent allowed by law. Information about the reporting procedure may be addressed to the Compliance Officer at 404-681-7589, or via the confidential hotline at 1-888-299-9540.
Standards of Conduct

1. Ethical Standards:
   Ethical behavior is expected of every employee of the College. Management personnel at every level are expected to set an ethical “tone at the top” and to be role models for ethical behavior in their departments. They should create a departmental culture that promotes the highest standards of ethics and encourages everyone in the department to voice concerns when unethical behavior or incidents of non-compliance with applicable laws, policies, rules or regulations arise. Each employee has a personal obligation to report any activity that appears to violate such laws, policies, rules and regulations.

2. Contacts with the Media, government and outside investigators:
   The College intends to cooperate in government investigations of the College or employees with due consideration given to the legal rights of the College and its employees. If a subpoena, other legal document, or inquiry from an external governmental agency related to college business is received by an employee, whether at home or in the workplace, such employee is obligated to notify their supervisor immediately. If contacted at home by an external governmental agent, without a search warrant or a subpoena, concerning business of the College, the employee should request that the agent make such contact at work the next business day, and immediately contact his or her supervisor.

   The Office of Communications acts as the spokesperson for the College. If an employee is contacted by a member of the media, the media representative should be referred to the Office of Communication. An exception is made for faculty members who are contacted about items relating to their area of expertise.

3. Records and Information:
   i. Confidential Information: All documents generated in the regular course of business by the College are confidential and propriety and are not generally available to the public.
   ii. Accuracy of Records: Employees are required to maintain the integrity and accuracy of business documents and records for which they are responsible. No one may alter or falsify information on any record or document.
iii. Retention and Disposal of Records: The College recognizes the
need for orderly management and retrieval of all official records
and a documented records retention and destruction schedule that
is consistent with state and federal laws and regulations. Questions about specific record retention requirements should be
directed to the Compliance Officer.

4. Workplace Conduct and Employment Requirements:
   i. Fraud: The minimization of fraud, waste, and abuse is the
      responsibility of all College employees. The College has
      established a policy regarding internal investigations of suspected
defalcation (embezzlement), misappropriation, and other fiscal
      irregularities.
   
   ii. Equal Employment Opportunities: Under the terms of applicable
       laws and regulations, the College does not discriminate against
       employees or applicants for employment on the basis of race,
       color, national origin, religion, sex, age, veteran status, or
       disability.
   
   iii. Sexual Harassment and Sexual Misconduct: The College is
       committed to the principal that the working environment should
       be free from inappropriate conduct of a sexual nature. Sexual
       misconduct and sexual harassment are unprofessional behaviors
       and employees who engage in such conduct will be subject to
       disciplinary action, including termination.
   
       entitles non-exempt employees of College who are required or
       permitted to work in excess of forty hours in a workweek to
       additional compensation for such excess hours by receiving
       payment for overtime at the rate of time and one-half times their
       regular pay. Part-time employees must be paid for hours worked
       over the appointed hours.

v. Family and Medical Leave Act: An employee may request and
    receive a leave of absence without pay for up to twelve weeks per
    year for certain family and medical reasons as specified by the
    Federal Family and Medical Leave Act of 1993 (“FMLA”) and
accompanying regulations governing the FMLA. This is a leave program that has specific eligibility requirements and restrictions.

vi. Exempt and Non-Exempt Time Keeping: The Fair Labor Standards Act requires accurate time and leave records for all non-exempt employees of the College to be maintained by the Office of Human Resources. That office also maintains leave records for exempt employees. Guidelines and procedures to determine positions that qualify for exemption under the FLSA are set forth in the Office of Human Resources.

vii. Outside Employment: The first responsibility of the faculty and staff is to the College, and outside professional commitments must not interfere with a faculty or staff member’s responsibility the College. No member of the faculty or staff shall accept outside employment, temporary or regular, that actually or potentially results in any conflict of interest with or intrudes upon or detracts from the individual’s responsibilities to the College, or to its programs, policies, and objectives. Consulting and other professional commitments that present this result or the potential for such a result also must be avoided. No full-time employee shall be employed in any outside work or activity or receive from an outside source a regular retainer fee or salary until a description of the nature and extent of the employment has been filed with and approved by your supervisor and the appropriate Vice President.

5. Health and Safety:
   i. Workplace Health and Safety and Protection of the Environment: All employees should perform their duties in compliance with all applicable institutional policies, federal, state and local laws and regulations, and standards relating to the environment and protection of worker health and safety. You should become familiar with and understand how these laws, standards, and policies apply to your specific job responsibilities and seek advice from your supervisor or the Safety Officer, as needed. Each employee is responsible for advising the employee’s supervisor or the Safety Officer of any serious workplace injury or any situation presenting a danger of injury so that timely corrective action may be taken. The Safety Officer may be reached at 404- 653-7812.
ii. Drug, Alcohol, And Weapon-Free Workplace: The unlawful manufacture, distribution, possession, or use of a controlled substance in or on any premises or property owned or controlled by the College (“College property”) is prohibited. Any employee found guilty (including a plea of no contest) or who has a sentence, fine or other criminal penalty imposed by a court for an offense involving a controlled substance that occurred in or on College property shall report such action to the employee’s supervisor or to the Office of Human Resources within five (5) days.

Unauthorized use or possession of alcohol while on duty is prohibited, as is the use of alcohol, an illegal drug, or a controlled substance, while not on duty, in a way which may adversely affect job performance or the safety of other employees, students, or visitors. An employee who unlawfully manufactures, sells, distributes, possesses or uses a controlled substance on College property, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action, including termination, or will be required to participate satisfactorily in an approved drug assistance or rehabilitation program or both.

Weapons of any kind (including toy weapons) are not allowed on College property with the exception of licensed peace officers. Individuals who hold a license to carry a concealed weapon may have a weapon in their vehicle parked on College property as permitted under State law.

6. Use of College Resources:
   i. Contracts and Agreements: No employee is authorized to sign a contract or agreement that purports to bind the institution unless that employee has official written delegated authority to do so by the Board of Trustees or the President. Do not sign a contract or agreement on behalf of Morehouse College. The President, the Vice President for Business Affairs, and the Provost, in their absence, are the only individuals authorized to execute (sign) contracts on behalf of the College.

   ii. Use of College property: An employee may use College property and assets, including human resources time, only for college
purposes. As a general rule, the personal use of any College property or asset is prohibited. Incidental personal use of the College’s e-mail system, a telephone to make a local telephone call, or the Internet, provided that the use complies with applicable College policies and does not result in additional cost to the College, is permissible. Direct any questions you might have about the use of College property to your Supervisor.

iii. Computer software: Employees who use software licensed to the College must abide by applicable software license agreements and may copy licensed software only as permitted by the license. Direct any questions you have about applicable software license agreements to your supervisor or the Office of Information Technology.

7. Information:
   i. Security and acceptable use: The College’s information resources may be used only for official institutional purposes. Every employee has a responsibility for maintaining the security and confidentiality of the College’s information resources and must comply with information security policies and procedures. An employee may access or disclose confidential and sensitive information only as permitted by contract, state or federal law or regulation, the scope of the employee’s employment, or approved College policy.

   ii. Computer access, passwords and other confidential information: No employee may knowingly access a computer network or system without the effective consent of the owner, and may not intentionally or knowingly disclose a password, identification code or number, debit card or bank account number, or other confidential information about a computer security system without the consent of the person employing the security system.

8. Purchasing:
   i. No employee may expend College funds for any purchase unless the person is authorized to make the purchase. The purchase must be made in accordance with all institutional purchasing procedures.
9. Copyright and Intellectual Property:
   i. Photocopying of Copyrighted Material: Most works should be presumed to be copyright protected, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be in the public domain. Permission must be obtained from the copyright owner to copy copyrighted materials where (a) copying is not fair use.

   ii. Intellectual Property: The College owns the intellectual property created by its students and employees if the intellectual property is created by an employee within the scope of employment; created by an employee on time with the College pursuant to a signed contract; fits within one of the nine categories of works considered works for hire under copyright law; or results from research supported by federal funds or third party sponsorship. An employee must disclose the intellectual property created by the employee to the College well before the employee submits any information about the intellectual property for publication, or makes any public disclosure or even a private disclosure to a commercial entity.

10. Political Activities and Contributions:
   i. Political Activities: An employee may participate in political activities only if such activities are not conducted during work hours; do not interfere with the discharge and performance of the employee’s duties and responsibilities; do not involve the use of equipment, supplies, or services of the College; do not involve the attempt to coerce students, faculty, or staff to participate in or support the political activity and do not involve College in partisan politics.

   ii. Political Contributions: Political contributions from any source College funds are prohibited.

11. Gifts and Gratuities:
   i. Gifts Made to Influence Decisions: An employee must not accept or solicit any gift, favor, or service that might reasonably tend to influence the discharge of the employee’s official duties or that the employee knows or should know is being offered with the intent to influence the employee’s official conduct.
ii. **Honorarium:** An employee must not solicit, accept, or agree to accept an honorarium paid to the individual in consideration for services that the employee is requested to provide due to the employee’s official position or duties.

**Who do I contact?**

College Compliance Officer  
General Information and Confidential reports  
e-mail: dcoleman@morehouse.edu  
Hotline: 1-888-299-9540

**Additional Information:**

Policies and Procedures Manual Office of Human Resources Web Page:  
Specific References:  
Family and Medical Leave Act  
Sexual Harassment and Sexual Misconduct Intellectual Property Policy

**Revision History**

Last revision completed on 12.1.2009
Non-Retaliation Policy: GC 200.2

Purpose

The purpose of this policy is to ensure that all employees and students comply with all applicable College policies, federal, state and local laws and regulations prohibiting retaliation, and promotes the fair treatment of members of the college community who make good-faith reports of potential College-related violations of laws, regulations or College policies.

Applicability

This policy is applicable to Faculty, Staff and Students.

Policy

The College is committed to conducting its affairs honestly, ethically and in compliance with all applicable laws, regulations, statutes, policies and procedures. Members of the College community are encouraged to report good faith concerns about College-related violations of laws, regulations, statutes, or College policies and procedures. Attempts to resolve any such concerns normally should be made by initially contacting your appropriate Supervisor, Manager, Dean or the Provost. If you are, for any reason, uncomfortable with doing so, reports may be made directly to the Associate Vice President of Human Resources, the Office of Ethics and Compliance or the Chief Audit Officer. You may also report your concern anonymously through the College’s toll free, 24 hour EthicsLine at 888-299-9540. Although the College encourages employees to report concerns to their immediate Supervisor or Manager, there are times when an employee may feel it is necessary to report a concern of wrongdoing outside of the traditional reporting mechanism.

The College has adopted a Whistleblower policy that applies even if your concern is reported to your Supervisor or Manager. The Whistleblower Policy allows allegations to be made outside of the immediate area that the suspected employee is associated with and allows for a degree of confidentiality for the reporting person, if necessary. Reports also may be made to relevant external entities or governmental agencies responsible for the enforcement of laws containing non-retaliation provisions.
Retaliation against a member of the College community for making a good faith report of potential College-related legal or policy violations are prohibited and will not be tolerated. The College will review complaints of retaliation and any attempted or actual retaliatory action covered under this policy may subject the violator to disciplinary action up to and including termination of employment.

It is our policy to comply with all applicable laws that protect employees against unlawful discrimination or retaliation as a result of their lawfully reporting information regarding or their participation in investigations involving institutional fraud or other violations of federal law by the institution or any of its employees.

Reports that are knowingly false, made with malicious intent, or with reckless disregard for, or willful ignorance of facts that would disapprove the allegation made are not good faith reports, are prohibited by this policy, and may subject the violator to disciplinary action up to and including termination of employment.

Retaliation includes, but is not limited to any adverse job action taken because of a retaliatory motive. For example, an employee shall not be subject to disciplinary or retaliatory action by the College or any of its employees or agents as a result of the employee:

1. Disclosing information to the College or to a government or law enforcement agency where the employee has reasonable cause to believe that the information discloses a violation or possible violation of College policy, federal or state law or regulation;
2. Providing information, causing information to be provided, filing, causing to be filed; testifying, participating in a proceeding filed or about to be filed, or otherwise assisting in an investigation or proceeding regarding any conduct that the employee reasonably believes involves a violation of:
   a. federal criminal law relating to grants related fraud, mail fraud, bank fraud, or wire fraud, or;
   b. any provision of federal law relating to fraud against the institution;
3. Providing information or assistance to an investigation being conducted by a federal regulatory agency, a member of Congress, or a person at the institution with supervisory or similar authority over the employee; or
4. Reporting suspected violations of the College’s Standards of Conduct and Ethics Statement or other violation of institutional policy.

The College does not intend this policy to protect employees who violate the confidentiality of any applicable lawyer-client privilege to which the College may be entitled under statute or common law principles; or to protect employees who violate their confidentiality obligations with regard to information about the College.

The Associate Vice President of Human Resources is responsible for administering this policy. In conjunction with the Office of Ethics and Compliance and the Chief Audit Officer, the Associate Vice President of Human Resources is responsible for receiving, collecting, reviewing, processing and resolving concerns and reports by employees and others on the matters described above and other similar matters.

If it is determined that an employee has experienced any improper employment action in violation of this policy, appropriate corrective action will be taken.

Revision History

Last revision completed on 11.12.2011.
Red Flags/Identity Theft Prevention Policy: 200.3

Purpose

Employees and students depend on Morehouse College (“Morehouse”) to properly protect their personal non-public information, which is gathered and stored in internal records. Regulatory agencies are charged with the responsibility to ensure that information security controls and procedures of educational institutions are in compliance with the intent of regulations designed to protect the identity of employees and students. Therefore, it is important for employees to understand the basic security requirements and provide ongoing assistance in the prevention, detection, and mitigation of identity theft to Morehouse’s students, parents of students, employees and applicants.

Applicability

This policy applies to all Faculty and Staff members.

Source

The College policy.

Definitions

Identity Theft: A fraud committed or attempted using the identifying information of another person without authority.
Red Flag: A pattern, practice, or specific activity that indicates the possible existence of identity theft.

Covered Account: All student loans and/or other accounts that are administered by Morehouse under which multiple payments are made on behalf of a student or parent of a student. Applicant and employee background and credit checks are also considered to be covered accounts.

Identifying Information: Any name or number that may be used alone, or in conjunction with other information, to identify a specific person, including name, address, telephone number, social security number, date of birth, government-issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification
number, student identification number, computer internet Protocol address, computer access code or secured password.

Program Coordinator: The individual designated with primary responsibility for oversight of the identity theft prevention program.

Data Breach of Security: The unauthorized acquisition of data that compromises the security, confidentiality or integrity of personal information of students, parents or guardians of students, or employees at Morehouse.

Compromise of Systems: An apparent exploit of a vulnerability in system software, hardware or a procedural weakness that may provide unauthorized access to the system environment.

Personal Information: Includes, but is not limited to individual names, social security numbers, credit or debit card numbers, personal/student identification numbers, driver’s license numbers, passport numbers, dates of birth, health records when the disclosure of the information in question would reasonably be considered to be harmful or an invasion of privacy.

Policy

I. REQUIREMENTS OF THE RED FLAGS IDENTITY THEFT RULE:
   A. Under the Red Flags Rule, Morehouse is required to develop and implement an Identity Theft Prevention Program tailored to its size, complexity, and nature of its operation. The Program must contain reasonable policies and procedures to:
      1. Identify relevant red flags for new and existing covered accounts and incorporate those Red Flags into the Program.
      2. Detect Red Flags that have been incorporated into the Program.
      3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft.
      4. Ensure the Program is updated periodically to reflect changes in risk to individuals or to the safety and soundness of protecting the individuals from identity theft.

II. IDENTIFICATION OF RELEVANT RED FLAGS:
   A. In order to identify relevant Red Flags, Morehouse considers the types of accounts that it offers and maintains, methods it provides to
open accounts, methods it provides to access its accounts, and its previous experiences with Identity Theft. Morehouse identifies the following relevant Red Flags in each of the listed categories:

1. Notifications and Warnings from Credit Reporting Agencies
   2. Notice or report from a credit agency of a credit freeze on an applicant or employee.
   3. Notice or report from a credit agency of an active duty alert for an applicant.
   4. Receipt of a notice of address discrepancy in response to a credit report request.
   5. Indication from a credit report of activity that is inconsistent with an applicant’s usual pattern or activity.

2. Suspicious Documents
   1. Identification document or card that appears to be forged, altered, or gives the appearance of having been destroyed and reassembled.
   2. Identification document or card on which a person’s photograph or physical description is not consistent with the person presenting the document.
   3. Identification document or other identifying document is inconsistent with existing identifying information.
   4. Applications that appear to have been forged or altered.
   5. Identifying information is inconsistent with previous information provided
   6. Identifying Photo or physical description on identification document or card is inconsistent with the appearance of the individual presenting the identification.
   7. Other documents with information are inconsistent with existing identifying information.

3. Suspicious Personal Identifying Information:
   1. Identifying information presented that is inconsistent with other information provided (example: inconsistent birth dates).
   2. Identifying information presented is inconsistent with other sources of information (an address that does not match an existing address).
3. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent.
4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address).
5. Social security number presented that is the same as one given by another person.
6. Social security number presented is identified as being used by more than one individual.
7. An address or phone number presented that is the same as that of another student, applicant or employee.
8. An individual fails to provide complete personal identifying information on an application when reminded to do so.
9. A person’s identifying information is not consistent with the information that is on file for that person.

4. Suspicious Covered Account Activity or Unusual Use of Account
1. Change of address for an account followed by a request to change the person’s name.
2. Payments stop on an otherwise consistently up-to-date account.
3. Account used in a way that is not consistent with prior use.
4. Mail sent to the individual is repeatedly returned as undeliverable.
5. Notice to Morehouse that a person is not receiving mail sent to them by the college.
6. Notice to Morehouse that an account has unauthorized activity.
7. Breach in Morehouse’s computer system security.
8. Unauthorized access to or use of student account and/or employee information.
9. Notice to Morehouse from an individual, identity theft victim, law enforcement official, or other person that they have opened or are maintaining a fraudulent account for a person engaged in identity theft.
10. Morehouse’s computer system is compromised.
III. DETECTING RED FLAGS:

A. Enrollment:
   1. To detect any of the Red Flags identified above associated with the enrollment of an individual, Morehouse personnel will take the following steps to contain and verify the identity of the person opening the account:
      1. Require certain identifying information such as name, date of birth, academic records, home address, or other identification.
      2. Verify the person’s identity at time of issuance of identification card (review of driver’s license or other government issued photo identification).

B. Existing Accounts
   1. To detect any of the Red Flags identified above for an existing covered account, Morehouse personnel will take the following steps to monitor transactions on an account:
      1. Verify the identification of the individual if they request information (in person, via telephone, via facsimile, via email).
      2. Verify the validity of requests to change billing addresses by mail or email and provide the individual a reasonable means of promptly responding incorrect billing address changes.
      3. Verify changes in banking information given for billing, payment and direct deposit purposes.

C. Credit Report Requests
   1. To detect any of the Red Flags identified above for an employment position for which a credit or background check report is sought, Human Resources will take the following steps to identify address discrepancies:
      1. Require written verification from an applicant or employee that the address provided by them is accurate at the time the request for the credit report or background check is made to the reporting agency.
      2. In the event that notice of an address discrepancy is received, verify that the credit report pertains to the applicant or employee for whom the requested report was made, and report to the credit agency an address for
the applicant or employee that Morehouse has reasonably confirmed is correct.

IV. PREVENTING AND MITIGATING IDENTITY THEF:
   A. In the event that Morehouse personnel detect any identified Red Flags, personnel will take one or more of the following steps, depending on the degree of risk posed by the Red Flag:
      1. Prevent and Mitigate
         1. Continue to monitor a covered account for evidence of identity theft.
         2. Obtain additional verification from the student, parent of student, applicant or employee.
         3. Determine from the student or parent of a student the reasons payments have stopped on an account or that mail has been returned.
         4. Obtain additional verification from a student or parent of a student of a reported address change.
         5. Obtain information from the student or applicant why the social security number provided has multiple users, is associated with different names, or associated with known fraud activity.
         6. Contact the individual for which a credit report was run.
         7. Change any passwords or other security devices that permit access to covered accounts.
         8. Do not open a new covered account.
         9. Provide a new identification or account number.
        10. Notify the Program Administrator for determination of the appropriate step(s) to take.
        11. Notify law enforcement.
        12. File or assist in filing a Suspicious Activities Report.
        13. Determine that no response is warranted under the particular circumstances.
        14. Complete due diligence documentation which details the steps that were taken.

   B. Protect Identifying Information
      1. In order to further prevent the likelihood of identity theft occurring with respect to covered accounts, Morehouse will take the following steps with respect to its internal operating procedures to protect identifying information:
1. Ensure that its Web site is secure or provide clear notice that the Web site is not secure.
2. Maintain all information on students and employees in a secure fashion in accordance with industry best practices.
3. Subject to state record retention requirements, ensure complete and secure destruction of personal paper documents and computer files of information on students and employees containing account and personal information when there is no longer a legal or business purpose for the retention of the information and in conformity with all applicable records retention policies.
4. Ensure that office computers with access to covered account information are password protected.
5. Avoid the use of social security numbers.
6. Ensure that computer virus protection is up to date.
7. Require and keep only the kinds of individual information that is necessary for college purposes.
8. Restrict access to personal information on or about students and employees to only those persons needed to maintain systems, maintain data, meet legal requirements, or perform valid business functions.
9. Ensure that file cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information is locked when not in use.
10. Ensure that storage rooms containing documents with sensitive information and record retention areas are locked at the end of each workday or when unsupervised.
11. Clear desks and workstations, work areas, common shared work areas, printers and fax machines of all documents containing sensitive information when not in use.
12. Erase, remove, or shred whiteboards and writing tablets or dry-erasing boards, etc., in common shared work areas when not in use.
13. Use a cross-cut approved shredding device before discarding documents which contain sensitive information.
14. Ensure that all sensitive information transmitted or electronically stored is encrypted.
15. Encrypt and protect, by password, all sensitive information sent externally and send to approved recipients only. When sensitive information is sent via e-mail, include this statement. “This message may contain confidential and/or proprietary information and is intended for the person to whom it was originally addressed. Any use by others is strictly prohibited.”

V. Morehouse or its employees SHALL NOT:

- Publicly post or display, or intentionally communicate or otherwise make available to the general public any personal information of and about students or employees.
- Require an individual to send personal information over the computer network unless it meets a valid business purpose and a secure network transmission is used.
- Transfer data containing personal information to another business unit, private entity or public entity, over the network unless it meets a valid business purpose and a secure network transmission is used.
- Mail personal information on a post card or any other mailer not requiring an envelope. Mailed personal information must not be printed on the envelope or visible within unopened envelopes.
- Require an individual to use his or her social security number to access an internet website or other network resource, unless a password or unique personal identification or other authentication device is also required to access the site or resource.
- Display a social security number as entered to access an internet website or other network resource.
- Print an individual’s social security number on any materials that are mailed to the individual unless by law, or as a part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy, or to confirm accuracy of the social security number.
- Print an individual’s social security number on any card required by the individual to access products or services provided by the college.
VI. PERIODIC UPDATES TO THE PLAN:
   A. The Program Administrator will periodically review and update the Program to reflect changes in risks to individuals and its soundness, and to determine whether all aspects of the Program are up-to-date and applicable in the current business environment. Periodic reviews will include an assessment of accounts covered by the Program. As part of the review, Red Flags may be revised, replaced or eliminated. Actions to take in the event that fraudulent activity is discovered may also require revision to reduce damage to the college, its students and employees.

VII. STAFF TRAINING AND REPORTS:
   A. Morehouse staff responsible for implementing the Program will be trained in the detection of and responses to Red Flags. In addition, such training will be conducted on an annual basis in all elements of this policy, in the detection of Red Flags, including the responsive steps to be taken when a Red Flag is detected. To ensure maximum effectiveness, employees will continue to receive additional training as changes to the Program are made. Employees are expected to notify the Program Administrator once they become aware of an incident of identity theft or of the college’s failure to comply with this Program. At least annually or as otherwise requested, the Program administrator will report to Senior Management and the Audit Committee of the Board of Trustees on compliance with this Program. The report should address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of covered accounts, service provider arrangements, and significant incidents involving identity theft, management responses, and recommendations for changes to the Program.

VIII. OVERSIGHT OF SERVICE PROVIDER AGREEMENTS:
   A. Morehouse will take steps to ensure that all service providers perform their activities in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. The policies and procedures will be designed to detect, prevent, and mitigate the risk of identity theft whenever Morehouse engages a service provider to perform an activity in connection with one or more covered accounts. Morehouse will maintain on file certifications from all service providers and/or third party administrator that they are Red Flags compliant.
• Require, by contract, that service providers have such policies and procedures in place.
• Require, by contract, that service providers review our program and report any Red Flags to the Program Administrator or employee who has primary oversight of the service provider relationship.

Morehouse currently has Service Provider agreements with the following agencies:

1. Student Refund Management
   • Higher One, Inc.
2. Tuition Payment Plans
   • Sallie Mae Tuition Pay Plan
   • Higher Education Services
3. Billing Agency for the Perkins Loan
   • Campus Partners

IX. RELATED DOCUMENTS:
• Section 114 of the Fair and Accurate Credit Transactions Act, 15 U.S.C. 1681m (e).

Revision History

Last revision completed on 2/16/2011.
Records Retention and Document Destruction Policy: 200.4

Purpose

Morehouse College ("the College") is subject to a wide range of federal rules regarding record retention. The College requires that different types of records are retained for specific periods, and that records are destroyed in an appropriate time and manner consistent with all applicable state and federal regulations. We are, therefore, committed to effective record retention to meet legal standards, minimize the cost of record retention, optimize the use of space, and ensure that outdated and useless records are destroyed.

Applicability

This policy is applicable to all staff and faculty employees. This policy applies to all records generated by staff and faculty of the College, whether maintained in hard (paper) copy, electronically, or in some other fashion. This policy also includes g

Definitions

College Record: The original or copy of any information that has been recorded or stored in some fashion and can be retrieved. It provides permanent evidence of a business transaction, administrative function, or activity. A record can be electronic, paper, artifact, or audiovisual material.

Confidential Records: Information protected by statutes, regulations, College policies or contractual language. Managers may also designate data as "Confidential." Examples of confidential data include medical records, student records, personnel and/or payroll records, bank account numbers and other personal information. It is also includes any data identified by government regulation to be treated as confidential, or sealed by order of a court of competent jurisdiction. These records have limited access and are protected from inadvertent disclosure.

Record Title: The common name of the record and the information contained therein.

Description: A brief summary of the record.
Retention: The period of time the record or information must be kept.

Legal Citation: The specific federal and/or state code that stipulates the retention period. This information may not exist for certain records.

Responsible Department: The department designated as having the responsibility for retention and timely destruction of the particular types of College records in their control

Policy

I. RETENTION AND MAINTENANCE OF RECORDS:
   i. The College requires that different types of records be retained for specific periods of time in accordance with federal and state mandates. Since the appropriate time periods for record retention are subject to on-going statutory and regulatory changes, each business unit should consult this policy as a guide when considering what records need to be maintained or destroyed.

This policy specifies what to save, who will save it, where to save it and how to destroy it. Adherence to these guidelines allows the College to (1) meet legal standards for the protection, storage, and retrieval; (2) optimize space and minimize cost; (4) protect the privacy of employees, faculty and students; and (4) preserve the College’s history.

Departments that maintain College records are responsible for establishing appropriate records management procedures and practices. Each department’s representative or designee must:
   1. Be familiar with this policy;
   2. Develop the department’s and/or office’s record management practices and procedures, consistent with this policy;
   3. Educate staff within the department in understanding sound record management practices;
   4. Restrict access to confidential records and information; and
   5. Coordinate the destruction of records as provided in the applicable departmental procedures.
The Ethics and Compliance Office is available to work with any department to implement these requirements. Faculty and staff should address questions about retention and destruction schedules to this office.

II. CONFIDENTIALITY REQUIREMENT:
   i. Many records subject to record retention requirements contain confidential information (e.g., dates of birth, social security numbers, and financial aid). Federal, state and local statutes, including but not limited to the Health Insurance Portability and Accountability Act (HIPPA), the Family Educational Rights and Privacy Act (FERPA), Sarbanes Oxley Act, the U. S. Sentencing Guidelines, and the Gramm-Leach-Bliley (GLB) Act, protect these records.

   It is essential that the retention policy of confidential records is consistent with the College’s Information Security Policy.

III. DISPOSAL AND DESTRUCTION OF RECORDS:
   i. Documents should be retained as long as they are needed for business reasons and for the full duration of the legal retention period. If, after consulting with the Ethics and Compliance Office, it is appropriate to dispose of any records, they should be destroyed by:
      a. Shredding or otherwise destroying in a manner that will prevent access to confidential paper information;
      b. Erasing or destroying electronically stored data; or
      c. Recycling non-confidential paper records

IV. PRESERVATION OF RECORDS RELEVANT TO LEGAL MATTERS:
   i. An amendment to the Federal Rules of Civil Procedure in 2006 broadened records retention requirements to cover electronic records. As a result, all electronic records, including emails, are just as much a record as any traditional paper record and must be treated in the same way.
   ii. Any record that is relevant to pending or anticipated litigation, or that pertains to a claim, audit, agency charge, investigation or enforcement action, shall be retained at least until final resolution of the action. If faced with litigation, or anticipated or threatened litigation, an office’s normal document destruction policy must be able to be temporarily suspended. In these circumstances, the Office of the General Counsel and the Ethics and Compliance Office will work
with staff to identify and preserve any records (including electronic records) and other information that could be relevant to the matter. Employees who become aware that an investigation or legal proceeding has commenced or is anticipated against their department or unit must promptly notify the Office of the General Counsel so that all records with potential relevance to the investigation or legal proceeding can be preserved as necessary.

iii. Retention and disposition of electronic records depends on the function and content of the individual record. College email is considered a college record, except for personal email. E-mails may be kept in either a printed or an electronic format. If electronic records are kept in a paper format, they may be stored according to the retention schedules. It would be a good idea to print out the most important electronic records and keep them along with the other records in a specific record series. If you keep records in an electronic format, you must maintain those records in your office in a college-approved format, which can be transferred to storage in accord with the records management program at the College.

iv. The College has a contract with an outside entity for preservation of the College’s central data repositories, which includes all electronic files. The business unit head must approve all offsite arrangements for record retention.

V. COLLEGE ARCHIVE:

i. All records designated as having significant value to the College and having a retention period of “permanent” are eligible to be transferred to the College Archives.

VI. RETENTION SCHEDULE:

i. A retention schedule has been developed and issued as a separate document. It provides categories for records and minimum retention periods. All records must be maintained in accordance with the length of time specified on the College’s Document Retention and Destruction Schedule (DRDS). The DRDS is maintained by the Office of Ethics and Compliance and reviewed and updated on an annual basis.

Revision History

Last revision completed on 11/12/2011.
Disciplinary Action for Non-Compliance Policy: GC 200.5

Purpose

The purpose of this policy is to define and establish guidelines for corrective and disciplinary measures due to employee non-compliance and violations of the College’s Code of Conduct (“the Code”), policies and procedures as well as their non-compliance with federal statutes and regulations regarding standards of ethical conduct and conflicts of interests.

Applicability

This policy is applicable to all staff employees and faculty of the College.

Policy

Disciplinary actions for all violations of the Code, Staff and Faculty handbooks, the Policy and Procedures Manual and any other policies and procedures, will be initiated by the departmental Business Unit Head, Dean, or Provost. The appropriate Supervisor or Manager will work together with the departmental Business Unit Head, Dean, or Provost to determine the appropriate disciplinary action related to issues of non-compliance as outlined below. If necessary, he/she may also consult with Human Resources, the Ethics and Compliance Office, and the General Counsel, as necessary, to determine the appropriate disciplinary action to be taken against the employee.

The Business Unit Head, Dean, or Provost is responsible for reporting disciplinary action(s) taken as a result of violations of the Code, Staff and Faculty Handbooks, the Policy and Procedures Manual, all applicable laws, regulations, policies and procedures to the Associate Vice President of Human Resources and the Compliance Officer. The Associate Vice President of Human Resources will also maintain a written record of disciplinary action(s) taken, including verbal warnings, and will reference these records, when necessary, to ensure consistency in the application of disciplinary measures.

Examples of disciplinary action that may be taken in accordance with the nature and scope of the violation include but are not limited to: verbal counseling, training, retraining, a written reprimand in the employee’s personnel file, a written warning in the employee’s personnel file, revocation
of computer privileges, loss of spending authority, loss of Principal
Investigator/Principal Director status, withholding of promotion or pay
increase, and suspension or termination of employment.
Examples of actions that may result in disciplinary action include but are not
limited to:

1. Authorization of or participation in actions that violate the law,
   regulations, the College’s internal policies and procedures, the Code of
   Conduct, Staff Handbook, Faculty Handbook, grant related policies and
   procedures, and all other related policies and procedures;
2. Failure to report a known violation by a peer, subordinate or manager;
3. Failure to cooperate in an investigation;
4. Retaliation against an individual for reporting a possible violation or
   participating in an investigation;
5. Providing intentional false information on grants, contracts and consulting
   agreements;
6. Intentional falsification of business records, reports, documents or legal
   reports, including grant related reports (time and effort, performance,
   final/closeout reports);
7. Failure to complete and submit an approved and properly executed
   contract, consulting agreement or other document for review prior to
   engaging services by or to the College;
8. Failure to complete mandatory compliance training in accordance with
   established time frames (including new hire or other specific compliance
   related training) as required;
9. Failure to complete mandatory grants specific related training as required
   for all Principle Investigators, Principle Directors and faculty who
   anticipate obtaining a grant, and employees with grants related
   responsibilities;
10. Inconsistent and unallowable costs, unauthorized or inappropriate
    charges on grants, cost transfers that are frequent, delinquent,
    inappropriate or poorly documented;
11. Unauthorized and unapproved travel expenditures on grants;
12. Intentionally mischarging a federal or private grant; inflating grant costs
    and/or expenses;
13. Intentionally and improperly charging a federal or private grant for
    employees unauthorized to work on the grant or project;
14. Intentionally and improperly drawing down federal grant money to pay
    expenditures ineligible for reimbursement under the grant;
15. Intentionally and improperly allocating costs and charges among grant
    projects such as end of year transfers of directs costs on various research
awards from over spent accounts to under spent accounts with the purpose of maximizing federal reimbursement, and in some cases, avoiding the refunding of unused grant proceeds;

16. All acts or failures by an employee that negatively affect the accuracy or appropriateness of billing, reimbursements, or other financial reporting accuracy and requirements;

17. Intentional conflict of interest violations

18. Signing of a contract by unauthorized parties; and

19. NCAA rule violations.

Employees are not and will not be insulated from disciplinary action due to their position or role within the College. All employees are subject to the same scrutiny, expectations, sanctions, and compliance standards. All disciplinary action will be taken on an impartial, consistent, and equitable basis. Non-compliance related disciplinary action imposed on senior management officials of the College will be reviewed and approved by the Board of Trustees.

Reports or allegations that may constitute intentional violations and/or reckless disregard of criminal, civil or administrative law may be referred to our Chief Auditor Officer, and Ethics and Compliance Officer for investigation and thereafter, to the General Counsel for disposition. If the investigation produces credible evidence that provides a reasonable basis to conclude that a violation of law may have occurred or if guilt is confirmed, the College may provide all information to the appropriate legal authorities for a determination of prosecution and terminate the employee’s employment with the College.

Should you have any questions about this policy, please contact your Manager, Supervisor, Dean or Chair, or you may contact the Office of Ethics and Compliance directly.

**Revision History**

Last revision completed on 11/12/2001.
**Whistleblower Policy: GC 200.6**

**Purpose**

This policy establishes guidelines for reporting suspected or actual wrongful conduct at Morehouse College ("the College") and describes the College’s principles and practices for the confidential, anonymous submission by employees of concerns regarding the manner in which the College conducts its business, including violations of law, rules, regulations, policies and procedures or the College’s Code of Conduct ("the Code").

**Applicability**

This policy is applicable to all staff employees and faculty of the college.

**Policy**

The College is committed to protecting individuals from interference with making a protected disclosure, from retaliation for having made a protected disclosure, or for having refused to participate in wrongful conduct. It is, therefore, the responsibility of all directors, officers, and employees, to comply with the Code of Conduct ("the Code") and to report suspected violations in accordance with the Whistleblower Policy.

**PROTECTION FROM RETALIATION:**

The College will use its best efforts to protect whistleblowers against any form of retaliation. No director, officer, employee, or student who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Although the College encourages employees to report concerns to their immediate Supervisor, Manager or other official, there are times when an employee may feel it is necessary to report a concern outside of the traditional reporting mechanism. The College has adopted this Whistleblower Policy for these instances.

**REPORTING VIOLATIONS:**
The Code addresses the College’s open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee’s Supervisor or Manager is in the best position to address concerns. However, if you are not comfortable speaking with your Supervisor or Manager, or if you are not satisfied or feel uncomfortable with their response to your complaint, or for suspected fraud, you are encouraged to speak with the Ethics and Compliance Officer or the Chief Audit Officer as outlined in the College’s Non-Retaliation Policy. In addition, should you wish to report your concerns anonymously, you may contact the College’s EthicsLine 24/7 by calling 1-888-299-9540 or by reporting on-line at www.tnwinc.com/Morehouse.

The Ethics and Compliance Officer and the Chief Audit Officer are responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at their discretion, will advise the President and the Audit Committee of the Board of Trustees (“Audit Committee”). The Ethics and Compliance Officer and the Chief Audit Officer have direct access to the Audit Committee Chair and are required to report to the audit committee at least semi-annually on compliance activity.

**ACTING IN GOOD FAITH:**
Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense subject to disciplinary action up to and including termination of the individual’s employment from the College.

**CONFIDENTIALITY:**
Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. The College will keep the whistleblower’s identity confidential, unless:
1. The person agrees to be identified;
2. Identification is necessary to allow the college or law enforcement officials to investigate or respond effectively to the report;
3. Identification is required by law;
4. The person accused of illegal or improper activities is entitled to the information as a matter of legal right in disciplinary hearings.
In addition, a whistleblower’s right to protection from retaliation does not extend to immunity from any complicity in the matters that are the subject of the allegations or an ensuing investigation.

Revision History

Last revision completed on 11/12/20.
SECTION II: OFFICE OF ACADEMIC AFFAIRS
REVISED DECEMBER 2011
Office of Academic Affairs and Provost Organization Chart
Office of Sponsored Programs
Employee Involvement in Sponsored Research and Programs.: AA 100.1

Purpose

To set forth laws, regulations and rules governing the conduct of research and programs funded by the US government or the government of the State of Georgia. To familiarize Morehouse College employees with College policy and processes that govern certain aspects of sponsored research, including the pursuit, attainment and management of government funds for research and programs; and, to guide them through the processes, reviews and approvals instituted by the College to ensure compliance with applicable laws, rules and regulations, and College academic and fiscal policy governing or associated with the College’s receipt of funds for the research endeavor. This document complies with federal regulations that govern public funding to educational institutions, including those issued by the Department of Health and Human Services Public Health Service, the National Science Foundation, and the National Institutes of Health.

Applicability

This policy applies to all employees involved in sponsored research and programs.

Source

The Office of Sponsored Programs, the Code of Federal Regulations, the Office of Management & Budget Circulars, and the Georgia State codes.

Definitions

The following terms as used in this policy shall have the following meaning:

1. Investigator shall mean the principal investigator/project director, co-principal investigator or co-project director, other Morehouse investigators, or any Morehouse research collaborator, including visiting scientists, and any other persons who are responsible for the design, conduct or reporting of research, educational or service activities or responsible for preparing a proposal for research funding.
2. **Research** shall mean any systematic investigation designed to develop or contribute to generally recognizable knowledge relating broadly to public health or well-being, including behavioral and social sciences research. The term encompasses basic and applied research and product development. The term further includes any such activity for which funding is available from a Public Health Services (PHS) Awarding Component or through a grant or cooperative agreement whether authorized under the PHS Act or other statutory authority.

3. **Sponsored Programs/Research:** Activities of the College financed through external funds that support various instructional, research, and public service functions of the institution.

4. **Agency:** As used in this policy, the term “agency” usually refers to an administrative unit of government, and with respect to any research facility means the agency from which the research facility receives a federal award for the conduct of research, experimentation, or testing that may involve the use of animals or human subjects.

5. **Release Time:** Time allowed to a full-time faculty member by which that faculty member’s duties under his/her contract are relieved to allow him/her to conduct research and/or act as PI or co-PI.

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**Policy**

In order to foster positive teaching and learning opportunities for faculty and students, open discourse, dissemination of research results, and to attain external funding for research and programs in furtherance of its mission, the College allows its faculty and staff time and provides its facilities for the conduct of research and for the management and execution of programs. Each project or program may operate with a team of investigators, but a principal investigator (PI) or project director (PD) shall be identified. The PI/PD is primarily responsible for:

- The origination, development and preparation of proposals;
- The proper technical conduct of the research or programmatic effort;
- Compliance with applicable laws, rules and regulations that govern the project or program, including guidelines issued by a funding
entity, the terms and conditions of the sponsored agreement, and all College and sponsor policies and procedures pertinent to the award;

- The management of project funds within the approved budget; and
- The timely completion and submission of required technical reports.

All research proposals are expected to be germane to the interests and expertise of the PI and shall be consistent with and contribute to the mission of the College. While awards for successful projects are made to the College, the PI/PD is responsible for the management, execution, and completion of the project, including the submission of all required reports and the close out of the project upon completion.

Information, assistance and technical support are provided to the PI/PD during the pre-award process by the Office of Sponsored Projects (OSP) and during the post-award phase by the OSP and the Department of Business & Finance, Office of Accounting.

I. **General Requirements for Research:**

Arrangements for sponsored research must meet the criteria described below and any other conditions a specific case warrants as determined by the investigator's dean, other College officers charged with administering this policy, or the Morehouse Conflict of Interest Panel. Specifically, arrangements must:

- Safeguard the academic integrity of Morehouse research and educational programs. This entails ensuring that (1) the nature and scope of the research is appropriate and consistent with the investigator’s academic and research interests; and (2) any financial interests (i.e., equity interest or compensation) of an investigator that could affect the design, conduct, or reporting of research or educational activities are disclosed and then eliminated or managed as appropriate;

- Ensure that graduate students, postdoctoral researchers and other Morehouse personnel are assigned appropriate duties consistent with their status or position;

- Ensure that the research sponsor’s access to College equipment, supplies and intellectual property rights is appropriate and
consistent with Morehouse's policy, legal and financial interests, and reputation; and

- Ensure that fiscal integrity is maintained with respect to College policy and funding entity requirements, which includes compliance with federal and state laws.

II. **OSP as Administrative Clearinghouse for Sponsored Research and Projects:**

The Office of Sponsored Programs (OSP) is responsible for the administration of all of the College’s programs or projects sponsored by external sources. All proposals for external funding of sponsored programs/projects submitted on behalf of Morehouse College, including grants, contracts and sub awards or subcontracts, are to be submitted through the OSP according to the processes set forth in these policies.

III. **Persons Authorized to be Principal or Co-Principal Investigators or Project Directors:**

When the College accepts a grant or contract from an external sponsor, the College assumes responsibility for the proper performance of the stated project, for the fiscal management of the funds received, and for accountability to the sponsor. Since the institutional responsibility for meeting these obligations is vested with the principal investigator or project director, only individuals in the following categories are authorized to be principal investigators or co-principal investigators for sponsored projects: tenured or tenure-track faculty (professor, associate professor, assistant professor, and instructor) and directors.

IV. **Release Time Funding:**

When an employee holds a full-time faculty appointment, he/she may be “released” from those duties for a defined percentage of time over a specific period to support sponsored research or projects. During the release time period, all or a portion of the employee’s salary is charged to the sponsored project or program. Use of release time requires prior approval of the department chair and division dean.

- For faculty with nine-month contracts, the institutional funds portion of expenses is calculated at 1/12 of the employee’s annual salary.
However, the charge to the sponsored project, and the credit to the release time fund are calculated at 1/9 of the employee’s annual salary.

- Nine-month faculty are removed from release time funding during the periods not covered by their standard employment contract. Therefore, there should be no release time processed for those time periods.

A Release Time Appointment form is to be filled out by each PI anticipating release from duty and must be approved by the department chair before release is granted.

V. Cost Shared Funding:

Cost sharing means charging part of the costs of a sponsored project or program to a source other than the sponsor. Typical cost sharing occurs when the College pays an employee’s salary and the employee’s time and effort are contributed to a sponsored project or program.

Sometimes a program requires cost sharing, e.g., large equipment awards (“Required Cost Sharing”). Occasionally it is clear that cost sharing is desirable even if not required. Such contributions are known as voluntary cost sharing and usually take the form of time for people, e.g., faculty and staff release time.

If cost sharing is included in a proposal to a sponsor and the proposal is funded, the promised cost share becomes a requirement of the award whether or not that requirement is specified in the award document. All cost sharing must be documented as having been provided. Some costs, such as supplies, do not lend themselves readily to documentation and audit, so using these items as cost share should be avoided if at all possible.

If a project does not recover facilities and administrative (F&A) costs at the appropriate negotiated rate, unrecovered F&A costs can be shown as cost share. Unrecovered F&A costs are computed by taking the difference between the F&A costs that the project should have recovered (calculated at the appropriate negotiated rate) and the actual amount of F&A dollars recovered.

VI. Faculty Time & Effort:
Time and effort reporting is required by Office of Management and Budget (OMB) Circular A-21 and should confirm, on a best-judgment basis, the percentage distribution of effort spent on a sponsored project for the period reported and serve to substantiate salary and wage charges to federal grants and contracts. However, effort reporting is separate from and can be independent of salary charges. Effort reporting is the mandated method of reporting to the granting agencies that the effort charged or cost shared to each award has actually been completed.

Time and effort are certified on a monthly basis. Using the Morehouse College Certification of Time and Effort for Project Participant form, project participants will record the project activities for which they were compensated. Include the project name, project number, and the percentage of effort expended towards the project activity.

All matching funds or cost-sharing commitments based on academic time and effort must be approved in advance by the principal investigator’s department chair and dean and must fall within the parameters of the then-current fiscal year budget for the department and/or division.

A 40-hour week is not the definition of 100% effort from which a percentage of research effort is certified. Note the following:

- Under federal regulations on effort reporting, 100% effort is an employee’s total hours actually spent on work within the scope of his or her employment regardless of how many or how few hours an employee works and regardless of the percentage of FTE listed on the appointment. Effort certification must reflect actual work performed and cannot be budget driven.

- Just as an employee’s total effort is not defined by regular business hours of the employer or by the percentage of FTE of the appointment, research effort does not necessarily take place only in the research facility/lab or only on college premises. Research effort can occur at home, at a conference or in off-site research-related meetings, etc. If these types of hours are included in calculating research effort, they must also be included in the calculation of total effort.
VII. Facilities & Administrative (F&A) Costs:

The College expects external sponsors to pay the actual costs of conducting sponsored projects or programs. These costs include both the direct and the facilities and administrative (F&A) cost obligations incurred by the College in the conduct of a project [formerly known as indirect costs (IC)]. The direct costs, that is, those costs clearly identified with and benefiting a specific research project, include salaries, fringe benefits, equipment, supplies, travel and other expenses. The F&A costs are those institutional infrastructure costs that cannot be readily attributed to an individual project or monitored on an individual basis and include building and equipment use; operations; maintenance and utilities; general, departmental and sponsored projects administration; library use; and capital improvements.

The College encourages including the appropriate F&A costs in all proposal budgets unless the sponsor specifically prohibits them, and it expects to recover F&A costs to the maximum extent possible. The F&A cost rate is negotiated periodically between the College and the U.S. Department of Health and Human Services. Since the F&A cost rate is based on the level of existing facilities and administrative costs associated with research, the F&A cost income received by the College (and all other institutions of higher education) is a reimbursement for actual costs incurred. Research project budgets should include F&A costs as determined by the College’s current negotiated rate. Exceptions to this policy may be considered if the sponsor has an established, written policy applicable to all applicants that deviates from these rates. All deviations are subject to Morehouse College senior administrative approval in advance. There may be instances when a department determines that it is in its best interest to propose a rate lower than that which the sponsor routinely provides. Lower rates can be proposed, but this should be a rare occurrence.

The principal investigator or project director should not attempt to negotiate rates for F&A costs (or fringe benefits) that are different from the federally approved rates for the College, nor should it be implied that a reduction in the approved rates would be acceptable to the College. Facilities and administrative costs represent substantial, real expenditures incurred by the institution to support each research project, and if these costs are not fully paid by each sponsor, the College must subsidize them from other institutional resources.
VIII. Obligations Regarding Subcontracts or Sub Awards:

In the case of subcontracts or sub awards, PIs/PDs must make college obligations under the primary contract known to external entities with which business is contracted and provide them with relevant College policies, including but not limited to those governing research, contracts, purchases, employment, inventions and discoveries.

Preferential access to research results, materials, or products generated from College teaching or research activities may not be provided to an outside entity for the personal financial gain of an investigator or director, except in cases in which appropriate licensing arrangements have been developed and approved according to College policies.

IX. Facilities & Administrative (F&A) Costs on Subcontracts:

If a project does not recover F&A costs at the appropriate negotiated rate, the F&A cost base is total direct costs (TDC), which includes the entire subcontract amount, unless the sponsor specifically excludes subcontract costs. In addition, any F&A cost restrictions are passed on to the subcontractor.

If a project recovers F&A costs at the appropriate negotiated rate, only the first $25,000 of the subcontract is subject to F&A costs. In a multiple-year project, the total subcontract amount across all years is considered in calculating the F&A costs. Thus, if organization X will receive a subcontract for $40,000 in each year of a four-year project, F&A costs are applied only to the first $25,000 in year 1. However, if the budget is $10,000/year, F&A costs would be applied to the entire subcontract amount for years 1 & 2; to $5,000 in year 3; and not at all in year 4.

X. Providing a Safe Working Environment:

An essential feature of all College projects, whether sponsored or not, is to provide a safe working environment for all students, staff, and faculty engaged in teaching and/or research. The PI/PD is responsible for the day-to-day management of all research conducted under his/her supervision or in College facilities assigned to that individual.
The responsibilities of a PI/PD include, but are not limited to:

- Ensuring the routine availability of any equipment or facilities required to conduct specific research;
- Providing any necessary special safety equipment for the conduct of research under his/her supervision;
- Ensuring that each individual complies with the standards for safe behavior in the laboratory; and
- Ensuring that each individual is trained in accordance with all applicable federal, state, and College regulations, including environmental safety plans and any locally adopted chemical management plan.

XI. **Select Agents:**

All Morehouse College investigators must strictly comply with the regulations for the use of select agents (certain biological agents and toxins) in research. The Centers for Disease Control (CDC) and/or the United States Department of Agriculture (USDA) regulates all research utilizing select agents. The current list of select agents can be found at [http://www.cdc.gov/od/sap/docs/salist.pdf](http://www.cdc.gov/od/sap/docs/salist.pdf).

If you wish to work with one of these agents on Morehouse College property, contact the environmental health and safety (EHS) officer of the Department of Campus Operations. Do not ship biological, chemical, or radioactive materials unless you first contact EHS. For information regarding obtaining, handling and disposing of select agents, refer to Campus Operations policies.

XII. **Controlled Substances:**

All Morehouse College investigators must strictly comply with federal regulations governing the use of controlled substances in research. The Drug Enforcement Agency (DEA) regulates the use and possession of DEA-controlled substances. Please note that the DEA and the Department of Public Safety (DPS) now control some chemicals that in the past were not controlled substances. There are federal and state licensing requirements with which all researchers must comply. See a list of DEA controlled substances at: [http://www.deadiversion.usdoj.gov/schedules/schedules.htm](http://www.deadiversion.usdoj.gov/schedules/schedules.htm).
If you have any controlled substances for use on Morehouse College property, whether or not for sponsored research, contact the Environmental Health and Safety (EHS) Officer in the Department of Campus Operations. EHS will arrange for legal disposal or assist you in obtaining the proper licenses.

XIII. **Research Involving Human Subjects:**

All proposed research involving humans, even questionnaire studies, regardless of funding source or the purpose of the research, is required to undergo Institutional Review Board (IRB) review prior to the conduct of research activity. Information about the Institutional Review Board for the Protection of Human Subjects may be found at: [http://facstaff.morehouse.edu/~lblermer/IRB/](http://facstaff.morehouse.edu/~lblermer/IRB/).

XIV. **Research on Vertebrate Animals:**

In accordance with federal regulations for the review of animal research protocols (Public Health Service Policy, USDA, and Animal Welfare Regulations), the College requires that all researchers who conduct research using any College site or facility utilizing vertebrate animals must obtain written approval from the Institutional Animal Care and Use Committee (IACUC) prior to ordering animals and beginning work. Obtain applications for the IACUC protocols from the OSP.

XV. **Federal Export Laws and Regulations:**

All research projects conducted by a PI must be in strict compliance with federal export laws and regulations. Morehouse College and its employees are required to comply with the laws and implement regulations issued by the Department of State through its International Traffic in Arms Regulations (ITAR); the Department of Commerce through its Export Administration Regulations (EAR); and the Department of Treasury through its Office of Foreign Assets Controls (OFAC).
XVI. **Materials Transfer Agreements:**

All agreements related to research activities including, but not limited to, sponsored research agreements, memoranda of understanding, participation and cooperative agreements, teaming, confidentiality and non-disclosure agreements, and materials transfer agreements (MTAs) must be processed through the Office of Sponsored Projects (OSP). Biological and chemical materials transferred from Morehouse College to another entity require the transfer to be completed only after an MTA has been fully executed with the other entity. New forms have been developed in an effort to streamline and facilitate the transfer of materials through a coordinated process involving Environmental Health and Safety (EHS) and OSP. The PI must complete a checklist available from OSP. Upon completion of the checklist, OSP will then consult with EHS and prepare and processes the required MTA. The staff of OSP will ensure that an authorized college official executes all agreements noted above and that these agreements conform to Morehouse College’s policies and procedures.

XVII. **Leave of Absence:**

If any investigator or director is involved with an actively sponsored project and plans to be away from the college for a period of time beyond which that project may efficiently operate such that all technical and legal requirements are being met, that investigator or director must notify the project sponsor in writing of his/her absence. Within said notification, the investigator or director should state a plan for maintenance and oversight of the project during the investigator’s or director’s absence. The plan should state the reason for the absence or why the PI/PD can no longer serve on the project, advise who will be responsible for and supervise the project in the absence of the PI/PD or after departure, and demonstrate the qualifications of the substitute or replacement PI/PD. The Division Dean, in the case of faculty, or the area VP, in the case of staff, must approve the plan and the letter of notification is to be submitted through the OSP.
XVIII. Transferring Grants Upon Termination of Employment:

In most cases, the nature of research activity is specific to the investigator who initiates the project and the funding. Therefore, upon termination of employment, a faculty member engaged as the PI on a sponsored research project may request that the College release all, or a portion of its right to future funding, and authorize a transfer to another institution of the subject research project. Transfer of a project may be achieved by changing the PI and transferring a portion of the project to another institution as a subcontract, or by transferring the entire project to another institution.

It is totally within the College’s discretion to grant or withhold the authorization to transfer sponsored research to another institution. Any such transfer shall be done only after the Office of Business & Finance determines that all financial reports due on or before the date of the proposed transfer have been submitted and accepted by the funding entity, and that the funding entity is aware of, and has no objection to funds claimed to be due to Morehouse College, according to the award and the reporting.

If a PI obtains approval to transfer research projects or and/or funding, the appropriate process must be followed. The clearance process enables faculty to exit the College in good standing by appropriately verifying clearances, as applicable, with the Office of Sponsored Programs.

Equipment transfers that may be appropriate or necessary due to the transfer of a sponsored research project or are subject to the review and approval of the Provost and the Office of Business & Finance.

XIX. Employment Practices:

This and other applicable Morehouse College Policies and Procedures, including, but not limited to those pertaining to hiring employees, nepotism, conduct and discipline, and other employment practices, shall govern every sponsored project or program. Each Project Investigator or Program Director has the responsibility to review and implement applicable policies and procedures accordingly.
Procedure

I. Submitting a Proposal for Funded Research or Program:

1. The P.I. sends an Intent to Submit Clearance Form to the OSP at the time of his/her decision to develop a proposal for funding through a grant, contract or cooperative agreement.

2. The P.I. initiates and writes the proposal with assistance from the OSP, if necessary.

3. The P.I. sends the proposal to his/her Department Head for approval using the Morehouse College Proposal Transmittal Form (MCPTF), a copy of which is attached.

4. The P.I. sends the proposal to the OSP for review at least ten days before it is due to the prospective funding source, along with the MCPTF.

5. The OSP sends a copy of the proposal to the Office of Business and Finance for budget approval.

6. The Vice President for Campus Operations must approve and sign the MCPTF, if the proposal requires special facilities.

7. The OSP returns the proposal to the P.I. with suggested corrections, if any.

8. The P.I. makes the necessary corrections and returns the proposal to the OSP.

9. The OSP conducts a final review of the proposal before submitting it to the Senior Vice President for Academic Affairs, Vice President for Business and Finance and the Vice President for Institutional Advancement for their signatures.

10. The OSP will submit the proposal and MCPTF to the appropriate funding source after the signatures have been acquired.
II. Release Time Reporting

Complete the PRINCIPAL INVESTIGATOR EXIT CHECKLIST form prior to the first payroll period of each sponsored project or program. (See “FORMS” below.)

III. Time and Effort Reporting

1. Time and effort FORMS are to be completed and submitted to the Office of Business & Finance on a monthly basis.

2. T&E reports should detail for each employee the college accounts from which the employee has been paid on a sponsored project and the percent of effort for the respective reporting period for each account.

3. The T&E report must be certified by an individual who has first-hand knowledge of the employee’s total effort. The following criteria establish the certification requirements:

   • The individual will certify the report if at all possible.

   • If the individual is not available to certify the report, a responsible official having first-hand knowledge of the employee’s total efforts will certify the report. This would include departmental chairpersons, principal investigators or deans.

   • The signatures of clerical or secretarial staff are not acceptable on any T&E reports, except when certifying their own T&E.

   • “Per” signatures or rubber stamp signatures are not acceptable.

4. Incorrect information in T&E reports should immediately be brought to the attention of the business office. (See “FORMS” below.)

IV. Research Closeout or Transfer Process Upon Termination of Employment

1. Contact the appropriate department chair/center director as soon as possible to begin the process of closeout. The PI should prepare a list of all active projects and confirm that list with OSP. The list of projects is to be attached to the Principal Investigator Exit Checklist. The department chair/center
director should indicate in the enclosed checklist what items require clearance. As applicable, the PI must contact:

- The Campus Operations Office of Environmental Health & Safety for proper handling, transfer, or disposal of chemicals, radioactive and biological materials, controlled substances, lasers and radiation generating equipment.

- The Institutional Review Board to terminate studies involving human subjects or animals.

- The Office of Sponsored Projects to coordinate the transfer or termination of sponsored projects and to finalize any financial requirements.

- The physical plant and/or the Information Technology department regarding the handling of equipment, such as computers or other research equipment. Any requests for the transfer of equipment to another institution must be processed through the Office of Business & Finance.

2. This process supplements existing internal inventory checks that each department chair or center director has developed for PIs leaving the College. Such PIs should meet with his/her department chair/center director or designee to obtain final clearance for all remaining relevant issues.

3. The clearance procedure involves obtaining the signatures of representatives of the clearing offices on the PRINCIPAL INVESTIGATOR EXIT CHECKLIST (see “FORMS” below), and filing the checklist with the departmental chairperson/center director. File completed forms with the department/center, and then forward copies of the completed forms to the Office of Sponsored Programs.

4. If it is decided by the PI and approved by the College that a project may transfer to another institution due to the faculty member leaving the College, written approval from the funding agency is required. A letter detailing the transfer should be prepared and routed through OSP for countersignature by the College, and forwarded to the sponsor for approval.
5. If the College retains rights to the project and funding, but chooses to subcontract project activities to the institution receiving the faculty member, written approval is necessary from the funding agency. A letter stating the proposed change and the advising of the substituting PI should be prepared, countersigned by the College, and forwarded to the sponsor for approval.

6. The terms of the Notice of Award should outline the interest of purchased equipment and/or property: a) it belongs to the sponsor until the end of the project, or b) it belongs to the College upon purchase. This interest must be considered and clarified before any property or equipment is transferred or moved. The OSP will guide and assist you through any process required by the Office of Business & Finance regarding College property.

**Forms**

You may access the forms listed below by visiting the OSP’s website at [http://www.morehouse.edu/sponsoredprograms/formsandapplications.html](http://www.morehouse.edu/sponsoredprograms/formsandapplications.html)

The Release Time Appointment form and the Principal Investigator Exit Checklist can be found in the pages immediately following.

**Revision History**

Last revision completed on 1.1.2008
Fiscal Responsibility Attendant to Sponsor Research/Programs: AA 100.2

Purpose

To set forth the fiscal responsibility of principal investigators and/or project directors attendant to the conduct of sponsored research or programs.

Applicability

All principal investigators and project directors involved in sponsored research and/or programs

Source

The office of Sponsored Programs and the Office of Business and Finance.

Policy

This statement of policy is set forth for convenience and is not intended to be exhaustive of an employee’s obligations or to in any way limit responsibility for prudent fiscal management. Every employee who serves as principal investigator or project director on a sponsored research project or program is responsible for managing the project budget and funds. Responsible management shall accord with the following: the plan proposed to the funding entity; funding agency guidelines, including the Office of Management and Budget (OMB) circulars and all relevant federal laws and regulations; and all Morehouse College policies and procedures that may be applicable to the project.

I. Budgets:

The budget sections of all proposals submitted on behalf of the College are to reflect, as accurately as possible, the funding needed to carry out the proposed research. A PI/PD should neither overestimate the funds required nor underestimate budgetary needs. Either of these strategies may lead to proposal rejection.
Upon award of funding for research or programs, the PI/PD must consult with the budget analyst in the Office of Business and Finance to set up a chart of accounts for the project/program that will align spending requests with allocation. All requests to spend funds must be submitted to the Office of Business and Finance according to the policy set forth in the Business and Finance section (Section III) of this manual.

II. Hiring Employees:

No person shall be requested to, or allowed to, work under a sponsored project or program unless and until all appropriate forms have been processed through, and approvals have been obtained from, the Office of Human Resources. According to College policy, all employees under sponsored projects or programs are designated temporary employees. For each person to be hired to work a sponsored project or program, a job requisition form must be submitted that includes, among other things, personal identifying information sufficient to allow the candidate’s inclusion in the College’s payroll system; employment start and end dates; the location from which the candidate will be working; the salary amount; full-time or part-time status; the appropriate College funding codes that have been assigned to the project/program; and any other information required by the Office of Human Resources, and according to the policy set forth in the Human Resources section (Section V) of this manual.

III. Salary & Wages:

No employee may be scheduled for activities in excess of 100% of effort in any given period of employment. For multi-year projects, the project/program budget should take into consideration any possible salary increases. Except as approved by the provost or an appropriate area vice president, sponsored activities may not result in any employee receiving compensation at a rate in excess of their authorized salary or academic rate.

IV. Project Expenditures:

Sponsored projects and programs are governed by and subject to the College’s fiscal policies. Please refer to the Business and Finance section (Section III) of this policy and procedure manual for guidance on appropriate processing of project expenditures including, but not limited to, travel, employees, equipment, supplies, consultants, etc.
V. **Capital Equipment & Supplies:**

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of five thousand dollars ($5,000) or more. Capital equipment purchased with funds under a sponsored project or program is the property of the College and are subject to inventory and control policy and processes implemented by the Office of Business and Finance.

Expendable items cost less than $5000 and may include supplies such as laboratory items, teaching aids, computer software, and office supplies.

VI. **Subcontract Agreements:**

Subcontract agreements with external agencies and entities must be approved via the college’s proposal submission process through the OSP, and are subject to review by the Office of General Counsel. Any cost sharing by Morehouse College must be carefully documented, and it is not the policy of the College to defer indirect costs. Exceptions must be approved by the vice president for business and finance as part of the OSP review process.

**Revision History**

Last revision completed on 1.1.2008
Conflicts of Interest in Research and Technology Transfer: AA 100.3

Purpose

In order to foster sponsored research and technology transfer while maintaining academic integrity, Morehouse College allows its investigators, under certain circumstances, to maintain relationships with research sponsors. The College may accept equity and other forms of consideration from licensees; however, individual investigators who wish to receive equity from any licensee of Morehouse technology must fully disclose the proposed terms of such arrangement. No part of proceeds from Morehouse College’s equity interest shall be distributed to Morehouse investigators who hold equity interests in licensees of Morehouse technology. Conflicts of interest are to be avoided.

Applicability

All employees involved in sponsored research and technology transfers.

Source

The Office of Sponsored Programs and 42 Code of Federal regulations § 50.604.

Definitions

The following terms as used in this policy shall have the following meaning:

1. Investigator - The principal investigator/project director, co-principal investigator or co-project director, other Morehouse investigators, or any Morehouse research collaborator, including visiting scientists, and any other persons who are responsible for the design, conduct or reporting of research, educational or service activities or responsible for preparing a proposal for research funding.

2. Research - Any systematic investigation designed to develop or contribute to generally recognizable knowledge relating broadly to public health or well-being, including behavioral and social sciences
research. The term encompasses basic and applied research and product development. The term further includes any such activity for which funding is available from a Public Health Services (PHS) Awarding Component or through a grant or cooperative agreement whether authorized under the PHS Act or other statutory authority.

3. **Compensation** - Anything of monetary value including, but not limited to, salary, consulting fees, honoraria or other payments for services.

4. **Equity Interest** - Stocks, stock options, or other ownership interests.

5. **Financial Interest** - Any interest of economic or monetary value of an investigator/inventor and/or a member of that person's immediate family (spouse, parent, child, grandparent, grandchild, or sibling) that could reasonably appear to affect or to be affected by the particular research or technology transfer transaction under consideration including, but not limited to, those listed in this policy.

**Policy**

Morehouse investigators involved in sponsored research or technology transfer are expected to comply with all federal regulations and laws pertaining to the conduct of research and the sale and purchase of securities.

I. **Investigator’s Requirement to Disclose Significant Financial Interests:**

Prior to submitting a formal proposal to the sponsor, each investigator who intends to participate in the research or program must disclose to his/her dean any of the following arrangements:

i. A proposal to a research sponsor: (1) from which any investigator receives, or anticipates receiving, compensation in excess of $10,000 during a calendar year; or (2) in which an investigator has an equity interest greater than 1% or worth more than $10,000; or (3) from which an investigator is entitled to receive royalties under a license or assignment of an investigator's intellectual property rights to such proposed sponsor;
ii. A proposal to evaluate technology that is owned by a business: (1) from which the investigator receives, or anticipates receiving, compensation in excess of $10,000 during a calendar year; or (2) in which an investigator has an equity interest greater than 1% or worth more than $10,000;

iii. A proposal to a research sponsor involving a waiver or preferential reduction of College direct or indirect costs to benefit to such sponsor: (1) from which the investigator receives, or anticipates receiving, compensation in excess of $10,000 during a calendar year; or (2) in which an investigator has an equity interest greater than 1% or worth more than $10,000.00

iv. A proposal involving the purchase of equipment or other materials from a vendor or supplier: (1) from which the investigator receives, or anticipates receiving, compensation in excess of $10,000 during a calendar year; or (2) in which an investigator has an equity interest greater than 1% or worth more than $10,000;

v. For clinical trial, any financial interest;

vi. For human subjects research other than a clinical trial: (1) any financial interest exceeding $5,000 in value, (2) any equity interest, or (3) any intellectual property interest.

In cases in which investigators are not aware of the existence of such arrangements at the time of the proposal, or in which such arrangements arise after submission of a proposal, investigators shall notify the dean within three (3) business days of learning of such arrangement. An investigator who is the person to whom disclosure would normally be made shall disclose such an arrangement to the next superior official.

A "company" shall not include the interest of a diversified mutual fund in which an investigator is an investor.
Morehouse investigators involved in technology transfer activities shall disclose in writing any relationship with a prospective licensee to the dean, the provost and to the Office of Institutional Advancement office of Licensing, before Morehouse or the investigator commences negotiations with such party.

Prior to submitting a proposal for sponsored research or programs, and/or prior to becoming involved in technology transfer activities, Morehouse investigators must complete annually the Morehouse College Financial Conflict of Interest Screening/Disclosure Form for 2007/2008* (COIF). (See "Forms" below.)

Any Morehouse investigator who is engaged in sponsored research, or who wishes to be eligible to engage in sponsored research, shall complete and file a COIF with his/her department chair or director at least once each year. Each department chair/director must provide a copy of the COIF to the division dean or area vice president.

Research investigators must update the COIF's financial disclosure statement more often than annually, as any new reportable significant financial interests are obtained. Research investigators have an obligation to update the COIF immediately upon obtaining reportable significant financial interests.

II. Conflict of Interest Panel:

The College shall maintain a panel to review, govern and ensure compliance with this conflict of interest policy. The Conflict of Interest Panel shall consist of not fewer than three nor more than five members who shall be appointed by the provost and senior vice president for academic affairs, and shall include a member recommended by the vice president for business and finance.

The Conflict of Interest Panel shall be responsible for investigating and resolving any alleged violations of this policy and shall take appropriate action to enforce this policy, including, but not limited to, imposing sanctions upon investigators who violate the policy. The Conflict of Interest Panel shall notify promptly the provost, general counsel and the Office of Sponsored Programs of any conflicts not resolved to the satisfaction of Morehouse college policy. At the direction of the provost
and/or general counsel, OSP shall notify the federal sponsor of unresolved conflicts.

Unless circumstances warrant otherwise, the review of a proposal for any potential conflict of interest by the dean, and when necessary by the Conflict of Interest Panel, will occur within ninety (90) days after the proposal is submitted to the sponsor. When a conflict of interest is determined, the dean and/or the Conflict of Interest Panel will inform the principal investigator that a conflict has been determined and implement an action for managing, reducing, or eliminating the conflict. The dean will notify OSP that a conflict has been determined and that an action has been implemented. OSP will inform those sponsors that require notification of the conflict and action.

III. Conditions the Dean and/or the Conflict of Interest Panel May Impose:

Conditions that the dean and/or the Conflict of Interest Panel may impose to manage potential or actual conflicts of interest involving sponsored research shall include, but not be limited to:

1. Public disclosure of any financial interest of an investigator in a research sponsor or the commercial success of any therapeutic strategy or product that is the subject of any research results being reported;

2. Monitoring of any research project by independent reviewers;

3. Modification of any research proposal or plan;

4. Disqualification of any investigator from participating in all, or a portion of, any sponsored research;

5. Divestiture by an investigator of any financial interest in any research sponsor or severance of any relationship between an investigator and a research sponsor that may create actual or potential conflicts of interest.

The dean and/or Conflict of Interest Panel will be responsible for ensuring that the investigator complies with the recommended action.
IV. **Clinical Research:**

Special precautions must be taken to avoid the appearance of or actual bias with respect to clinical research involving the evaluation of therapeutic strategies or products, the commercial success of which may be certain to benefit Morehouse or Morehouse investigators. A Morehouse investigator shall not ordinarily participate in any clinical trial of a therapeutic strategy or product if the investigator is in a position to receive royalties or other compensation as a result of the commercial success of such strategy or product. Morehouse will not ordinarily participate in any clinical trial of a therapeutic strategy or product if Morehouse has, as a part of a licensing arrangement, acquired equity in the company sponsoring such trial. If Morehouse, or the investigator, or both, hold equity in a sponsoring company, and Morehouse is also the preferred or only feasible site for a clinical trial, the Conflict of Interest Panel may, with the approval of the senior vice president for academic affairs/provost and the dean, allow such trial to proceed. In such situations, the Conflict of Interest Panel may establish an ad hoc committee that includes at least one individual having no affiliation with Morehouse to review, approve and oversee the clinical trial.

V. **Fiscal Matters:**

Fiscal matters pertaining to a sponsored research or license arrangement that is subject to review by the dean and/or the Conflict of Interest Panel shall be approved by the senior vice president for academic affairs/provost and the vice president for business and finance.

VI. **Licensing:**

Any proposals to license Morehouse technology to a company in which a Morehouse inventor of the technology holds equity shall be referred to the Office of General Counsel for review and recommendations.

VII. **Morehouse Investigators as Corporate Board Members:**

Service by an investigator on the governing board of, or as an officer of, any sponsor of the investigator's research shall require the prior
approval of the Conflict of Interest Panel through the investigator's dean.

VIII. Maintenance of Records:

The dean shall be responsible for maintaining records, identifiable to each award, of all disclosures of relationships between investigators and potential research sponsors and all actions taken by the dean and/or the Conflict of Interest Panel to manage any actual or potential conflicts of interests for at least three (3) years beyond the termination or completion of the award or until resolution of any action by any federal agency involving the records, whichever is longer.

Procedure

I. Process for Review:

If the dean determines that a proposal, as initially disclosed, or as modified with the agreement of the investigators and the dean, complies with this policy, the proposal may go forward. Alternatively, the dean may refer a proposal to the Conflict of Interest Panel for further review.

Upon receipt of a proposal for external funding, the dean will review the proposal to determine if the principal investigator has certified on the Morehouse College Financial Conflict of Interest Screening/Disclosure Form for 2007/2008* (see "Forms" below) that there is or is not a financial interest that could be a potential and/or real conflict of interest.

II. Grounds for Review:

Proposals involving the following arrangements shall be reviewed by the dean to determine whether a financial interest poses a potential or real conflict of interest:

1. A proposal to a sponsor to perform research involving a technology that has been licensed, or offered under an option to the sponsor or other commercial entity, under an arrangement that will result in the investigator receiving royalties or other compensation from the commercial exploitation of the technology;
2. A proposal for research support from a sponsor in which the investigator holds equity in excess of one percent (1%);
3. A proposal for research support from a sponsor in which an investigator's immediate supervisor, co-investigator on the project, or any laboratory staff, or students who are directly supervised by that investigator and who would be engaged in the proposed project or their immediate family individually or collectively hold equity in excess of one percent (1%);
4. Proposals for external research support involving non-faculty employees or students to whom the circumstances described in "a" through "c" apply;

A conflict of interest exists when the reviewer(s) reasonably determines that a financial interest will directly and significantly affect the design, conduct, or reporting of the sponsored research or educational activities.

III. Post-Review Action:

If a conflict is determined, the dean shall determine what conditions or restrictions, if any, should be imposed by the institution to manage, reduce, or eliminate such conflict of interest. (See "Conditions the Dean and/or the Conflict of Interest Panel May Impose" above.)

If the dean cannot determine the action to be taken to manage, reduce, or eliminate the conflict of interest, the matter will be referred to the College’s Conflict of Interest Panel for review and recommendations.

Forms

See the pages immediately following for the Morehouse College Financial Conflict of Interest Screening/Disclosure Form for 2007/2008*.

Revision History

Last revision completed on 1.1.2008
Patents: AA 100.4

See Section IX: Intellectual Property
Research Misconduct: AA 100.5

Purpose

Misconduct in science and other scholarly activities is incompatible with the standards of the College, and not only violates the relationship between a researcher and Morehouse College, but also damages the reputations of those involved and of the entire research and scholarly community. Therefore, Morehouse investigators must observe this policy.

Applicability

This policy applies to all research conducted at the College, including that supported by the Public Health Service, the National Science Foundation, the National Institutes of Health (NIH) and other public or private entities. This policy applies to any person paid by, subject to the rules and policies of, or affiliated with the College, including scientists/professors, trainees, technicians and other staff members, students, fellows, visiting scientists or other collaborators at the College.

This policy and its procedures will be followed when a College official receives an allegation of possible misconduct in scientific or other scholarly activity. Circumstances in individual cases may require variation from normal procedure to serve the best interest of the College or the research sponsor. Change from the normal procedures must ensure fair treatment of the subject of the allegation, and any significant variation should be approved in advance by the provost and/or general counsel.

All actions undertaken pursuant to this policy will proceed promptly and with due regard for the reputation and rights of all persons involved. However, because of the inherent unfairness of and the difficulties presented by any attempt to assess stale evidence, allegations of misconduct based on events that occurred six or more years ago will not be subject to review under this policy unless clear and convincing mitigating circumstances are present. All employees and individuals associated with the College are encouraged to report observed, suspected, or apparent misconduct in science or other scholarly research, or retaliation for having made such allegations, to the provost and/or general counsel, the research integrity officer, the accused person's immediate supervisor, department chair, research center director, or
An administrative official who receives such a report must immediately contact the provost and/or general counsel. Reports can be made on an informal (oral) or formal (written) basis. Formal allegations should be submitted in sufficient detail to permit a preliminary inquiry into whether an investigation is warranted. Reasonable efforts will be made to review and resolve informal reports of alleged misconduct; however, such reports will not be processed through the procedures set out below unless they are submitted in writing or confirmed separately through available evidence.

**Source**

The Office of Sponsored Programs and the Code of Federal Regulations.

**Definitions**

1. **Allegation** means any written or oral statement or other indication of possible scientific misconduct made to a College official.

2. **Complainant** means a person who makes an allegation of scientific misconduct.

3. **Conflict of Interest** means the real or apparent interference of one person's interests with the interests of another person or entity, including the College, where potential bias may occur due to prior or existing personal or professional relationships.

4. **Deciding Official** means the College official who makes final determination on allegations of scientific misconduct and any responsive College actions.

5. **Falsification** is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

6. **Fabrication** is making up data or results and recording or reporting them.

7. **Good Faith Allegation** means an allegation made with the honest belief that scientific misconduct may have occurred. An allegation is
not in good faith if made with reckless disregard for or willful ignorance of facts that would disprove the allegation.

8. **Inquiry** means gathering information and initial fact-finding to determine whether an allegation or apparent instance of scientific misconduct warrants an investigation.

9. **Investigation** means the formal examination and evaluation of all relevant facts to determine if misconduct has occurred and, if so, to determine the responsible person and the seriousness of the misconduct.

10. **ORI** means the Office of Research Integrity (ORI) in the U.S. Department of Health and Human Services (DHHS). ORI is responsible for the scientific misconduct and research integrity activities of the U.S. Public Health Services (PHS).

11. **Plagiarism** is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.

12. **Research Integrity Officer (RIO)** means the institutional official responsible for making an inquiry into allegations of scientific misconduct and determining when such allegations warrant an investigation. The research integrity officer will be the provost, general counsel, or an appropriately designated representative.

13. **Research Record** means any data, document, computer file, computer CD or diskette, or any other written or non-written account or object that reasonably may be expected to provide evidence or information regarding the proposed, conducted, and/or reported research that constitutes the subject of an allegation of scientific misconduct. A research record includes, but is not limited to, grant or contract applications, whether funded or unfunded; grant or contract progress and other reports; laboratory notebooks; notes; correspondence; videos; photographs; x-ray film; slides; biological materials; computer files and printouts; manuscripts and publications; equipment use logs; laboratory procurement records; animal facility records; human and animal subject protocols; consent forms; medical charts; and patient research files.
14. **Respondent** means the person against whom an allegation of scientific misconduct is directed or the person whose actions are the subject of the inquiry or investigation. There can be more than one respondent in any inquiry or investigation.

15. **Retaliation** means any action taken by the College that adversely affects the employment or other institutional status of a complainant who, acting in good faith, has made an allegation of scientific misconduct. Adverse actions taken against any individual who has cooperated in good faith with an investigation of alleged misconduct also constitute retaliation.

**Policy**

Morehouse College investigators must adhere to the highest ethical standards for all research and scholarly work, and must avoid misconduct and assure integrity in the collection of data, storage of records and proper assignment of credit in publication.

Scientific misconduct or misconduct in other scholarly research means fabrication, falsification, or plagiarism. In addition, other practices that seriously deviate from ethical standards for proposing, conducting, or reporting research are unacceptable and in some cases may constitute scientific misconduct. Ordinary errors, good faith differences in interpretations or judgments of data, scholarly or political disagreements, good faith personal or professional opinions, or private moral or ethical behavior or views are not misconduct under this definition.

It is the responsibility of every investigator to maintain the integrity of research projects by keeping accurate, permanent, and auditable records of all experimental protocols, data, and findings. It is also the responsibility of all researchers and scholars to report instances of misconduct, as well as instances of retaliation against those who in good faith bring charges of misconduct in science or other scholarly research. No person who in good faith alerts the College to possible instances of misconduct shall be retaliated against in any way due to that reporting.
Procedure

1. **Formal Allegations of Misconduct and Inquiry:**

   The College's research integrity officer (RIO) will make an immediate inquiry into the allegations of misconduct and will, in consultation with the general counsel and the provost, make an initial determination as to whether there is the need for an investigation.

   As a part of an inquiry, the research integrity officer must ensure that all original research records and materials, and all documents relevant to the allegation are immediately secured. The inquiry may include review of documentation, interview of complainant(s) and respondent(s) and consideration of any evidence deemed appropriate pursuant to the regulations promulgated by the Department of Health and Human Services (DHHS) Public Health Service (PHS).

   The RIO, provost and/or general counsel shall prepare and transmit an inquiry report to the complainant and the respondent. This report shall state whether an investigation into the allegations is warranted. If it is found that an investigation is warranted, the research integrity officer, in consultation with the general counsel, will conduct a fair and thorough investigation, protect confidentiality and, as required by regulations, make appropriate reports to the ORI.

2. **Complainant and Protection of Complainant:**

   Individuals who bring allegations of misconduct and those who cooperate in inquiries and investigations shall not be retaliated against in the terms or conditions of their employment or other status at the College. To the extent possible, the College will protect the privacy of those who make good faith reports of misconduct and will take diligent efforts to protect their positions and reputations.

   The complainant is responsible for making allegations in good faith, maintaining confidentiality, and cooperating fully with any inquiry or investigation. Individuals who make frivolous allegations or bring them in bad faith shall be subject to disciplinary action.
3. **Respondent and Protection of Respondent:**

A respondent will be informed of the allegations when an inquiry is opened. The RIO may interview the respondent, will notify the respondent in writing of the conclusion of the inquiry, and then will inform the respondent of any actions that may result from that conclusion, including a subsequent investigation.

To the extent possible, the College will ensure confidentiality and fair treatment of the respondent without compromising public health and safety or the ability to conduct a thorough inquiry or investigation. No person involved in resolving an allegation of scientific or scholarly misconduct shall have real or apparent conflicts of interest in the matter.

The respondent may employ outside counsel at his or her expense at any stage of the proceedings described in this policy. Counsel may accompany the respondent in meetings but may not ask questions or offer testimony. The role of counsel is limited to that of advisor to the respondent unless, because of an investigation, the College implements a formal grievance process.

4. **Investigations:**

Immediately after determining that the circumstances warrant an investigation, the general counsel and/or the RIO will initiate one. The purpose of the investigation is to explore in detail the allegations, examine the evidence in depth, and determine specifically whether misconduct has been committed, by whom, and to what extent. The investigation also will determine whether there are additional instances of possible misconduct that would justify broadening the scope beyond the initial allegations. The findings of the investigation will be set forth in an investigation report.

5. **Investigation Process:**

An investigation committee will be appointed and the investigation process initiated within thirty (30) days of the completion of the inquiry. The committee shall consist of at least one faculty member for every three total members of the committee. The investigation normally will involve examination of all documentation including, but not necessarily
limited to, relevant research records, computer files, proposals, manuscripts, publications, correspondence, memoranda, and notes of telephone calls. The committee may interview the complainant(s), the respondent(s), and other individuals who might have information regarding aspects of the allegations.

6. **Investigation Report:**

The committee shall prepare a report of its investigation for submission to the general counsel. The report shall describe the policies and procedures under which the investigation was conducted, how and from whom information relevant to the investigation was obtained, the findings, and the basis for the findings. It shall also contain an accurate summary of the views of any person(s) found to have engaged in misconduct. The report and any portions of it shall remain confidential, and the College may establish reasonable conditions to ensure that confidentiality. A copy of the report will be provided to the respondent for comment and rebuttal. The complainant's rebuttal comments should be considered by the committee, and the report should be modified as appropriate prior to its submission. The respondent's comments will be attached to the report and submitted to the general counsel. Upon final review by the general counsel, the committee's report shall be submitted to the senior vice president for academic affairs/provost.

7. **Investigation Decision and Notification:**

The senior vice president for academic affairs/provost is the deciding official who will make the final determination as to whether to accept the investigation report, its findings, and recommendations. If the provost’s determination or recommendation varies from that of the investigation committee, the senior vice president/provost shall provide a written detailed explanation of the basis for rendering a decision or recommendation different from that of the committee. The explanation of the senior vice president/provost should be consistent with the definition of scientific misconduct, the College's policies and procedures, and the evidence reviewed and analyzed by the investigation committee. The senior vice president/provost may also return the report to the investigation committee with a request for additional fact-finding and analysis. The determination of the senior vice president/provost, together with the report of the investigation committee, constitutes the final report and decision.
The provost and/or general counsel will notify the respondent and the complainant in writing of the final decision of the case. The senior vice president for academic affairs/provost will determine whether law enforcement agencies, professional societies, professional licensing boards, editors of journals in which falsified reports may have been published, collaborators of the respondent in the work, or other relevant parties should be notified of the outcome of the case. The provost and/or general counsel will notify the OSP of the findings, and OSP is responsible for ensuring compliance with all notification requirements of funding or sponsoring agencies, including submissions of the final report to ORI or other appropriate agencies.

Revision History

Last revision completed on 1.1.2008
Public Policy Compliance: AA 100.6

Purpose

This policy is intended to give general notice to College employees who participate in publicly funded research, training and service projects of certain areas of government- mandated compliance. By acceptance of government funds, recipients agree to be bound by all applicable public policy provisions, regardless of formal notice. These requirements are most often referenced in grant agreements. It is incumbent upon principal investigators to review and comply with all regulations governing their awards, including awards to educational institutions, research entities, recipients of construction grants, and employers, and including those issued by the Department of Health and Human Services Public Health Service, the National Science Foundation, and the National Institutes of Health.

Failure to comply with public policy can result in funds being withheld from the institution, suspension or debarment from eligibility for future grants, and personal liability of the investigator who may be subject to enforcement actions through administrative procedures or lawsuits.

Applicability

All employees involved in publicly sponsored research.

Source

The Office of Sponsored Programs, the Office of Government Relations, and Federal Grants Management Handbook © Thompson Publishing Group Inc.

Policy

Each investigator is held primarily responsible for knowing and understanding applicable laws and regulations governing their related publicly funded projects or programs. The following categories set forth areas of federal responsibility that apply to recipients within the listed categories, and requirements that apply to certain recipients regardless of program content or organization.
I. **Category: Generally, All Recipients**

1. **Civil Rights:** Reference Title VI of the Civil Rights Act of 1964 (42 USC §2000(d)) Minimally, grantees must periodically report:
   - The manner in which the services are or will be provided by the program;
   - The eligible population to be served, broken down by race, color and national origin;
   - The program employment data;
   - The location of existing or proposed facilities connected with the program (this is sought to determine whether the location has or will have the effect of unnecessarily denying access to any protected person);
   - The current or proposed membership (by race, color or national origin) in any planning or advisory body that is an integral part of the program; and
   - Where geographic location is involved, the requirements and steps used (or proposed) to guard against unnecessary impact on individuals on the basis of race, color or national origin.

2. **ADA:** Reference Section 504 of the Rehabilitation Act of 1973 (29 USC §794)
   Grantees are prohibited from discriminating in programs, activities, or employment, against individuals with disabilities. These individuals must not be precluded from participation in, or receiving the benefits of those programs or activities, and, when new facilities are built, or existing ones modified, they must conform with technical standards for physical accessibility.

3. **Age Discrimination:** Reference the Age Discrimination Act of 1975 (42 USC §6101 et seq.)
   The exclusion of any person on the basis of age from participation in federally funded programs or activities, including grants, cooperative agreements, contracts or loans, is prohibited. No person may be denied the benefits of, or be subjected to discrimination under, any such program or activity on the basis of age.

The statute requires federal grantees and contractors to certify maintenance of a drug-free workplace. **To do so, a grantee must establish a written policy that informs its employees that the unlawful possession, distribution or manufacturing of a controlled substance in the workplace is prohibited.** The regulations apply only to primary recipients. An award recipient must:

- Publish a statement (e.g., as part of a personnel policy or manual) that informs employees that the manufacture, distribution, possession or use of a controlled substance in the recipient’s workplace is prohibited. The statement must identify the site(s) of the performance of the award and the penalties to be imposed on employees who violate the recipient’s drug-free workplace policy;
- Establish an awareness program informing employees of the dangers of drug abuse in the workplace, its policy of maintaining a drug-free workplace, and any available drug rehabilitation and employee assistance programs. There is no requirement to provide or pay for rehabilitation programs;
- Provide all employees “engaged in the performance of the federal award” the policy and the requirement of compliance as a condition of employment. This includes temporary personnel and consultants;
- Include in the policy a requirement that employees notify the grantee of any “criminal drug statute conviction for a violation occurring in the workplace” within five (5) days of a conviction;
- Within ten (10) days after receiving notice of any conviction for a drug violation in the workplace, notify the granting agency and, within thirty (30) days of notice, the award recipient must either take appropriate personnel action, which can include termination, or require the employee to participate satisfactorily in an assistance or rehabilitation program approved by a federal, state or local health or law enforcement agency.
5. Contract Work Hours & Safety:

The Contract Work Hours and Safety Standards Act of 1962 (40 USC §327 et seq.) regulates practices of employers with federal service contracts or federally assisted construction contracts of more than $100,000.

II. Category: Educational Institutions:

1. Gender Discrimination – Reference Title IX of the Education Amendments of 1972 (20 USC §1681 et seq.)
Title IX protects people from discrimination based on gender in educational programs or activities that receive federal financial assistance. Sexual harassment is considered discrimination based on gender, and is prohibited under Title IX. There are exceptions, including institutions of higher education that “traditionally and continually since its establishment has had a policy of admitting only students of one sex,” some beauty pageants, some father-son or mother-daughter events, tax exempt social fraternities and sororities, military service training, certain religious organizations, and some youth service organizations whose membership traditionally has been limited to persons younger than 19 years of age.

There are notification and coordination requirements associated with Title IX.

2. Disabilities – Reference the Individuals with Disabilities Education Act of 1975

Revision History

Last revision completed on 1.1.2008
Research Involving Human Subjects: AA 110.7

Purpose

To set forth certain human subjects’ rights and protections, and to establish a review process intended to ensure compliance with federal regulations that govern public funding to educational institutions for research involving human subjects, including those issued by the Department of Health and Human Services Public Health Service, the National Science Foundation, and the National Institutes of Health. Morehouse College seeks to ensure that activities related to human subject research, regardless of funding source, will be guided by ethical principles.

Applicability

All employees intending to work with human subjects in research projects regardless of the source of funding, the purpose, extent, or context of the study.

Source

The Internal Review Board and the Office of Sponsored Programs.

Policy

I. Use of Human Subjects:

In accordance with federal government regulations, the College has established an Institutional Review Board (IRB) to ensure the protection of human subjects in research projects. All researchers intending to work with human subjects must submit an application to the IRB prior to the start of research activities. Human subject research includes any study involving human subjects, including survey questionnaires. All human subject studies are subject to IRB review regardless of the purpose, extent, context, or source of funding for the study. Class projects and studies that do not receive any external funding also require IRB review. Research initially undertaken without the intent of using human subjects, which later propose to do so, must comply with these procedures.
I. **Exempt Research:**

   Some research activities with human subjects is exempted from full IRB Review, but that determination can only be made by the IRB chairperson in accordance with federal regulations (45CFR46, part 46.101).

II. **Federal-wide Assurance for the Protection of Human Subjects (FWA):**

   The Morehouse College IRB has been granted a Federal-wide Assurance for the Protection of Human Subjects by the U.S. Department of Health and Human Services (DHHS). The Morehouse College IRB is authorized to approve human subject research supported with funds from federal agencies. Researchers whose IRB application is for a federally funded proposal must indicate the federal agency from which funds are sought on the Proposal Cover Page.

   Principal Investigators are responsible for ensuring that IRB instructions are followed, that problems with human subject research are promptly reported to the IRB, and that refinements, changes, or any modification to research protocols are reported to the IRB prior to their use in research. Institutions at which human subject research is not conducted in compliance with federal regulations are subject to the loss of all federal funding.

III. **Researchers from Other Institutions:**

   Researchers from other institutions wishing to conduct studies on students, faculty or staff at Morehouse College must submit an application to the Morehouse College IRB even if an IRB review was completed at their home institution (in accordance with Protection of Human Subjects, 45 CFR 46, part 46.114). In addition, human subject researchers who are not Morehouse College students, faculty or staff, must obtain a Morehouse College research sponsor (faculty or staff) who will assume responsibility for the proposed research activity, and the researcher must submit an Unaffiliated Investigator Agreement Form with their application for IRB review. All research, including that conducted by students and professors in the classroom, is subject to IRB review. Types of research that require IRB review include:
   - Questionnaires/inventories administered in class by the professor or another researcher.
• Observational research of behavior in a laboratory or field setting
• Experimental research that requires manipulation of subjects

Researchers who plan to conduct human subject research that they believe is exempt from IRB review must submit a full application to the IRB prior to conducting research activities. Federal regulations state that only the IRB may determine whether a research activity is exempt from full review (see “Exempt Research” above).

For information about the federal law concerning human subject research, click this link to the Office for Human Research Protections (OHRP) at the U.S. Department of Health and Human Services: http://www.hhs.gov/ohrp/.

**Procedure**

**I. Faculty and Staff Research:**

For faculty and staff research, ten (10) full copies of the research protocol, questionnaires to be administered, and proposed informed consent forms must be submitted at least four (4) weeks prior to the initial decision date desired. A copy of the Proposal Cover Page (available at the Morehouse College IRB website) must accompany the proposal. Faculty and staff researchers must obtain the signature of their immediate supervisor (department chair) on the Proposal Cover Page. Electronic submission of an IRB application will be accepted, but it must conform to the requirements stated on the OSP website. The IRB will complete initial reviews of faculty research projects within four weeks of their submission.

**II. Student Research and Classroom Projects:**

Two (2) copies of proposals for student research projects and classroom projects must be submitted two (2) weeks prior to the initial decision date desired. This proposal should include a brief description of the research protocol, questionnaires, and the proposed informed consent forms. Proposals for student research projects and classroom projects must be submitted by the faculty advisor. The signature of the advisor is required on the Proposal Cover Page. Approval of the department
chair is also required prior to the submission of a student research proposal. The department chair must indicate approval on the Proposal Cover Page. The IRB will attempt to complete initial reviews of student research proposals within two weeks of the time of their submission.

III. **Expedited Review:**

The Morehouse College Institutional Review Board does not have authority to conduct expedited reviews. All proposals will be subject to a full review by the IRB.

IV. **Notification of Approval:**

Following review by the IRB for initial or continuing approval, written notification will be sent to the principal investigator and to the College’s human subjects administrator. Written notification will clearly indicate either approval or non-approval. When a proposal is not approved, the IRB will provide a statement of the reasons for its decision, provide the principal investigator with an opportunity to respond either in person or in writing, and typically will provide instructions to principal investigators on proposal modifications that would increase the likelihood of approval upon resubmission. However, the IRB is not obliged to approve any research proposals that may present risks to human subjects, regardless of the proposed benefits foreseen by the principal investigator.

V. **Criteria for IRB Approval:**

In order to approve research, the IRB must determine, within its sole discretion, that the following requirements are satisfied: (1) there are no unnecessary risks to subjects; (2) the risks to subjects are reasonable; (3) the selection of subjects will be equitable; (4) informed consent will be sought and appropriately documented; (5) adequate provision has been made for monitoring data collection to ensure safety of subjects; (6) adequate provision has been made to protect the privacy of subjects; and (7) when subjects are likely to be vulnerable to coercion or undue influence, additional safeguards have been included.

VI. **Conditions of IRB Approval:**
IRB approval of a proposed study is limited to the specific study described in the proposal reviewed by the IRB. Approval is limited to 12 months. An extension of IRB approval for an additional 12-month period requires that the principal investigator notify the IRB of the following information: (1) number of subjects seen, (2) location and number of consent forms obtained, (3) adverse reactions encountered and corrective measures taken, and (4) any changes in the research protocol. Proposals for extensions for an additional 12-month period may be submitted no later than two months prior to the start of the second 12-month period. Researchers must report to the IRB any changes made to protocols, questionnaires, or informed consent forms during a study prior to the initiation of such changes. Changes in protocols, questionnaires, or informed consent forms must be approved by the IRB prior to use with human subjects, except when such change is necessary to eliminate apparent immediate hazard to the subjects. If any such immediate changes are made, the IRB must be immediately notified and approval of the change must be sought. Any incident in which a human subject is injured must be reported immediately to the IRB. In all cases, researchers must report to the IRB on the status of their project at the end of each 12-month approval period or at shorter intervals as specified by the IRB.

Projects that pose a high level of risk to human subjects or that have had problems complying with IRB requirements in the past may be subject to continuing reviews at intervals more frequent than 12 months and/or verification of research activities by individuals other than the principal investigator.

VII. Full Review:
Full reviews will be conducted in accordance with the guidelines provided by the Office for Human Research Protections (OHRP) of the U.S. Department of Health and Human Services (Protection of Human Subjects, 45 CFR 46, part 46.109). Copies of the proposal will be sent to each IRB member for full review. A review meeting of the IRB will be held approximately one week after a proposal is sent to IRB members. The principal reviewer (PR) will lead the discussion of the proposal at meetings of the IRB.

The PR will complete a full review form that reports the decision of the IRB and advises the principal investigator of required changes to the protocol or consent forms. The same PR will lead annual and ongoing
reviews of revised proposals and consent forms. The IRB chairperson and PR will sign the Notification of Approval and submit the same to the principal investigator.

VIII. **Termination of Approval:**

The IRB has the authority to suspend or terminate approval of any research that is not being conducted in accordance with these guidelines or that is associated with unexpected serious harm to the subjects. When approval is either suspended or terminated, the IRB will provide the principal investigator with a statement of the reasons for its decision.

**Revision History**

Last revision completed on 1.1.2008
Strategic Planning
Strategic Planning: AA 200

Purpose

To coordinate the development of the college’s strategic plan, monitor the progress made towards achieving the established goals, and report the findings.

Applicability

All faculty, staff and students.

Source

The College Policy.

Policy

The college will maintain a three- to five-year strategic plan in which its progress will be monitored on an annual basis.

Procedure

1. The Office of Strategic Planning (OSP) coordinates the facilitation of workshops with identified planning committees and constituency groups to collect input on the future direction of the college and current challenges, strengths and opportunities.

2. The OSP gathers all of the collected information to develop a three- to five-year strategic plan inclusive of goals, strategies, action plans, timelines and indicators.

3. The OSP collects data on the strategic plan indicators and the progress made with each action plan.

4. The OSP develops a progress report and a report card to identify progress made towards achieving the established goals.
Revision History

Last revision completed on 1.1.2008
Title III
Title III: AA 300

Purpose

To monitor and oversee the proper expenditure of funds and the completion of the objectives and performance evaluation measures for all activities according to the approved Title III Part B, Strengthening Historically Black Colleges and Universities (HBCU) Program grant proposal.

Applicability

Senior administration, Title III activity directors, recipients of Title III financial support.

Source

- College Policy;
- Higher Education Act of 1965, as amended; Strengthening Historically Black Colleges and Universities; Title III, Part B, Sections 321-341; Catalog of Federal Domestic Assistance (CFDA) 84.031B;
- 34 Code of Federal Regulations (CFR) Part 608 for HBCUs;
- Education Department General Administrative Regulations (EDGAR), Part 74, 75, 77, 79, 81, 82, 84, 85, 86, 97, 98, and 99;

Policy

The administrative procedures for the Title III part b funded activities will follow the approved policies and practices of Morehouse College. In those cases in which the fiscal policies and reporting requirements of the U.S. Department of Education require more detailed record keeping and reporting, these regulations will be followed.

Procedure
The Title III Office will follow the procedures outlined in the *Title III: Strengthening Historically Black Colleges and Universities Grants Program Policies and Procedures Manual* that is on file in the Title III Office and distributed to all Title III activity directors.

**Revision History**

Last revision completed on 1.1.2008
SECTION III: Office of Business and Finance/CFO

Revised December 2011
Office of Business and Finance Organization Chart
Points of Contact
Points of Contact BF 100:

**Purpose**

To identify persons and units within the Business Office who can assist Morehouse College employees with questions concerning internal business and financial matters.

**Applicability**

All Morehouse College employees.

**Source**

Office of Business and Finance.

**Policy**

Not applicable.

**Procedure**

See the "Office of Business and Finance Points-of-Contact List" immediately following.

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</tr>
</tbody>
</table>

**Revision History**

Last revision completed on 1.1.2008.
Contracts
Contracts BF 200:

Purpose

To provide Morehouse College employees with information regarding the authority to sign contracts and other agreements on behalf of the institution.

Applicability

All Morehouse College employees, students, groups and organizations.

Source

The College Policy.

Policy

No College employee may sign (execute) any contract purporting to be made on behalf of the College unless he/she has delegated signature authority to do so, pursuant to this policy. No contract executed by an individual without signature authority under this policy will be binding upon the College.

Any individual who signs a contract without the proper written authority from the President will be subject to disciplinary actions. (See HR 400.2.) Any contract signed by an individual without proper contracting authority may become the personal obligation of that individual.

The College has a centralized system of signature authorization. Except as may be expressly delineated by the president, only the president and the vice president for Business and Finance/chief financial officer are authorized to execute contracts and other written documents on behalf of the College. Except as may be limited by the president, vice presidents have the authority to hire and fire personnel within their areas.

All signature authority must be delegated in writing with specific limitations delineated by the president. Delegation is to the position within the College and not to the individual holding the position at the time of the delegation. A person in an acting or interim position also has the general signature authority of the position.
Revision History

Last revision completed on 1.1.2008.
Travel
Travel BF 300.1:

Purpose

To provide Morehouse College employees with the information that governs traveling on official College business.

Applicability

Employees who travel in state, out of state, or internationally, regardless of the funding source for such travel.

Source

• College Policy
• Related Policies:
  o International Travel: BF 300.2
  o Travel Agencies: BF 300.3
  o Vehicle Rental Agencies: BF 300.4
  o Travel Advances: BF 300.5
  o Lodging: BF 300.6
  o Meals: BF 300.6
  o Travel Expense Reports Settlements: BF 300.6
  o Travel Receipts and Itemization: BF 300.7

Policy

I. Expenses:

It is the policy of the College that all reasonable expenses for official travel will be reimbursed in accordance with the guidelines stated herein:

i. All travel documentation should state the business purpose.
ii. Travel costs include, and are limited to, expenses for transportation, lodging, meals and related items incurred by an employee traveling on official College business. Such costs are allowable when they are directly attributable to specific
work under a grant/contract or are incurred in the normal course of the administration of the College, a department, or a program.

iii. Travel costs will be charged on a combined per diem and actual basis.

II. Authorization Guidelines:

The College will authorize employee travel in accordance with the following procedure guidelines:

i. All travel arrangements should reflect an understanding of the travel policy.

ii. Travel is warranted when personal contact is the most economical method of conducting College business.

iii. Representation by College employees at out-of-state conventions or meetings is to be held to a minimum number of attendees.

iv. Employees may attend educational or training seminars if funds are available in their approved budgets and if the seminars are directly job related. Employees are encouraged to attend such seminars in Georgia, whenever possible.

v. The most economical method of transportation is to be selected in terms of expense to the College and the employee’s time away from the office.

Procedure

I. Obtaining Approval

For all types of travel, the traveler must obtain approval before departing on the trip:

a. International travel requires the written approval of the president/designee.

b. Out-of-state travel requires the written approval of the employee’s supervisor.

c. In-state travel requires the verbal approval of the employee’s supervisor.

Travel forms are available from the Office of Business and Finance.
Forms

Travel forms are available from the Office of Business and Finance.

Revision History

Last revision completed on 1.1.2008.
International Travel BF 300.2:

Purpose

To provide Morehouse College employees with the information that governs international travel on official College business.

Applicability

Employees who travel internationally, regardless of the funding source for such travel.

Source

- College Policy
- Related Policies:
  - International Travel: BF 300.2
  - Travel Agencies: BF 300.3
  - Vehicle Rental Agencies: BF 300.4
  - Travel Advances: BF 300.5
  - Lodging: BF 300.6
  - Meals: BF 300.6
  - Travel Expense Reports Settlements: BF 300.6
  - Travel Receipts and Itemization: BF 300.7

Policy

I. Expenses:

It is the policy of the College that all reasonable expenses for official international travel will be reimbursed in accordance with the guidelines stated herein:

i. All travel documentation should state the business purpose.

ii. Travel costs include, and are limited to, expenses for transportation, lodging, meals and related items incurred by an employee traveling on official College business. Such costs are allowable when they are directly attributable to specific work
under a grant/contract or are incurred in the normal course of the administration of the College, a department, or a program.

iii. Travel costs will be charged on a combined per diem and actual basis.

II. Authorization Guidelines:

i. The College will authorize employee travel in accordance with the following guidelines:

ii. All travel arrangements should reflect an understanding of the travel policy.

iii. Travel is warranted when personal contact is the most economical method of conducting College business.

iv. The most economical method of transportation is to be selected in terms of expense to the College and the employee’s time away from the office.

Procedure

Obtaining Approval: International travel requires the written approval of the president/designee.

Forms

Travel forms are available from the Office of Business and Finance.

Revision History

Last revision completed on 1.1.2008.
Travel Agencies BF 300.3:

Purpose

To provide Morehouse College employees with information that governs the use of travel agencies when making arrangements for travel on official College business.

Applicability

Employees who travel in state, out of state, or internationally regardless of the funding source for such travel.

Source

The College Policy.

Policy

All travel arrangements, including transportation and hotel accommodations, should be made through the College’s approved travel agencies. Every attempt should be made to plan trips as early as possible (a minimum of two weeks in advance) to take advantage of airfare discounts. First-class accommodations are not allowed.

The Office of Business and Finance must approve any exceptions to this policy.

Violations:

Employees who violate this policy will be subject to disciplinary action (See HR 400.2).

Procedure

All employees who travel on official College business must adhere to the following procedure:
1. Contact the Office of Business and Finance for the names of the College-approved agencies.

2. Contact the travel agency to book air transportation and hotel accommodations, at the lowest available rates.

   The cost of hotel accommodations may be processed by:
   a. Submitting separate requisitions with the appropriate name and address of the hotel and dates of stay. A check will be sent directly to the hotel; or
   b. Completing and forwarding a travel advance form, approved by the department head, two weeks prior to the travel date. The check will be made payable to the traveler, and it will be the traveler’s responsibility to pay the hotel at the time of check-in.

3. Complete a requisition for the airfare by supplying the name of the travel agency, exact dates of travel, and the airline to be used.

4. Acquire approval of the requisition at the departmental level and forward it to the business office for processing.

The travel agency will contact the business office at a pre-scheduled time to obtain purchase order numbers.

Any exception to this policy or procedure must demonstrate that comparisons with other providers or vendors support the decision, and must be approved by the appropriate vice president.

**Revision History**

Last revision completed on 1.1.2008.
Vehicle Rental Agencies BF 300.4:

Purpose

To provide Morehouse College employees with information that governs the use of vehicle rental agencies when traveling on official College business.

Applicability

Employees who travel in state, out of state, or internationally regardless of the funding source for such travel.

Source

The College Policy.

Policy

Employees who are at least twenty-five (25) years of age and possess a valid driver’s license may rent a vehicle for traveling on official College business. Approval by both the supervisor and department head is required. All rental vehicle arrangements should be made through the College’s approved vehicle rental agencies.

Employees must rent compact or medium-sized vehicles unless there are four or more passengers traveling together. Rental vehicles should be returned at the contracted time indicated on the original travel voucher. If the rental vehicle needs to be retained for a longer period, however, approval must be obtained from the department head. If approval is not given, the person renting the vehicle will be held responsible for all additional charges.

The employee is responsible for ensuring that the vehicle is filled with gas prior to returning it to the agency. Any additional charges incurred as a result of not adhering to this policy may become a liability of the employee.

Violations:

Employees who violate this policy will be subject to disciplinary action. (See HR 400.2)
**Procedure**

All employees who travel on official College business must adhere to the following procedure:

1. Contact the Office of Business and Finance for the names of the College-approved vehicle rental agency.
2. Contact the vehicle rental agency to make arrangements and to obtain a confirmation number.
3. Complete a requisition for the rental vehicle by supplying the name of the agency and by verifying the confirmation number and dates of the rental period.
4. Acquire approval of the requisition at the department level and forward it to the business office for processing.
5. The business office will process the requisition and produce a voucher containing the appropriate information.
6. Obtain the voucher from the business office and present it to the agency at the time of the vehicle rental.

Any exceptions to this procedure must demonstrate that comparisons with other providers or vendors support the decision, and must be approved by the appropriate vice president.

**Revision History**

Last revision completed on 1.1.2008.
Travel Advances BF 300.5:

**Purpose**

To provide Morehouse College employees with information that governs the use of monetary advances for travel on official College business.

**Applicability**

Employees who travel in state, out of state, or internationally regardless of the funding source for such travel.

**Source**

The College Policy.

**Policy**

Employees traveling on College business may request a travel advance equal to the estimated reimbursable expenses of the trip. The travel advance is to be used for meals, hotel accommodations, registration fees, and ground transportation:

- Only registration fees will be processed more than 30 days before the actual date of travel.
- Meals, hotel accommodations, and ground transportation requests will be processed one week prior to the actual date of travel.
- Requests for travel advances should be submitted to the Office of Business and Finance’s budget office at least 14 days prior to the date of the planned trip.

**Issuance of Travel Advance:**

Before a travel advance can be issued, the employee must complete, sign, and submit a Travel Advance Request form to the business office. The form must be accompanied by documentation describing the purpose of the travel (e.g., registration form or a letter from the host organization). Travel advances will not be issued if the appropriate
request form is not signed by the traveler, department/unit head and the budget office.

All third party reimbursements should be made payable to the College and must be so noted on the travel advance when submitted.

Repayment of Advance:

Employees must submit a completed Travel Expense Statement form to the business office, along with appropriate receipts and documentation, no later than five (5) business days after returning from a trip. Travel advances must be deducted on the “LESS CASH ADVANCE” line before submission to the department head for review and approval.

Once approved, the department head will forward the Travel Expense Statement form to the business office. The employee is reimbursed for expenses, less any amount advanced or paid directly by the College. Employees must account for or repay any unused travel advance at the time that the form is submitted:

- If an unused travel advance is not repaid, the College will seek repayment of the advance through payroll deduction.
- Further travel advances may be withheld pending payment of an outstanding travel advance.
- Further reimbursements owed to the employee may be withheld and applied to payment of an outstanding travel advance.

Violations:

*Employees who violate this policy will be subject to disciplinary action (See HR 400.2.)*

**Procedure**

1. The business office receives and date stamps the appropriate Travel Advance Request form.

2. The business office forwards the form to the travel accountant for review of required documentation and adherence to the applicable travel policies.
3. A registration form or letter from the host organization must document requests for repayment of registration fees.

4. Any third party reimbursement must be identified.

5. Signatures of the applicant, the department head and the budget office, as well as the travel dates, are required on all reimbursement forms.

6. The business office indicates the accounting distribution in the spaces provided on the form.

7. If there is a refund due to the college, the employee must attach the cashier’s receipt to the Travel Expense Report when submitted. Refund of a travel advance will be made at the cashier’s office.

Revision History

Last revision completed on 1.1.2008.
Travel Settlements BF 300.6:

Purpose

To provide Morehouse College employees with information that governs the documentation and settlement of expenses incurred for travel on College business.

Applicability

Employees who travel in state, out of state, or internationally regardless of the funding source for such travel.

Source

• College Policy
• Internal Revenue Service (IRS) Regulations

Policy

Employees must use the TravelExpense Statement form to document expenses for all travel destinations. To receive full reimbursement, receipts and other supporting documentation must be submitted along with it.

The Travel Expense Statement is used to reimburse out-of-pocket expenses and to repay any advances. Prepaid, direct-billed expenses and advances must be deducted on the “LESS PRE-PAID EXPENSE” and/or “LESS CASH ADVANCE” lines.

The Travel Expense Statement should be submitted within five (5) business days after completion of the travel. These expenses will be applied against any outstanding travel advances. Any Travel Expense Statement form that is not returned to the business office within five (5) business days upon returning from a trip will prevent future travel advances from being issued to an employee. If an employee fails to submit an expense report after thirty (30) days, his/her payroll check will automatically be reduced by the amount of all known expenses related to a specific trip, including advances, prepaid items and per diems. *(The IRS requires that any unspent travel advance be returned to the College in a timely manner.)*
The traveler is responsible for ensuring that the Travel Expense Statement is completed and delivered to the business office along with the appropriate receipts and documentation. (*The IRS requires that all travel expenses be substantiated.*) Only itemized original receipts will be accepted and must be attached to the expense statement. Credit card statements are not original receipts. Meals are normally reimbursable if overnight travel is involved. Gratuities and tips in reasonable amounts (not to exceed 15%) are reimbursable as long as the per diem is not exceeded. Receipts must be attached to the expense report at the time of submission.

**Reimbursement for Lodging:**

Reasonable hotel expenses, at the single-room rate, are reimbursable when supported by the original hotel bill. Hotel meals should be subtracted, as meals are reimbursed on a per diem basis as described below.

Attendees at conferences or formal meetings must submit a complete conference agenda or program showing the opening and closing dates for the event, lodging rate, and the meals included in the registration fee.

**Reimbursement for Meal Expenses:**

Meals are reimbursed on a per diem basis but should not exceed the grant or contract limit. Per diem is not permitted when meals are provided at no additional cost at a conference or by an airline.

- Meals in major cities (e.g., New York, Chicago, and Los Angeles) may use a per diem rate similar to the following: **Meals and Incidentals - $48.00**
- Meals in smaller cities (e.g., Charleston, Nashville, Tampa, and Phoenix) may use a per diem rate similar to the following: **Meals and Incidentals - $42.00**
- Meals included in a conference or other fees paid by another party should be excluded from the per diem rate and explained on the Travel Expense Statement form.
- **Reimbursement for expenses associated with alcoholic beverages and entertainment are specifically prohibited.**
Reimbursement for Credit Card Charges:

The employee should submit a Travel Expense Statement form for all charges billed to credit cards (including College-issued and calling cards) to the business office with appropriate supporting documentation (i.e., original receipts) on a monthly basis. Credit card receipts are not acceptable.

Reimbursement for Telephone Calls:

Expenses for telephone calls made in the course of conducting College business are reimbursable. A description of the calls should be listed on the Travel Expense Statement form. Personal telephone calls will not be reimbursed.

Reimbursement for Ground Transportation:

Expenses for taxi and limousine services, including reasonable tips, are allowable if no other reasonable ground transportation is available.

Reimbursement for Use of Personal Vehicle:

Travel expenses incurred in the use of an employee’s personal automobile are reimbursable at a rate of $0.44 (44 cents) per mile, provided the total reimbursement does not exceed equivalent coach airfare or other reasonable, available transportation. Extra costs for food and transportation while en route are not reimbursable.

Reimbursement by Third Party:

Travel expenses to be reimbursed by a third party should be indicated on the Travel Advance Request form. Employees must advise the third party to send the reimbursement directly to the College at the following address:

Morehouse College
Office of Business and Finance
830 Westview Drive, SW
Atlanta, GA 30314

Violations:
Employees who violate this policy will be subject to disciplinary action. (See HR 400.2.) Employees who fail to reconcile their travel advances may be deemed to have received additional income that will be reported to the IRS.

Procedure

All employees who travel on official College business must adhere to the following procedure when submitting travel expense claims:

1. Complete a Travel Expense Statement form:
   - Indicate the amount of the advances and prepaid items in the designated spaces. (A separate form must be used for each specific trip report and must show all expenses, even if they represent travel advances or prepaid items.)
   - Attach a cashier’s receipt to the expense statement if any refund of a travel advance has been made
   - Indicate the date of the report and the dates of travel
   - Complete the accounting distribution section of the expense statement
   - Sign the expense statement and obtain the signature of the department head

2. Submit the Travel Expense Statement form, along with attached original receipts for meals, lodging, and transportation, to the business office. (Credit card statements are not acceptable as receipts.)
   - The business office will forward the form to the travel accountant for review of required documentation and adherence to travel policies.
   - Checks will be generated and distributed, as appropriate.
## Travel Reimbursement

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Action</th>
</tr>
</thead>
</table>
| Traveler       | Within 5 days of completing a trip:  
1. Complete the Travel Expense Statement form per the guidelines  
2. Attach original receipts to the form  
3. Attach a check, made payable to Morehouse College, if the actual cost of the trip is less than the travel advance  
4. Obtain signature of the department head  
5. Submit white and yellow copies of the form to the business office for processing |
| Business Office | 6. Process the expense reimbursement claims and provide reimbursement to traveler |

### Instructions for Completing Travel Expense Statement:

1. Name - Insert name of traveler.
2. Purpose of trip - Indicate the official business that was undertaken on trip.
3. Travel from - Indicate the departure city of the trip.
4. Travel to - Indicate the destination city of the trip.
5. Travel advance check date - Insert date of travel advance check.
6. Check No. - Indicate number of travel advance check.
7. Date - Insert day and month on the corresponding weekday.
8. (Note: Per diem will not be reimbursed without this information.)
9. Meals - Indicate per diem by meal/day based on the reimbursement schedule. Leave blank if meals were provided at no extra charge.
10. Tips - List the amount of gratuities and tips. Reasonable amounts (not to exceed 15%) are reimbursable as long as the per diem is not exceeded.

11. Hotel - List the lodging expense for each corresponding day. Comply with the lodging expense limits described. Lump sum totals are not permissible. Receipts must be attached.

12. Taxi/Shuttle - Indicate expense for taxi and shuttle services. Receipts must be attached.

13. Transportation - List airfare on the corresponding day and indicate amount on the “LESS PRE-PAID EXPENSE” line if Morehouse paid the airline directly through its approved travel agency. The passenger coupon must be attached.


15. Car Rental - Indicate the car rental costs on the day the vehicle was returned. Receipts must be attached.

16. Mileage - If claiming mileage, indicate beginning and ending mileage; then multiply miles driven by the current mileage rate.

17. Telephone - List any business calls made for which reimbursement is due.

18. Registration Fees - List fees on the corresponding first conference day and indicate amount on the “LESS PRE-PAID EXPENSE” line if Morehouse paid the registration directly. Attach a copy of the program, showing the name and location of the meeting and the beginning and ending dates.

19. Other - List any other expenses incurred on the corresponding day. Attach receipts documenting other expenses.

20. Total Per Day - Total each column.

21. TOTAL EXPENSES - Total all columns.

22. LESS CASH ADVANCE - Enter amount of cash advance received.

23. LESS PREPAID EXPENSE - Enter amount of prepaid expenses.

24. AMOUNT DUE COLLEGE - Record balance due to the College. Attach a check made payable to Morehouse College in the amount indicated.
25. AMOUNT DUE EMPLOYEE - Record balance due to traveler.

26. TRAVELER’S SIGNATURE - The traveler’s signature is required. The signature certifies that the listed expenses are valid College business expenses.

Note to Travelers: All pre-paid travel arrangements should be listed by vendor and amount in the space indicated on the form.

All receipts must be taped or stapled to an 8 ½ by 11-inch sheet of paper. Any justification for an expense must be noted beside the receipt. Do not tape one receipt on top of another or paper clip attachments. Multiple pages must be stapled in the upper left-hand corner. The department should keep copies of all receipts for future reference.

For travel lasting more than one week, use additional Travel Expense Statement forms. A grand total for the total reimbursement must be indicated on the final page. Travel Expense Statement forms will be returned to the traveler if the form is not completed correctly.

Revision History

Last revision completed on 1.1.2008.
Travel Receipts and Itemization BF 300.7:

Purpose

To provide Morehouse College employees with a list of documents required for reimbursement of travel expenses.

Applicability

Employees who travel in state, out of state, or internationally regardless of the funding source for such travel.

Source

Office of Business and Finance.

Policy

An employee must submit the required paperwork when requesting reimbursement for travel expenses. The necessary documents are listed in the chart below.

<table>
<thead>
<tr>
<th>Travel Expenses</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Itinerary or passenger coupon</td>
</tr>
<tr>
<td>Bus fare</td>
<td>Original receipt</td>
</tr>
<tr>
<td>Chartered aircraft</td>
<td>Invoice from aircraft company</td>
</tr>
<tr>
<td>Conference materials</td>
<td>Brochures and original receipts</td>
</tr>
<tr>
<td>Ground transportation (e.g., taxi)</td>
<td>Original receipt</td>
</tr>
<tr>
<td>Local calls</td>
<td>Original receipt (typically included in lodging receipts)</td>
</tr>
<tr>
<td>Lodging</td>
<td>Original itemized receipt</td>
</tr>
<tr>
<td>Meals (per diem only)</td>
<td>None</td>
</tr>
<tr>
<td>Official long distance calls</td>
<td>Original receipt (typically included in lodging receipts)</td>
</tr>
<tr>
<td>Parking</td>
<td>Original receipt</td>
</tr>
<tr>
<td>Registration</td>
<td>Original receipt and program</td>
</tr>
<tr>
<td>Rental vehicle</td>
<td>Original receipt</td>
</tr>
<tr>
<td>Train fare</td>
<td>Original receipt</td>
</tr>
</tbody>
</table>

Violations:

- **Employees who violate this policy will be subject to disciplinary action. (See HR 400.2.)**
Employees who fail to reconcile their travel advances may be deemed to have received additional income. Such income will be reported to the Internal Revenue Service.

Procedure

All employees who travel on official College business must adhere to the following procedure when submitting receipts for reimbursement of travel expenses:

1. All receipts must be taped or stapled to an 8½ x 11-inch sheet of paper. Any justification for an expense must be noted. Multiple pages should be stapled in the upper left-hand corner.

2. A traveler who wishes to use a canceled check as a receipt for expenses must supply a photocopy of the front and back. A photocopy of only the front of the canceled check is unacceptable.

3. The traveler’s department should keep copies of all receipts for future reference.

Revision History

Last revision completed on 1.1.2008.
Outside Professional Services (IRS Form 1099)
Outside Professional Services BF 400.1:

Purpose

To provide Morehouse College employees with information that governs the use of outside professional services.

Applicability

All employees, individuals, or organizations that provide outside professional services for Morehouse College.

Source

- College Policy
- Internal Revenue Service

Policy

This section defines and outlines the requirements for and restrictions on hiring outside professionals. Questions regarding this policy should be directed to the Office of Business and Finance.

All contracts for outside professional services must be reviewed and approved by the appropriate vice president, the associate vice president for Human Resources, the vice president for Legal Affairs and General Counsel, and the vice president for Business and Finance. No contracts will be honored without such approval.

I. Selecting the Outside Professional:

Before any individual is selected to provide services to the College on an independent contractor basis, the appropriate department must complete the Independent Contractor form obtained from the Office of Human Resources. The associate vice president for Human Resources must approve the form. (See HR 100.4.)
General restrictions on hiring certain outside professionals follow:

- Employees of the College may not be employed as outside professionals.
- Students should not be hired as outside professionals, only as student employees.
- In the exceptional situation wherein a student is being considered for hire as an outside professional, the Financial Aid Office must review his/her financial aid status.
- Students enrolled for seven or more hours may be prohibited from receiving professional service fees.
- Outside professional services fees paid to federal employees may not be charged to any federally sponsored contract or grant.
- If outside professional services fees are paid from a federally sponsored grant or contract, prior written approval from the sponsor is required when the agreed-upon fee and expenses exceed $10,000 or whenever the contract or grant specifically requires prior approval.

II. Establishing the Terms:

Prior to initiation of the project, the outside professional and the College must establish and document the terms for the service:

- **Compensation.** The terms must specify the details of the services to be rendered and the amount and method used to calculate the compensation. If the outside professional service is to be paid from a sponsored grant or contract, the federal sponsors must establish maximum daily compensation limits for speakers, lecturers and consultants. Generally, the maximum pay rate is $393 and is typically hinged to the federal salary schedule. Therefore, fees paid from these funds must be computed by the hour or by the day, not by the job.

The College is required by the Internal Revenue Service and the State of Georgia to report non-payroll expenditures for personal services to individuals and businesses, including their name, address and taxpayer identification number. These payments are submitted to the IRS on Form 1099, a copy of which is furnished to the taxpayer. The form should be completed and submitted to the business office along with the requisition for payment to the outside professional.
• **Allowable Expenses.** The terms must define allowable expenses and the method of payment for them. The parties may choose to agree on one of four (4) options or some combination thereof:

1. The outside professional may pay his/her own expenses, with no reimbursement by the College.
2. The outside professional may be reimbursed on a per diem basis for meals, as outlined in the travel policy section of this manual. (See BF 300.) Lodging reimbursement is not allowed on a per diem basis.
3. The outside professional may be reimbursed for expenses (including lodging) upon providing original receipts.
4. The College may pay the expenses directly to a third party, such as a travel agency or hotel. The department should make arrangements for hotel accommodations, with instructions that only the cost of lodging, related sales tax and other approved allowable expenses will be paid by the College.

Under certain circumstances, the College may prepay the airfare, provided the ticket is only for the outside professional's travel to and from the College, and the ticket is written so that it is refundable only to Morehouse College.

• **Unallowable Expenses.** The terms must specify that unallowable expenses are the responsibility of the outside professional. If inappropriate expenses are charged to a third party vendor, the appropriate department will be responsible for arranging for the consultant to pay the vendor.

**Procedure**

Not applicable.

**Revision History**

Last revision completed on 1.1.2008.
Tax Reporting (IRS Form 1099) BF 400.2:

Purpose

To provide Morehouse College employees with information that governs the coding of disbursements for professional fees, independent contractor services, royalties, copyrights, and other payments requiring tax reporting.

Applicability

All employees, individuals, or organizations who conduct business with the College.

Source

- College Policy
- Internal Revenue Service

Policy

The Internal Revenue Service Form 1099 must be used to report all professional fees and certain other payments. Since tax reporting is required for fees and payments made to vendors (individuals or organizations other than corporations, government agencies and college/universities), it is important that departments obtain accurate Social Security/taxpayer identification numbers and addresses for them. Such payments will be reported on a calendar year basis if their annual totals equal or exceed $600.

Types of 1099 Transactions:

All payments for services, including payment for parts or materials used to render the services, unless the person rendering service is in the business of selling parts and materials, are required to be reported by the College as 1099 income. The following list includes, but is not limited to, common types of 1099 transactions and exemptions:

Professional Services:
- Accountants
• Architects
• Caterers
• Cleaning services
• Construction services
• Consultants
• Custom printing, design, artwork and other crafts
• Doctors and other medical professionals
• Entertainers not employed by the College
• Musicians
• Non-employee teachers and tutors
• Personnel agencies
• Photographers
• Repairs
• Speakers/lecturers
• Sports officials

Other Types of 1099 Payments:
• Honorariums
• New employee relocation stipends
• Rental payments
• Travel reimbursements (unsubstantiated)

Services Exempt from 1099 Reporting:
• Academic prizes and stipends (if compensation was not in return for work performed)
• Payments for merchandise, telegrams, telephones, freight and storage
• Payments to non-profit organizations
• Payments to corporations
• Travel reimbursements (unsubstantiated)

Services provided by an employee of the College after work hours are not 1099 transactions unless the employee operates a trade or business for providing those services. The Office of Human Resources is ultimately responsible for determining whether a transaction is properly categorized as a 1099 transaction. (See HR 100.4.)
Procedure

The business office uses the following procedure to track all 1099 vendor transactions for each calendar year:

1. Each new vendor from whom a faculty or staff member wishes to purchase goods or services must complete a Vendor Maintenance form. The form includes the following information:
   - Address
   - Employer identification number
   - Tax identification number
   - Social security number
   - Type of service provided

   The form needs to be completed only once for each vendor unless the information changes and an update is necessary.

2. Submit the completed form to the business office.

NOTE: Any requisitions submitted to the business office that reference new vendors for which the Vendor Maintenance form has not been completed will be returned to the requester, or the Purchasing Office may assign an existing vendor, if appropriate.

Revision History

Last revision completed on 1.1.2008.
Purchasing
Purchase Requisitions BF 500.1:

Purpose

To provide Morehouse College employees with information that governs the procurement of goods and services.

Applicability

To provide Morehouse College employees with information that governs the procurement of goods and services.

Source

Office of Business and Finance

Policy

Purchasing involves the acquisition of equipment; furnishings; supplies; and construction, preventive maintenance, and contractual services within pre-established budgetary constraints. The Purchasing Office assists the College’s constituencies with the procurement of such goods and services from on- and off-campus providers.

Procuring Goods and Services:

No department may make a commitment to a vendor for goods or services without adherence to the policy and procedure set forth herein. *Except in emergencies as determined by the vice president for an area, prior to contracting with any vendor for goods or services, the department or unit must complete and submit a requisition form. The department head, area vice president, president, or vice president for Business and Finance must sign the requisition form.*

After the necessary approvals are obtained, the requisition form will be forwarded to the Purchasing Office, where a purchase order will be generated. The purchase order authorizes the vendor to provide the goods or services for the College.
The College is not responsible for payment of any invoice if a purchase order has not been generated by the Purchasing Office and processed prior to contracting for the goods and services. Any acquisition of a commodity or service prior to the generation of a purchase order by the Purchasing Office may become the personal obligation of the individual obtaining the commodity or service.

Processing:

A period of five (5) to seven (7) business days should be allowed for processing requisitions for checks and purchase orders. Requests for reimbursement of pre-approved purchases must be submitted with supporting documentation (e.g., receipts, quotations or contracts). Requisitions for reimbursement of purchases not previously approved will not be processed for payment.

Checks will be processed and issued twice a week (on Tuesdays and Fridays only). Normally, the Office of Business and Finance will mail checks directly to the vendor. Only employee reimbursements and travel advance checks are to be picked up at the business office. Exceptions will be allowed on a case-by-case basis by agreement between the requester and the vice president for Business and Finance.

Conflicts of Interest:

- Certain restrictions apply to employees who, acting in a private capacity, attempt to rent, lease or sell any realty, goods or services to the College; who have a contractual relationship with the College; or who hold a material interest in a business entity that is doing business with a department or unit within which they are employed.
- In general, an employee of the College may not requisition a commodity or service from a source in which he/she or a member of his/her immediate family has a financial interest. Any exception to this policy must demonstrate that comparisons with other providers or vendors support the decision and must be approved by the vice president for Business and Finance.

Standards for Conducting Business:

All College employees who engage in purchasing and related activities shall conduct business dealings in a manner that is above reproach.
It shall be a breach of ethical standards for any employee to solicit, demand, accept, or agree to accept a gratuity of any kind in connection with any decision, approval, disapproval, or recommendation affecting a College purchase.

- Employees who make purchasing decisions should not accept gratuities or gifts (other than nominal tokens) from any company with whom the College does business.

**Violations:**

*Employees who violate this policy will be subject to disciplinary action. (See HR 400.2.)*

**Procedure**

The following procedure should be followed when submitting purchase requisitions:

- All purchases must be pre-approved by the business office.
- The requisition form should be placed in the appropriate box located in the business office. It must be typed or written legibly. The originating unit should keep the pink copy of the requisition form for its records.
- The business office will log in and stamp the requisition form on the day that it is received.
- For the requisition to be approved, it MUST include the following information:
  - Accurate description of the item requested (including technical requirements, size, quantity, and price)
  - Expense classification
  - Name and telephone extension of originator
  - Department name or special project
  - Appropriate signatures
  - Date needed
  - Delivery destination (including building and room number)
  - Employer identification number (EIN) or social security number (SSN), if applicable
  - Vendor’s name, address, telephone number and contact person, if preferred vendor is known
If the requisition form does not include all of the above information, it will be returned to the originator for completion of the missing items.

Approvals:
- The faculty should try to anticipate department-wide classroom needs prior to the start of each semester. All faculty requisitions require the approval of the appropriate department chair and the senior vice president for Academic Affairs.
- Staff requisitions require the approval of the appropriate unit head and the area vice president.

Timeliness of Requests:
- Requisition forms for instructional supplies should be submitted to the business office thirty (30) days prior to the beginning of each semester.
- Requisition forms for lab, computer and other equipment should be submitted to the business office sixty (60) days prior to the date needed.
- Other general requisition forms should be submitted to business office five (5) to seven (7) business days prior to the date needed.
- The Accounting Office will review the requisition form to determine whether it satisfies the College’s general procurement provisions and whether the preferred vendor is on the College’s list of approved vendors. If so, the Accounting Office will place the order with that vendor.

If the value of the purchase is at least $1,000, the originator must submit original bids or quotations from two additional vendors to document that the most economical vendor was selected. This documentation will be used to comply with both federal and independent audit requirements.

No expenditures will be reimbursed if they were not pre-approved through this process.

Completing the Requisition Form:
1. Date
   - Required. Enter today’s date in MMDDYY format.

2. Vendor Number
   - This is the number assigned by the Purchasing Office for internal tracking. Write in the vendor number if known; otherwise, leave blank.
3. Vendor
Write in the name of the vendor. If this is a new vendor, you must complete a Vendor Maintenance Form and submit it for review by and approval of the Purchasing Office. If you are unsure if the vendor is established at Morehouse, you may do a vendor search in the Banner database or contact the Purchasing Office.
- Select CHECK for direct pays to vendors, travel advances, reimbursements, etc.
- Select CENTRAL SUPPLY for internal office supplies.
- Select INTERNAL SERVICE for requests for special services from the Physical Plant Department.
- Select REPAIR for requests for repairs of equipment, furniture, etc.
- Select PURCHASE ORDER to order goods and services from vendors; it is required that this purchasing method be used for items that cost at least $500.

4. Description
Write a general description of the item/service being purchased.

5. Total Amount
Indicate the total cost of the purchase.

6. Deliver By
Indicate the date that the item being purchased is needed.

7. Requestor
Indicate the name of the person who is requesting the purchase.

8. Phone/Ext.
Indicate the phone number of the person requesting the purchase.

9. Organization
Indicate the name of the department requesting the purchase.

Indicate the code for the department that is requesting the purchase; if unknown, leave blank or call the Purchasing Office.

11. Ship To Bldg./Rm. No.
Indicate the building on campus to which the goods should be delivered, if applicable.

12. Commodity Code
   Indicate the code for the commodity being purchased. This will generally apply only to office supplies. If unknown, you may search in Banner or call the Purchasing Office.

13. Description
   Indicate a specific description for each item being purchased.

14. Quantity
   Indicate the number of units of each item being purchased, if applicable.

15. Unit Price
   Indicate the unit price of each item being purchased.

16. Extension
   Indicate the total amount of each item being purchased.

17. Total
   Add up the total amount of all items purchased. This amount should agree with the total in the top section of the requisition.

18. Comments
   Indicate any special notations, instructions, etc., regarding the purchase request.

19. Index
   This field is optional. Indicate the reference number for the fund, department and program to be charged. Contact the Accounting Office for further information.

20. Fund
   This field is required. Indicate the fund (unrestricted or grant) to be charged. If unknown, contact the Accounting Office.

21. Org
   This field is required. Indicate the organization (department) code to be charged.
22. Account
   This field is required. Indicate the expense code to be charged.

23. Program
   This field is required. Indicate the program code to be charged. If unknown, leave blank or contact the Accounting Office.

24. Activity
   This field is optional. Contact the Accounting Office for further information.

25. Location
   This field is optional. Contact the Accounting Office for further information.

26. Project
   This field is optional. Contact the Accounting Office for further information.

27. Percentage
   Indicate the percentage of the total cost to be charged to each cost center if charges are to be distributed to more than one department.

28. Amount
   Indicate the amount of the total cost to be charged to each cost center if charges are to be distributed to more than one department.

29. Total
   Indicate the total amount of the distributions to each cost center. This number should agree with the totals in the top and middle sections of the requisition.

30. Department Head/Project Director
   The person who has responsibility for the departmental and/or grant budget must sign the requisition.

*If you are preparing an online requisition, please refer to the Banner Online Requisitions Desktop Procedures, pages 1-25.*
Revision History

Last revision completed on 1.1.2008.
Purchase Orders BF 500.2:

Purpose

To provide Morehouse College employees with information that governs the processing of a purchase order request.

Applicability

Employees who purchase goods and services for Morehouse College.

Source

Office of Business and Finance.

Policy

Morehouse College is not responsible for the payment of any invoice for goods or services unless an approved purchase order has been issued prior to contracting for the goods or services.

Procedure

- Purchase orders are issued only after the appropriate Office of Business and Finance personnel have approved the associated requisition. The business office may not process payments for purchases not supported by a purchase order.

- A period of five (5) to seven (7) business days should be allowed for processing purchase order requests. All requests for purchase orders should include supporting documentation (e.g., quotations, contracts, itineraries, etc.).

- Purchase orders will be produced on Tuesdays and Thursdays.

- Employees should inform all vendors to send their invoices directly to the following address:

  Accounts Payable Department
  Morehouse College
  Office of Business and Finance
  830 Westview Drive,
SW Atlanta, Georgia 30314

(Exception: Invoices for temporary employees should be sent to the Office of Human Resources.)

• Payments to vendors will be made only after the business office has received the original invoice. Copies or faxes will not be accepted.

• Failure to send invoices directly to the Accounts Payable Department may result in late payments to vendors.

• The employee is responsible for any lost discounts due to misplaced invoices or invoices held past the discount period.

• Upon receipt of the goods/services, a copy of the packing slip or service order form should be signed by the department head or PI and forwarded to the business office. (See BF 500.4.)

If goods must be returned due to damage or improper shipment, the employee should contact the Purchasing Department and Accounts Payable Department to ensure that we comply with the return policies of the vendor and that adjustments can be made prior to paying the vendor.

Revision History

Last revision completed on 1.1.2008
Special/Internal Requisitions BF 500.3:

Purpose

To provide Morehouse College employees with information that governs the process for requisitioning special types of goods and services.

Applicability

Employees who requisition services for Morehouse College.

Source

Office of Business and Finance.

Policy

Internal Services:

All requisitions for internal services must include an explanation as to the nature and purpose of the services. Such services are as follows:

- Cable installation for computer and communication equipment
- Facility enhancements or modifications
- Key issuance
- Telephone installation

Repairs:

All requisitions for repairs must include an explanation as to the nature of the repairs to be made.

Office Supplies:

Requisitions for office supplies should specify the Central Supply Department as the vendor.

Outside Professionals:
• The Office of Human Resources must approve all requests for outside professionals. (See HR 100.4.)
• Whenever the service of an outside professional is retained, a requisition form must be sent to the business office. A purchase order or contract should be issued prior to performance of the service.

Check Requisitions:

• A processing period of five (5) to seven (7) business days should be allowed for check requisitions. The Office of Business and Finance may not process requisitions for purchase reimbursements that have not been pre-approved.
• When requesting a check reimbursement for a pre-approved purchase, attach supporting documentation (e.g., original receipts, quotations, or contracts) to the requisition.
• Checks will be distributed on Tuesdays and Fridays.

The business office will mail all checks for vendors directly to them. Only Morehouse College employee reimbursement and travel advance checks may be picked up from the business office.

Revision History

Last revision completed on 1.1.2008.
Receipt of Merchandise BF 500.4:

Purpose

To provide Morehouse College employees with information that governs the assurance of prompt payment for purchasing transactions upon receipt of merchandise.

Applicability

Employees who receive merchandise for Morhosue College.

Source

Office of Business and Finance.

Policy

To take advantage of applicable cash discounts, the College will pay invoices promptly upon confirmation of the receipt of merchandise.

Procedure

When merchandise is delivered directly to the requesting department, employees should adhere to the following procedures to ensure that orders are complete and that vendors are paid promptly:

1. The recipient of the merchandise should verify with the delivery person that the merchandise corresponds exactly to the description and quantity indicated on the packing slip.

2. The recipient of the merchandise should verify with the delivery person that the merchandise is in good condition.

   The recipient of the merchandise and the delivery person should attempt to resolve any obvious discrepancies between the quantity, description, or condition of the actual merchandise and the quantity, description, or condition of the merchandise as listed on the packing slip.
3. The recipient of the merchandise must sign and date the packing slip and send it immediately to the Accounts Payable Department.

Prompt submission of the packing slip to the Office of Business and Finance is necessary (a) to ensure that the College takes advantage of any discounts offered by the vendor for timely payments, and (b) to ensure that the merchandise is received prior to payment of the invoice.

The business office will match the invoice received from the vendor with the packing slip approved by the recipient of the merchandise and with a copy of the approved purchase order. Any discrepancies will be resolved with the vendor through the business office.

*Employees are responsible for any lost discounts due to misplaced packing slips or to packing slips held for an extended period of time.*

**Revision History**

Last revision completed on 1.1.2008.
Budgeting
Budget Planning and Preparation BF 600.1:

Purpose

To provide Morehouse College employees with the process that governs budget planning and development.

Applicability

Employees who develop and maintain institutional budgets for Morehouse College.

Source

The College Policy.

Policy

All departments within the College must develop and maintain budgets each fiscal year, in accordance with the established policies and procedures as stated herein.

Budgets should be designed to enhance the College’s long-term development. The decentralized budgeting process provides a framework and tools for improving accountability and quality by:

- Linking planning and budgeting to the College’s goals and objectives
- Viewing reallocation as an alternative or new source of funds
- Considering the use of non-tuition based revenues as a source of support
- Assessing the impact of departments’ actions on the next year’s budget
- Rewarding effective and efficient performance.

Procedure

A schedule for budget preparation will be published annually. The schedule is designed to allow the College’s operating budget to be submitted for approval by the Board of Trustees at its April meeting.
• Each department/unit will prepare an annual operating budget based upon their priorities. This budget request will provide detailed information by category (e.g., travel, publications, materials and supplies) about how requested funds will be utilized.
• All budget requests must conform strictly to the format provided herein.
• Department/unit heads will regularly review the financial activities for which they are responsible to ensure that such activities are executed in a manner that is consistent with and contributes to the overall plans and goals of the College.
• The Office of Financial Planning, Analysis and Budgets (FPAB) will assist area vice presidents and department/unit heads in developing their budgets by offering budget preparation training sessions and ombudsman services.
• The budget requests will be aggregated at the vice presidential level and reviewed by the Budgeting and Planning Committee.
• Since the aggregate total of these budget requests may exceed the anticipated revenues of the College, the president will determine the priorities and specific dollar allocations at the vice presidential level.
• Based upon the goals and objectives approved by the president, each vice president will determine the specific amounts to be allocated by budget line items to each unit reporting to him/her.

All expenditures must be consistent with both the College’s and the unit’s goals and priorities, as well as within the unit’s line item allocations. The vice presidents have the authority to shift resources between units or between budget line items within a unit.

Budget Structure and Narrative:

The general structure of the budget is designed to provide the president and the Board of Trustees with information regarding the total requested amount, as well as information regarding the budget requests by vice presidential area.

Since the College views the budget as an “investment” in each unit, the action plan (budget narrative) must clearly articulate the unit’s investment strategy. Goals and priorities for the academic year, as well as the uses and value of the investment, must be clearly articulated.
Revision History

Last revision completed on 1.1.2008.
Budget Changes BF 600.2:

Purpose

To provide Morehouse College employees with a process that governs changes to institutional budgets.

Applicability

Employees who develop and maintain institutional budgets for Morehouse College.

Source

The College Policy.

Policy

Departments/units may revise their non-salary operating budgets throughout the year, if necessary, to meet their annual goals and objectives.

Procedure

During the course of the year, a department/unit may find it necessary to reallocate resources to meet its goals and objectives. If a department/unit wishes to make an expenditure for which the amounts allocated to a line item have been depleted, it must transfer amounts from another non-salary operating line item. The amount deducted from one line item should equal the amount added to another line item. This revision can be accomplished by sending a Budget Adjustment Form to the department’s/unit’s assigned budget analyst. The budget analyst must review, approve and process the transfer.

If the revision relates to a change other than a transfer (e.g., increasing or decreasing the total planning budget for an area/organization), the unit must reallocate its budget, taking into account year-to-date expenditures. The revised budget must not exceed the original allocation to the area, and should be forwarded to the area vice president for review and approval. Once
approved by the area vice president, the revised budget will be forwarded to the Office of Business and Finance for processing.

Revision History

Last revision completed on 1.1.2008.
Property Control
Off-Campus Use of Equipment BF 700.1:

Purpose

To control off-campus use of college- and sponsor-owned equipment.

Applicability

All moveable college- and sponsor-owned equipment having been assigned an Morehouse College property control number (MHC PC#) and all department personnel removing equipment, for a period of time, from buildings or facilities owned or leased by the College.

Source

Property Control.

Policy

Removal of Equipment from Campus:

Equipment may be removed from the college premises only for college or sponsored project use. Equipment must be accompanied at all times with a Temporary Off-Campus Loan of Equipment form. Temporary off-campus loans may not exceed one year in duration and must be renewed annually.

Permissible Use of Equipment Off Campus:

College- and sponsor-owned equipment must be used only for college purposes, not for personal purposes. Permissible college purposes include the following:

• An individual’s performance of assigned duties at the College
• A faculty member’s research
• Morehouse College coursework of an individual working two-thirds time or more
• An individual’s service to a nonprofit professional association or community organization for which the individual is not receiving any remuneration
• Other activities as approved by the individual’s department chair, dean, director, or designee, as appropriate

Violations:

*Employees who violate this policy will be subject to disciplinary action. (See HR 400.2.)*

**Procedure**

**Temporary Off-Campus Loan of Equipment:**

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Action</th>
</tr>
</thead>
</table>
| Department removing equipment           | 1. Complete a Temporary Off-Campus Loan of Equipment form.  
|                                         |   Note: Forms are available in Property Control.  
|                                         | 2. Send the completed and signed form to the department chair, dean, director, or designee for approval before removing the equipment off campus. |
| Department chair, dean, director, or designee | 3. Approve/deny and sign the Temporary Off-Campus Loan of Equipment form.  
|                                         | 4. Photocopy the approved form and retain the photocopy for department files. Send the original to the faculty or staff member. |
| Faculty or staff member                 | 5. Verify that the loaned equipment has a College property control number (PC#) affixed.  
|                                         | If the equipment has an MHC PC#:  
|                                         | If the equipment has been acquired recently and does not have an MHC PC#:  
|                                         | 7. Contact Property Control before removing the equipment from campus.  
|                                         |   Note: Moving college- and sponsor-owned capital equipment off campus without an MHC PC# is prohibited. |
| Property Control                        | 8. Tag the equipment and add it to the property control system. |
Returning Loaned Equipment:

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty or staff member</td>
<td>1. Return the loaned equipment to its permanent location on or before the return due date.</td>
</tr>
<tr>
<td></td>
<td>2. Complete the bottom portion of the Temporary Off-Campus Loan of Equipment form.</td>
</tr>
<tr>
<td></td>
<td>3. Obtain the appropriate department chair, dean, director, or designee’s signature at the bottom of the form.</td>
</tr>
<tr>
<td></td>
<td>4. Forward a photocopy of the bottom portion of the form to Property Control.</td>
</tr>
<tr>
<td>Property Control</td>
<td>5. Record the new location of capital equipment in the property control system.</td>
</tr>
</tbody>
</table>
Grants Accounting
Cost Transfer BF 800.1:

Purpose

This policy is issued to ensure the integrity of Morehouse College (“the College”) charges for salaries, wages, goods and services on sponsored projects transferred to and/or from a sponsored project after an initial charge elsewhere in the College’s accounting system. Additionally, this policy is issued to ensure compliance with the sponsor’s terms and conditions, regulations and College policies and procedures.

Applicability

This document sets forth the College’s policy regarding cost transfers, including transfer of payroll and other direct costs associated with sponsored projects. If an individual agreement or sponsor has more restrictive requirements than this policy, the most restrictive practice will be followed.

Policy

The College expects that all costs charged to a sponsored project are correctly charged at the outset, such that charges to sponsored projects shall be:

- Allowable (the cost is allowed by federal regulations, sponsor terms and conditions, including program specific requirements and College policy);
- reasonable (reflects whether or not the individuals concerned acted with due prudence in the circumstances);
- allocable (the cost has a direct benefit to the account being charged); and
- treated consistently (like costs in similar instances are treated consistently throughout the College).

A cost transfer is the movement of expense(s) between two different accounts. A cost transfer involving a sponsored project account may be made under the following conditions:

1. The cost is proper and allowable under the project’s sponsor and College policies.
2. Justification for the transfer is documented.
3. Transfers are made within 90 days of discovery. The Principle Investigator (‘PI”) or Principle Director (‘PD”) must personally sign all cost transfer documents submitted more than 90 days after the charge’s original posting date.
4. No charge may be transferred to or between sponsored project accounts in excess of one year from the original date of posting except in approved extraordinary circumstances.

In addition, the underlying expenditure must meet the following criteria:
   a. Approved by an individual with appropriate authority (PI/PD, Chair, Provost or appropriate business unit head)
   b. A College allowable expense
   c. In compliance with the sponsor’s policies, regulations and/or guidelines

Cost transfers are exceptional activities and should not occur frequently. Cost transfers to or from sponsored project accounts should represent corrections and must be made promptly after the error is discovered. The transfer must be supported by a written explanation of how and why the error occurred and a certification of the correctness of the new charge. **An explanation that merely states that the transfer was made “to correct error” or “to transfer to correct project” is not sufficient.**

Appropriate justification will detail:

1. when the error was discovered,
2. what the charge was for,
3. why the charge was incorrectly made, and
4. how it specifically relates to the sponsored project account to which it will be transferred.

Cost transfers to or between sponsored projects accounts are only allowable when there is direct benefit to the project account being charged.

Costs may not be shifted between accounts or from one budget period to the next solely to cover cost overruns. Cost transfers based on funding considerations are prohibited (i.e., cost transfers cannot be made to use up remaining funds).
The intentional “parking” of charges on a sponsored project account pending transfer to another sponsored project account upon its funding is unallowable. Parking of charges for any reason is considered a misuse of grant funds.

The documentation for cost transfers must be retained for the period stipulated in the record retention schedule and be available for verification during the course of an audit or other review.

Examples of Transfers or Corrections

1. Clerical Errors:

   Correction of clerical errors must be made promptly after errors are discovered. The transfer must be supported by written text explaining how the error occurred (i.e., obvious typographical error, etc.).

2. Unallowable Cost:

   If the cost is not appropriate on the sponsored project account and is to be paid from institutional unrestricted funds, simply state this fact. Once a transfer is made, further transfers of the same cost to yet another (i.e., a third) account are not allowable.

3. Closely Related Work:

   When closely related work is supported by more than one funding source, a cost transfer may be made between those accounts, provided it is a proper charge and the transfer is supported by a written explanation.

Transfer Timing:

As a reminder, late cost transfers raise additional questions concerning the propriety of the transaction. They potentially heighten the level of scrutiny applied to all cost transfers College-wide. As a result, cost transfers should be made within 90 days of the original charge.

When transfers of charges are made greater than 90 days from the original date of charge, a justification from the PI or PD is required.
Charges older than one year (greater than twelve months) may not be transferred onto or between sponsored project accounts except in certain approved extraordinary circumstances.

Please direct all questions or concerns about cost transfers to the Grants Accounting Office.

**Revision History**

Last revision completed on 11.12.2011.
Effort Certification Reporting BF 800.2:

Purpose

This policy establishes institutional requirements for reporting payroll distribution activity on sponsored projects. Compensation for personnel services is the largest expense charged to sponsored projects and effort reporting is a required process by the Federal government to verify that direct charges for salary to federally sponsored projects are reasonable and reflect actual work performed. The Office of Management and Budget’s (“OBM”) Circular A-21, “Cost Principles for Education Institutions”, Section J.8c(2) “After-the-fact Activity Records” describes the requirements of Morehouse College (“the College”) must follow in ensuring a complaint effort reporting system.

The College’s effort reporting system provides an “after-the-fact” confirmation that the salaries and wages paid to individuals by restricted or grant funds reasonably reflects the actual amount of effort expended on a project. Faculty members and staff who serve as Principal Investigators, Principle Directors, and employees on federally sponsored projects are personally responsible for reviewing, and where appropriate, certifying the effort they and their employees spend on sponsored projects under their direction.

Applicability

This policy is applicable to all Principle Investigators, Principle Directors, employees and faculty whose salaries are paid in whole or in part under a federal grant.

Policy

The OMB Circular A-21 entitled, “Cost Principles for Educational Institutions” requires the College to maintain acceptable methods of certifying time worked on sponsored projects. The effort reporting system provides the principle means for certifying that salary and wages charged to federally supported or sponsored projects are consistent with the effort actually spent working on the projects.
The College utilizes after-the-fact effort certifications that are completed on a monthly basis by all individuals paid by restricted or grant funds. Timesheets for part-time and hourly employees who are paid by restricted or grant funds must also be submitted. The Effort Certification Form must be completed and certified by the employee, or in some circumstances, the certification may be made on behalf of the employee by a responsible official who has suitable means of verifying the activities performed by the employee. All staff and faculty members who serve as Principle Investigators or Principle Directors on sponsored projects are personally responsible for certifying the amount of effort that they and their employees spent on sponsored activities. This is necessary to comply with federal regulations and to provide assurance to sponsors that the salary charged to a sponsored agreement is reasonable with respect to the effort. The Supervisor, Manager or Dean of the employee must ensure that the Personnel Action Form for the employee properly reflects a true allocation of his/her salary in proportion to the effort performed on sponsored projects.

Compensation for salary, wages, and benefits may be charged to sponsored project accounts provided that they are reasonable, conform to the College’s established policies, and are consistently applied regardless of the source of funds, and reflect no more than the percentage of time actually devoted to the project (Circular A-21, §J.10).

Effort is defined as the proportion of time spent on any activity expressed as a percentage of the total activity for which an individual is compensated. One hundred (100%) of effort equals the total time compensated.

The monthly effort reports are to be submitted to the Grants Accounting Office no later than fifteen (15) days after the quarter ends. Additionally, effort reports that are not submitted by the deadline may result in grant related funds being frozen until the reports are submitted.

Certified and reviewed reports are placed in project files and are available to external auditors for examination. The Office maintains a perpetual aged review of all reports generated, certified and outstanding. Incidents of non-compliance are reported to the Office of Ethics and Compliance. Principle Investigators, Principle Directors, and employees who are paid under grants or with restricted funds are responsible for understanding and complying with sponsor requirements regarding commitments of effort. Each department has primary responsibility for compliance with this standard.
An effort certification report is a legal document stating that the certifier confirms the effort on the sponsored project is accurate and appropriate. Therefore, the backdating of effort reports is unallowable.

Revision History

Last revision completed on 11.12.2011.
Auxiliary Services
Campus Post Office BF 900.1:

Purpose

To provide Morehouse College employees with guidelines for utilizing the Campus Post Office.

Applicability

All College employees, departments, and divisions.

Source

• College Policy
• Campus Mail Services User’s Guide
• U.S. Postal Service

Policy

The Campus Post Office collects and distributes interdepartmental mail. It also coordinates, processes or delivers all incoming and outgoing U.S. Postal Service (USPS) mail and parcels.

The use of the Campus Post Office is restricted to official College business. It does not receive or deliver mail or parcels that are unrelated to the current business of the College (e.g., personal letters). Specific guidelines and requirements for College intra-campus mail, the USPS, United Parcel Service (UPS) and next-day mailing procedures can be acquired by contacting the Campus Post Office.

Questions concerning the application of this policy should be referred to the director of the Campus Post Office.
Procedure

I. **Campus Mail:**

1. General

   Interdepartmental mail is any communication between departments and units on campus relating to official College business. Only approved “campus mail” envelopes (i.e., interdepartmental envelopes or one-color envelopes) should be used for interdepartmental mailings. Two-color envelopes from the Office of Printing Services should be used for “important and/or official, formal-type communications, both external and internal.” Approved envelopes are available through General Stores and require no postage.

2. Instructions for Use:

   i. Campus mail requires a legible address containing the addressee’s name, department and building address to assure proper and timely delivery.

   ii. Campus mail should be separated from outgoing USPS mail and placed at designated collection points. Further, USPS mail requiring postage should be separated from USPS mail that does not require postage.

   iii. Routine Campus Post Office services are provided free of charge. Stops at designated pickup and delivery points are made at least once a day.

   iv. Arrangements for delivery of bulk mailings through the Campus Post Office must be made in advance. Bulk mailings include any mass mailing of over 50 similar pieces.

II. **U.S. Mail:**

1. Delivery

   Mail is delivered to executive and administrative offices. All other mail is distributed through the campus mailbox system and is obtained via pickup. Standard campus addresses expedite delivery of incoming USPS mail and should be utilized only for official College business correspondence.
To meet the scanning requirements of automated sorting equipment, use the U.S. Postal Service standard address format shown in the examples below. Proper addressing of mail includes the physical address and the post office box address, if necessary:

Example 1:

Morehouse College
Office of Business and Finance
830 Westview Drive, SW
Atlanta, GA 30314-3773

Example 2:

Name of Addressee
Morehouse College
Box #
830 Westview Drive, SW
Atlanta, GA 30314-3773

The Campus Post Office will make every effort to deliver USPS mail containing incomplete delivery addresses. However, such addresses may cause delivery delays.

2. Outgoing Mail

The Campus Post Office processes all outgoing USPS mail (including large envelopes and packages) involving official College business from College departments.

Packages to be mailed through the USPS must be securely and properly wrapped and clearly addressed.

All USPS mail should be placed in designated pickup locations or brought to the Campus Post Office. It must contain information on requested mailing class and appropriate departmental account codes necessary to calculate postage costs. Postage costs for USPS mail processed through the Campus Post Office will be charged to the appropriate departmental account.

The use of College postage for personal mail is prohibited.
3. Parcel and Express Shipping:

Campus mail (parcel and express deliveries) is picked up daily at the Campus Post Office. Packages must be accompanied by a properly completed parcel/express requisition that includes the date, customer number, address with ZIP code, and value over $100 (if shipping insurance is desired). Size and weight limitations exist for parcel and express shipments.

Notify the Campus Post Office when large packages or a number of packages need to be picked up.

Refer to the Campus Mail Services User’s Guide for more specific and comprehensive information on how to send and receive mail and packages using the Campus Post Office.

**Revision History**

Last revision completed on 1.1.2008.


**Printing Standards BF 900.2:**

**Purpose**

To provide Morehouse College employees with guidelines for use of the College logo and other printing standards.

**Applicability**

All College employees, departments, and divisions.

**Source**

The College Policy.

**Policy**

Morehouse College is committed to having a cohesive, visual identity system that reinforces its position as a leading educational institution and distinguishes it from other institutions.

**Procedure**

I. *Use of the College Logo:*

   1. College Letterhead

      Letters are the primary way by which external audiences receive official communications from the College, making the letterhead stationery the largest component of the graphic identity system.

      • Design: The standard letterhead stationery design incorporates the College logo and uses maroon and gray ink only. Below the logo is the department or unit name. The College’s address and the department’s telephone number are at the bottom of the page.

      • Printing: Letterhead stationery is printed by the Office of Printing Services. The paper contains the Morehouse College watermark.
• Guidelines for Imprinting on Letterhead: It is important that all letter text fall within the established margins. Within this area, users may choose and typeface, style, size and any letter format.

• Ordering Information: Letterhead stationery may be ordered from the Office of Printing Services. All orders must be approved by the vice president for the department originating the order and must meet the requirements and specifications published by the Office of Printing Services.

2. Business Cards

Morehouse College business cards incorporate the College’s logo. All business cards must be ordered from the Office of Printing Services. The vice president for the department originating the order must approve the order. Business cards may include name, title, office or department, telephone number, fax number, and email address. No home telephone numbers or secondary affiliations may be listed. The Office of Printing Services publishes guidelines governing the classifications of employees who are authorized to order business cards.

3. Envelopes

Envelopes include the College’s logo in the return address and may include the department name. All envelopes are ordered from the Office of Printing Services.

4. Editorial Standards

Generally, the college should be referred to as “Morehouse College,” “the College,” or “Morehouse.” Avoid using abbreviations or nicknames in writing.

Revision History

Last revision completed on 1.1.2008.
Campus Parking BF 900.3:

Purpose

To provide Morehouse College employees with guidelines for utilizing campus parking.

Applicability

All College employees, departments, and divisions.

Source

The College Policy.

Policy

See campus parking guidelines.

Procedure

See campus parking guidelines.

Revision History

Last revision completed on 1.1.2008.
SECTION IV: CAMPUS OPERATIONS
REVISED DECEMBER 2011
Office of Campus Operations Organization Chart
Support Services
Facilities Use CO 200.1:

Purpose
To provide Morehouse College employees with guidelines for reserving and using campus buildings and facilities.

Applicability
All College Constituents.

Source
The College Policy and the Facilities Use Policies.

Policy
Morehouse College is a private liberal arts college. As such, the College’s facilities are not routinely made available to the public. Allowance of use depends upon each proposed event and its support and/or promotion of the College’s purposes and objectives.

Use of campus facilities shall be governed by the Facilities Use Policies as set forth in the Facilities Use Policies manual. These policies recognize the existence and responsibilities of a number of Morehouse College committees whose charges include planning, reviewing, advising, recommending, scheduling and presenting events, meetings, projects, etc., allowed on the College campus. These committees include, but are not limited to, the Assemblies Committee, Athletic Committee, Cultural Affairs Committee, Greek Life Committee, Institutional Review Board (IPHS), Student Activities Board, Student Welfare Committee, and the Advisory Board Committee for King Chapel. The Facilities Use Policies are intended to support policies and guidelines established by those committees and each individual academic or administrative department.

Campus buildings and facilities are to be used and enjoyed by students, faculty, staff, alumni and other friends of the College. At the sole discretion of Morehouse College, members of the general public may be allowed to utilize facilities within the confines of the allowable and appropriate uses as specifically set forth in the Facilities Use Policies manual. Primary responsibility for the oversight and care of facilities rests generally with the occupants and users of any facility, and specifically with the contact person (s) for the respective building. The Office of Campus Operations is responsible for the maintenance, repair and security of campus facilities.
Procedure

For detailed usage information, please refer to the Facilities Use Policies manual, which can be obtained online or from the Office of Support Services.

The Facilities Use Policies manual covers the following areas:

- Availability of Facilities
- General Requirements
- Use of Facilities by External Organizations
- College Support, Sponsorship or Endorsement
- Financial Responsibility for Use of College Property
- College Neutrality—Political and Religious Organizations
- Ticket Sales
- Priority of Use
- Capacity
- Hours of Operation
- Security
- Parking
- Insurance
- Usage Fees
- Temporary Structural Modifications
- Equipment
- Audio-Visual Equipment
- Food and Beverages
- Catering
- Vendors and
- Off-Campus Vendors and Commercial Entities

Revision History

Last revision completed on 1.1.2008.
Executive Services
Executive Services and Executive Conference Center
Use CO 300.1:

Purpose
To provide Morehouse College employees with information regarding the use and reservation of the conference and executive facilities at the College, particularly those at Davidson House and the Leadership Center’s Executive Conference Center.

Applicability
All College Constituents.

Source
The College Policy, the Policy for Use of Conference and Executive Facilities, and the Facilities Use Policies.

Policy
Morehouse College is a private liberal arts college. As such, the College’s facilities are not routinely made available to the public. Allowance of use depends upon each proposed event and its support and/or promotion of the College’s purposes and objectives.

The policies as set forth in the Facilities Use Policies manual and respective guidelines for each facility shall govern use of the campus facilities. These policies recognize the existence and responsibilities of a number of Morehouse College committees whose charges include planning, reviewing, advising, recommending, scheduling, and presenting events, meetings, projects, etc., allowed on the College campus. These committees include, but are not limited to, the Assemblies Committee, Athletic Committee, Cultural Affairs Committee, Greek Life Committee, Institutional Review Board (IPHS), Student Activities Board, Student Welfare Committee, and the Advisory Board Committee for King Chapel. The Facilities Use Policies are intended to support policies and guidelines established by those committees and each individual academic or administrative department.

Campus buildings and facilities are to be used and enjoyed by students, faculty, staff, alumni and other friends of the College. At the sole discretion of Morehouse College, members of the general public may be allowed to utilize facilities within the confines of the allowable and appropriate uses as
specifically set forth in the Facilities Use Policies manual. Primary responsibility for the oversight and care of facilities rests generally with the occupants and users of any facility, and specifically with the building captains for the respective building. The Office of Campus Operations is responsible for the maintenance, repair and security of campus facilities.

**Procedure**

For specific information about using the College's conference and executive facilities, please refer to the Executive Conference Center Event Guidelines, Guidelines for Use of the Davidson House, and Facilities Use Policies manual. These documents may be obtained from their respective units.

**Revision History**

Last revision completed on 1.1.2008.
Physical Plant
Plant Services Unit CO 400.1:

Purpose
To provide Morehouse College employees with information regarding services provided by Physical Plant Operations.

Applicability
College employees and external entities.

Source
The College Policy, the Campus Operations Structure, and the Physical Plant Policies and Procedures.

Policy
Physical Plant Operations of the Office of Campus Operations services the trade needs of the College campus. It provides general maintenance, plumbing, electrical work, heating and cooling service, custodial service, and waste collection. Its service areas also include logistics, relocations and transportation, recycling, new construction project management, contract administration, fire prevention, renovation and alteration of facilities, and preventive maintenance.

Procedure
Please refer to the Physical Plant Policies and Procedures Manual, which is maintained at Physical Plant Operations.

Revision History
Last revision completed on 1.1.2008.
Access to College Property CO 400.2:

**Purpose**
To provide Morehouse College employees with information regarding access to College property.

**Applicability**
College employees, students, and internal and external entities.

**Source**
The College Policy and the Campus Operations Policies.

**Policy**
College property shall be used only in accordance with federal, state, and local laws and shall not be used for the purpose of organizing or conducting unlawful activity.

**Procedure**

I. **Financial Responsibility for Use of College Property:**

All individuals and organizations that use College property shall be liable for extraordinary expenses (i.e., those exceeding ordinary campus maintenance and operating costs) incurred on their behalf by the College. At the discretion of the Office of Campus Operations and in consultation with the appropriate scheduling department and/or the campus police, support and/or executive services, the general counsel, and/or risk management, the posting of bond may be required of organizations or individuals prior to the use of College property under the following circumstances:

i. The nature of the event and/or the past practices of the sponsoring organization give reasonable cause to believe that damage to College property may occur;  
ii. The nature and scope of the event is such that there is reasonable concern for the ability of the sponsoring organization to assume all related expenses.

Reimbursement for damage to or misappropriation of College property may be imposed upon the responsible individual of the organization using the
College property. The reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for the damage.

II. College Support, Sponsorship, or Endorsement:

All individuals and organizations using College property and/or services must avoid any unauthorized implication that they are sponsored, endorsed or favored by the College. Failure to do so may result in censure, sanctions and/or termination of the activity.

All persons on College property are required to abide by College policies and campus regulations and shall identify themselves, upon request, to College officials acting in the performance of their duties. Violation of College policies or campus regulations may subject a person to possible legal penalties. If the person is a student, faculty member, or staff member of the College, that person may also be subject to disciplinary action in accordance with College policies and regulations.

III. College Neutrality on Political Matters:

The College must remain neutral on political matters. It cannot sponsor or fund political activities except when authorized for College purposes by the Board of Trustees, the president or their designees.

In correspondence, statements or other material relating to religious or political activities or issues, the College title of a faculty or staff member or the title of a student government official shall be used only for identification. If such identification might reasonably be construed as implying the support, endorsement or opposition of the College with regard to any religious or political activity or issue, the identification shall be accompanied by an explicit statement that the individual is speaking for himself/herself and not as a representative of the College or any of its offices or units.

IV. College Neutrality Regarding Political and Religious Organizations:

Campus-based political and religious organizations shall have access to College property on the same basis as all other campus organizations, according to guidelines set forth in campus regulations.

Political and religious organizations that are not located on the campus may have access to College property on the same basis as other organizations. They may be registered by the College and may sponsor political and
religious programs and events by fulfilling College requirements and by following regulations.

V. Political Programs or Events:

For the purpose of these regulations, a program or event is defined as political if it involves one or more of the following:

1. Supporting (financially or through volunteer support) a candidate or group of candidates formally running in primary or general elections for city, county, state, local or national office

2. Supporting or opposing (financially or through volunteer support) a ballot measure or a drive to put an issue on the ballot

3. Raising funds or sponsoring programs to support any federal or state registered political party

VI. Religious Programs or Events

For the purpose of these regulations, a program or event is defined as religious if it involves activities that are traditionally understood to be religious, such as:

- Worship, devotion, prayer or the study of religious literature (e.g., the Bible or the Koran)

- Membership in or affiliation with a group generally recognized as a religious sect

- Espousal of a belief in a divine deity or a belief in a theory of human nature or humans' place in the universe at a gathering of persons for whom these beliefs occupy a role in their lives comparable to that of recognized religion

In correspondence, statements or other material relating to religious or political activities or issues, the College title of a faculty or staff member or the title of a student government official shall be used only for identification. If such identification might reasonably be construed as implying the support, endorsement or opposition of the College with regard to any religious or political activity or issue, the identification shall be
accompanied by an explicit statement that the individual is speaking for himself/herself and not as a representative of the College or any of its offices or units.

Standard booth size is 10 feet x 10 feet; however, when space is available, larger booth sizes are allowable to a maximum of 200 square feet.

Any exceptions to the above requirements must be approved by Physical Plant Operations and the Office of Campus Operations.

VII. Requirements for Off-Campus Vendors and Commercial Entities:

1. All off-campus vendors and commercial entities must have Morehouse College departmental sponsorship, must have completed a Temporary Vendor Permit, and must have signed the Vendor Agreement before setting up to sell on campus.

2. All off-campus vendors and commercial entities shall post, in public view at the vending location, a completed and approved Temporary Vendor Permit.

3. All off-campus vendors and commercial entities must have a valid Georgia resale license and are required to collect and pay the prevailing state sales tax.

4. Merchandise of all off-campus vendors and commercial entities shall be confined within the vendor's designated space, and the appearance of the booth shall be in a manner in keeping with the campus environment. The use of large overhead banners, pennants, signs, etc., must conform to the College's sign posting policy and be approved by Physical Plant Operations.

5. Off-campus vendors and commercial entities are approved to sell items of general interest to the campus community, including, but not limited to, reading material, prints, paintings, photographs, jewelry, clothing, and leather and wood products. Food shall not be offered for sale.

6. All off-campus vendors and commercial entities shall agree to pay in advance the minimum established non-refundable space fee and to accurately report to the sponsoring department their total gross sales at the end of the selling period. Any percentage of monies due are payable immediately.
7. Off-campus vendors and commercial entities must make available to purchasers information regarding the circumstances under which merchandise may be returned or exchanged.

**Procedure for Non-Employees and Guests of the College to Access the Morehouse College Campus**

To gain access to the Campus, the non-employee/guest of the College ("invitee") must present a letter of invitation from the sponsoring organization/department to the attending police officer on duty in the guardhouse at Westview Drive. This letter must be on the sponsoring department's official letterhead and must have the signature of the departmental chairperson. The letter of invitation also must be dated, must clearly state the starting and ending date of the temporary appointment, and must indicate the buildings and rooms to which the invitee is authorized to access. Copies of this letter must be on file in the Campus Police Department, at Physical Plant Operations, and in the Office of Student Services, the location of the ID processor.

The invitee will report to the ID processor’s office to receive the identification pass. Identification passes may be obtained daily between the hours of 10 a.m. and 4 p.m., Monday through Friday. The identification pass will list the name of the invitee, the academic department with which they are associated, and the classification “Temporary.” Upon completion of the ID process, the invitee will take the ID to the physical plant for card-key programming. ID Card Access should then be ready for use. The invitee should try the card-key at the appropriate rooms to ensure that access has been programmed correctly. The invitee must present the identification pass on all returning visits to the Campus. Failure to present the proper identification pass will prevent access to the campus. The invitee will use this card to access the location to which he/she has been assigned. The invitee must wear his/her identification pass at all times while on College premises.

**Revision History**

Last revision completed on 1.1.2008.
Acquisition/Use of Keys CO 400.3:

Purpose
To provide Morehouse College employees with information regarding the acquisition and use of building and room keys.

Applicability
College Employees.

Source
The College Policy.

Policy
I. Master Keys:

In general, College buildings are keyed to master systems, with sub-master systems as required by the unique uses and occupancy of the buildings’ space. Master keys are available only to appropriate persons or functional areas. The key system is necessary to provide for the security of people and property, to provide access in case of emergency and to provide routine access for maintenance workers.

Any request for departure from standard master keying systems must be approved by the vice president for campus operations. The request should be forwarded through the physical plant for review and action.

II. Responsibility for Issuing and Controlling Keys:

The vice presidents and deans of the College are responsible for issuing all building and room keys to members of their departments and divisions, maintaining records of keys issued and retrieving keys from departing personnel. At the discretion of the vice presidents or deans, key control responsibility may be placed on a departmental basis. In such instances the department chairs, heads and directors assume key control responsibility for their departments.

III. Responsibility for Key Duplication:

It is the responsibility of Physical Plant Operations to maintain custody and control of original keys for buildings and rooms. College keys are to be duplicated only from the originals and only by the physical plant.
IV. Key Ownership:

Keys are issued on a no-deposit basis, and ownership of the keys vests with the College. Departing members of the faculty and staff have an obligation to return all College keys to their department heads.

Procedure

I. Procedure for Ordering Keys:

To order keys, the dean or department head should:

1. Complete and sign a key requisition form.

   The key requisition should indicate the (a) departmental general expense account number, (b) name of the building, (c) room or rooms within the building and (d) number of keys required for each room.

2. Submit the completed key requisition form to Physical Plant Operations.

   The ordered keys should be delivered to the department within forty-eight hours after receipt of the requisition.

Revision History

Last revision completed on 1.1.2008.
Building Captain System CO 400.4:

Purpose
To provide Morehouse College employees with information regarding ownership of buildings on campus and who has the responsibility for reporting issues and/or emergency in the building.

Applicability
All College constituents.

Source

Policy
Morehouse College is committed to a functional and safe working environment. As such, the building captain system was established to ensure that issues and/or emergencies in a building are communicated immediately to the proper offices.

Procedure
Detailed information and procedures regarding building captains may be found in the Morehouse College Emergency Action Plan manual, which may be obtained from the Campus Police Department. You may also find online the General Overview and Quick Reference on Emergency Procedures for Morehouse College Employees.

Revision History
Last revision completed on 1.1.2008.
Transportation and Logistics CO 400.5:

Purpose
To provide Morehouse College employees with information regarding transportation and logistics at Morehouse College.

Applicability
All College Constituents.

Source

Policy
The Physical Plant provides safe and dependable transportation and other services to faculty, staff, students and other college constituents as needed.

Procedure
All transportation requests must be received seven (7) days in advance to reserve College vehicles. All logistics requests must be made through the work order system.

Please refer to the Physical Plant Policies and Procedures Manual, which may be found at Physical Plant Operations.

Revision History
Last revision completed on 1.1.2008.
Posting Banners and Signs CO 400.6:

Purpose
To provide Morehouse College employees with information regarding the posting of signs and banners on campus.

Applicability
All College Constituents.

Source
The College Policy and the Evacuation Plan.

Policy
The Office of Campus Operations’ physical plant will no longer hang/install banners of various sizes. In our attempt to accommodate the various sign dimensions, we have noticed surface damage on the buildings.

To prevent further building damage, all banners must be uniform in size and measure no larger than 4’ x 15’ (the standard size of most banners used on campus).

Procedure
Permanent brackets/hooks have been installed on Kilgore, Dansby, and Brawley Halls, the approved locations for accommodating banners. The physical plant will only install those signs complying with the standard dimensions listed above. All banners should be constructed with grommets and wind vents, which will prevent damage to the sign during inclement weather.

Approval Process:
All student organizations requesting to have banners hung must have prior written approval from the appropriate persons in the Office of Student Services. Departmental chairpersons will approve requests from academic departments.

Duration:
Banners will be displayed no more than two (2) weeks prior to the event. Banners will be removed from display immediately following the close of the event.
Scheduling and Installation:

The scheduling and installation of all banners on campus must be done through the physical plant.

Revision History

Last revision completed on 4.11.2011.
Transportation Policies and Procedures CO 400.7:

Purpose

To provide a framework of Transportation policies and procedures that can be implemented at Morehouse College under the direction of the Physical Plant’s Transportation Manager.

Objective

To both safely and economically manage the fleet of present and future vehicles obtained by Morehouse College, (used by faculty and staff for Morehouse business). To provide training as needed to comply with the National Highway Transportation Safety Administration driving policy and policy of Morehouse College. Also, to capture required maintenance data on all vehicles, verify insurance requirements and make recommendations regarding fleet requirements.

Transportation Services Provided

The goal of the Transportation Manager is to provide the following services for Morehouse College:

- Fleet management (e.g. maintenance, emissions testing, tag renewal, etc.)
- Vehicle acquisition (e.g. purchases, rentals, charters, etc.)
- Special event support (e.g. airport service, summer program, etc.)
- Manage fleet fuel accounts (e.g. gasoline, propane, etc.)
- Manage safety program (e.g. golf carts, forklift certification, defensive driving, etc.)
- Fleet usage authorization (e.g. valid driver license, department approval, etc.)

Source

The College Policy.
Policy

Compliance with the rules, regulations, and guidelines established in this transportation policy for Morehouse College is mandatory and should also comply with the Morehouse College Purchasing Policy as outlined in BF 500.1 “Purchase Requisitions” and BF 500.2 “Purchase Orders.” Failure to follow said guidelines could lead to disciplinary action being taken, up to and including termination of ones employment.

I. General Rules for Drivers:

1. All drivers must have a valid Georgia State driver's license for the appropriate type of vehicle operated. License must be validated annually. Suspension of driver’s license must be reported to the Transportation Department within 48 hours.

2. All drivers shall be at least 21 years of age to operate Morehouse College vehicles.

3. All drivers shall operate Morehouse College vehicles in a manner that reflects concern for safety and courtesy toward the public.

4. Morehouse College vehicles shall be driven only by authorized persons.

5. No person may drive or ride in a Morehouse College vehicle unless properly restrained by the occupant restraint device (where applicable). It shall be the driver’s responsibility to ensure that passengers use the available restraint devices. (Ga. L. 2000, pg. 763, Code 40-8-76.1, item B).

6. All traffic and parking laws shall be obeyed at all times. All violation fines shall be the responsibility of the driver involved.

7. The use of alcohol or drugs while operating a vehicle is strictly prohibited.

8. Smoking is not permitted in the fleet of Morehouse College vehicles.
9. All accidents are to be reported to ones supervisor and Transportation Department within 24 hours after the accident, even if another vehicle is not involved or there are no apparent injuries or damages.

10. A Vehicle Log Sheet shall be maintained in all vehicles (excluding golf carts). Logs must indicate destinations and commute mileage, even if driven by different individuals.

11. The driver shall secure the vehicle and take the keys, except in those instances where keys need to be left with a garage attendant.

II. Accident Scene Procedures:

1. Stop at once.

2. Determine if anyone is injured or claims to be injured. If aid is necessary, assist in obtaining aid.

3. Notify local police, your supervisor, and Transportation Department.

4. Do not discuss the accident except with police or with appropriate Morehouse College representatives. The registration card for all vehicles should be in the glove compartment. Provide the authorities with this information at the scene.

5. Obtain a copy of the police report and forward to Transportation Department and Risk Management.

6. Do not sign anything unless issued a traffic citation by a law enforcement officer.

III. Accident Reporting

1. All vehicle accidents of potential liability, loss, or damage shall be reported in detail directly to Risk Management and Human Resources by the vehicle operator, regardless of the degree of severity within 48 hours.

2. Once notified, supervisors are required to conduct an investigation of the incident and forward their findings to their Department Head within three (3) working days from the date of accident.
3. Repair of damaged vehicles should not be made until approved by the Risk Management and Transportation Department.

IV. Out-of-State Use:

Any driver planning to take a Morehouse College vehicle out-of-state should be aware that out-of-state travel requires the prior approval of the driver’s Vice President, or Division Dean.

IV. VEHICLE FUELING:

The Transportation Department shall be responsible for the purchase of fuel for all Morehouse College vehicles. The Transportation Department is also responsible for tracking fuel usage.

V. Fuel Authorization

1. Only individuals approved by their Department Head and the Transportation Department shall be authorized to purchase vehicle fuel.
2. Each department shall maintain records of all vehicle assignments including a Vehicle Fuel Log for each vehicle. An electronic report shall be forwarded to the Transportation Department by the end of each month.
3. The authority to purchase fuel in behalf of Morehouse College shall not be used to procure any other goods or services (e.g. food, drinks, cigarettes, etc.).

VII. VEHICLE MAINTENANCE

The Transportation Department is responsible for all Fleet maintenance of vehicles.

VIII. Maintenance Facilities:

The Transportation Department will establish both primary and secondary vendors to handle the necessary vehicle fleet maintenance (e.g. oil changes, tires, etc.).
No department or user is authorized to repair or perform any service to vehicles unless approval has been given by Department Head and Transportation Department.

**IX. VEHICLE REQUEST PROCEDURES:**

All requests for golf carts used by faculty and staff shall be processed through the Transportation Department. Vehicle Rentals and leases are coordinated in conjunction with the purchasing requisition and travel policy.

**X. Rentals:**

Renting vehicles is linked with the Purchasing Requisition process and is broken into two categories: Bus Rentals and Car Rentals.

- For Coach, Bus or Limousine Transportation in and out of state, the requestor must contact the Transportation Manager or Procurement Manager for recommended vendors to insure these vendors meet all criteria set by Morehouse. Then the requestor follows the Purchasing Requisition process (BF 500.1).

**XI. Lease and Purchase Process:**

To determine if a potential need for a vehicle is best suited for a lease or purchase, the Purchasing Department should be notified.

The Purchasing Department will evaluate the request, and in turn, notify the requestor of the appropriate decision.

**XII. Loaner Process:**

The loaner process applies to carts only. Carts that are needed for more than 2 days must go through the Rental Process for carts.

1. Request for temporary use of carts should be submitted through the Transportation Department within 1 week of the time the cart is needed.

2. All requests must be communicated by email via the Transportation Request Sheet with the pertinent information requested.
3. Approval of the loaner cart must be authorized by the Department Chairperson.

XIII. VEHICLE ACQUISITIONS:

All vehicle acquisitions (e.g. golf carts, automobiles, etc.) shall be approved by Department Head, VP’s, and the CFO of Morehouse College.

1. Vehicle Operators requirements/responsibilities:

   • Operators of Golf Carts/Utility Vehicles must possess a valid Georgia driver’s license.

   • Operators must complete and pass the Golf Cart/Utility Vehicle training program before being allowed to operate a Golf Cart/Utility Vehicle.

   • Operators must obey all state motor vehicle laws at all times.

   • Operators shall not drive a Golf Cart/Utility Vehicle while under the influence of alcohol, illegal drugs, or medications that cause drowsiness

   • Golf Carts/Utility Vehicles should be used to perform Morehouse business.

   • Operators shall not be permitted to smoke while driving Golf Carts/Utility Vehicles.

   • Operators must not exceed 15 MPH per hour when driving a Golf Cart/Utility Vehicle.

   • Operators must obey all safety standards for their protection as well as the safety of Students, Faculty, and Staff. All pedestrians shall be extended the right away.

   • Operators and occupants shall keep hands, arms, legs, and feet within the confines of the Golf Cart/Utility Vehicle while it is in operation.
• A Golf Cart/Utility Vehicle shall not be overloaded with equipment or carry more passengers than it is designed for.

• If a Golf Cart/Utility Vehicle must be driven on a sidewalk or walkway, the speed limit must be reduced to 5 MPH and driver must yield to pedestrians.

• Operators shall not drive Golf Carts/Utility Vehicles on lawn areas.

• Operators must stop Golf Carts/Utility Vehicles at all blind intersections and proceed with caution at all times.

• Golf Carts/Utility Vehicles shall not be parked in a location where they can obstruct an entrance or exit to any facility.

• Golf Carts/Utility Vehicles shall be parked and or operated in a manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps, or sidewalks.

• Golf Carts/Utility Vehicles must come to a complete stop before shifting gears from forward to reverse and vice versa.

• Keys shall not be left in a Golf Cart/Utility Vehicle while unattended.

• All Golf Cart/Utility Vehicle maintenance issues shall be reported to the department supervisor immediately.

• Golf Carts/Utility Vehicles shall be securely stored in their designated location when not in use.

1. **Supervisors’ Responsibilities:**

   • Supervisors shall ensure that all assigned operators of Golf Carts/Utility Vehicles in their department are properly advised of this policy.
• Supervisors shall ensure that all assigned operators of Golf Carts/Utility Vehicles in their department are licensed and trained to operate the Golf Carts/Utility Vehicles.

• Supervisors shall ensure that all assigned operators of Golf Carts/Utility Vehicles have read, understand, and signed the Golf Cart/Utility Vehicle Policy and Acknowledgement Form before operating a Golf Cart/Utility Vehicle.

• Supervisors will ensure that a signed copy of the Golf Cart/Utility Vehicle Acknowledgment Form is sent to the Physical Plant administrative office for filing. The Acknowledgement Form will be placed in the employee’s file.

2. Maintenance Procedures:

• A Golf Cart/Utility Vehicle maintenance schedule will be provided to department supervisors. The Golf Cart/Utility Vehicle shall be transported to the designated service area for scheduled maintenance.

• Supervisors will be responsible for ensuring timely repair of Golf Carts/Utility Vehicles assigned to their area. If a Golf Cart/Utility Vehicle cannot be operated safely without repairs being made, the vehicle must be removed from service until repairs are made.

3. Accident Reporting:

• Accidents involving a Golf Cart/ Utility Vehicle shall be reported to Campus Police immediately. The Supervisor and Department Director shall also be notified. This process should happen whether or not personal injury or property damage occurred. A detailed report shall be provided to Risk Management no later than 24 hours after the accident. In case of injury to an employee, a worker’s compensation claim must be reported and provided to Human Resources within 24 hours of the occurrence.

Revision History

Last revision completed on 4.11.2011.
Physical Plant Golf Cart/ Utility Vehicle
Acknowledgement Form

I acknowledge that I have read and received a copy of the Golf Cart/Utility Vehicle Policy and I understand the contents of said policy. I hereby agree that I will abide by said policy in order to avoid injury to myself or other persons. I also understand that I must maintain a valid Georgia driver’s license and if I do not have a valid Georgia driver’s license or if my license has expired or is suspended, I will not operate a Golf Cart/Utility Vehicle until I can produce a valid Georgia driver’s license. I understand that failure to comply with this policy could lead to disciplinary action or termination of my employment with Morehouse College.

Employee Name: (please print) ____________________________________________
Morehouse ID Number: _________________________________________________
Department:_________________________ Title: ____________________________
_________________________________________ ____________________________

Employee Signature                                       Date
_________________________________________ ____________________________

Supervisor’s Signature                                     Date
_________________________________________ ____________________________

Director’s Signature                                       Date

_________ Copy of Valid Driver’s License
Golf Cars / Utility Vehicles CO 400.8:

Purpose

To establish guidelines for the proper use and maintenance of Golf Carts/Utility Vehicles on the campus of Morehouse College and to establish proper safety procedures, as well as to promote and provide for a safer environment for Students, Faculty, and Staff.

Source

The College Policy.

Definition

A Golf Cart/Utility Vehicle as used in this policy is a non-licensed “off-road vehicle” used to transport passengers or cargo, perform maintenance activities, deliver mail, and patrol the campus.

Policy

All Golf Carts/Utility Vehicles must be operated in a safe and efficient manner. All guidelines and procedures in this policy must be followed at all times. Golf Carts/Utility Vehicles are the property of Morehouse College and may be only used for official business of Morehouse College. All Operators of Golf Carts/Utility Vehicles must acknowledge that they have read and understand the procedures outlined in this policy. Non-compliance of the procedures and guidelines outlined in this policy may result in disciplinary action which may include suspension or dismissal. This policy shall outline the following requirements:
Vehicle Operators Requirements/Responsibilities

Supervisors’ Responsibilities

Maintenance Procedures

Accident Reporting

I. Vehicle Operators requirements/responsibilities:

- Operators of Golf Carts/Utility Vehicles must possess a valid Georgia driver’s license.
- Operators must complete and pass the Golf Cart/Utility Vehicle training program before being allowed to operate a Golf Cart/Utility Vehicle.
- Operators must obey all state motor vehicle laws at all times.
- Operators shall not drive a Golf Cart/Utility Vehicle while under the influence of alcohol, illegal drugs, or medications that cause drowsiness.
- Golf Carts/Utility Vehicles should be used to perform Morehouse business.
- Operators shall not be permitted to smoke while driving Golf Carts/Utility Vehicles.
- Operators must not exceed 15 MPH per hour when driving a Golf Cart/Utility Vehicle.
- Operators must obey all safety standards for their protection as well as the safety of Students, Faculty, and Staff. All pedestrians shall be extended the right away.
- Operators and occupants shall keep hands, arms, legs, and feet within the confines of the Golf Cart/Utility Vehicle while it is in operation.
- A Golf Cart/Utility Vehicle shall not be overloaded with equipment or carry more passengers than it is designed for.
- If a Golf Cart/Utility Vehicle must be driven on a sidewalk or walkway, the speed limit must be reduced to 5 MPH.
• Operators shall not drive Golf Carts/Utility Vehicles on lawn areas.

• Operators must stop Golf Carts/Utility Vehicles at all blind intersections and proceed with caution at all times.

• Golf Carts/Utility Vehicles shall not be parked in a location where they can obstruct an entrance or exit to any facility.

• Golf Carts/Utility Vehicles shall be parked and or operated in a manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps, or sidewalks.

• Golf Carts/Utility Vehicles must come to a complete stop before shifting gears from forward to reverse and vice versa.

• Keys shall not be left in a Golf Cart/Utility Vehicle while unattended.

• All Golf Cart/Utility Vehicle maintenance issues shall be reported to the department supervisor immediately.

• Golf Carts/Utility Vehicles shall be securely stored in their designated location when not in use.

II. Supervisors’ Responsibilities:

• Supervisors shall ensure that all assigned operators of Golf Carts/Utility Vehicles in their department are properly advised of this policy.

• Supervisors shall ensure that all assigned operators of Golf Carts/Utility Vehicles in their department are licensed and trained to operate the Golf Carts/Utility Vehicles.

• Supervisors shall ensure that all assigned operators of Golf Carts/Utility Vehicles have read, understand, and signed the Golf Cart/Utility Vehicle Policy and Acknowledgement Form before operating a Golf Cart/Utility Vehicle.

• Supervisors will ensure that a signed copy of the Golf Cart/Utility Vehicle Acknowledgment Form is sent to the Physical Plant administrative office for filing. The Acknowledgement Form will be placed in the employee’s file.

III. Maintenance Procedures:
• A Golf Cart/Utility Vehicle maintenance schedule will be provided to department supervisors. The Golf Cart/Utility Vehicle shall be transported to the designated service area for scheduled maintenance.

• Supervisors will be responsible for ensuring timely repair of Golf Carts/Utility Vehicles assigned to their area. If a Golf Cart/Utility Vehicle cannot be operated safely without repairs being made, the vehicle must be removed from service until repairs are made.

IV. Accident Reporting:

• Accidents involving a Golf Cart/ Utility Vehicle shall be reported to Campus Police immediately. The Supervisor and Department Director shall also be notified. This process should happen whether or not personal injury or property damage occurred. A detailed report shall be provided to Risk Management no later than 24 hours after the accident. In case of injury to an employee, a worker’s compensation claim must be reported and provided to Human Resources within 24 hours of the occurrence.

Revision History

Last revision completed on 1.1.2008.
Department of Campus Safety
Emergency Procedures CO 500.1:

Purpose

To provide Morehouse College employees with information regarding the planning and execution of all emergency and disaster operations at the institution. To establish the primary and supportive responsibilities for the performance of functions necessary t

Applicability

All College employees, students, and visitors.

Source

The College Policy.

Policy

Morehouse College is committed to a policy of safety and timely, orderly evacuation of property in the event of an emergency.

Procedure

I. Serious Medical Emergency:

- The on-duty residence hall staff member or the building captain should be notified.

- The residence hall staff member or building captain will:
  - Dial “911” to request a hospital run by emergency medical personnel
  - Dial (404) 215-2666 to notify campus police of the emergency

- Students or employees taken to the hospital will be accompanied by the on-duty residence hall staff member (students only), a College official, or security personnel.

- It is prohibited for members of the faculty, staff or student body to transport ill or injured students or employees in personal vehicles.

- In the event of a serious emergency, the campus police will notify the following:
Chief of Police

Vice president for Student Services (student only)

Director of Student Health Services (student only)

Director of Residential Living (student only)

President

Vice President for Campus Operations

Office of Human Resources (employee only)

Transportation from the hospital can be arranged by the director of health services or by human resources.

Student or Employee Death

Campus police will be notified by calling (404) 215-2666.

The supervising officer on duty will notify the following:

Atlanta Police Department

Chief of Police

Dean of the Martin Luther King Jr. International Chapel

Dean of Student Services (student only)

Director of Student Health Services (student only)

Director of Public Relations

Director of Residential Living (student only)

President

Senior Vice President for Academic Affairs (student only)

Vice President for Campus Operations

Office of Human Resources (employee only)
• Identification of the deceased person will be made by staff, campus police, or the Office of Student Services. Assistance with identification may be requested from faculty members, students, or employees, if necessary.

• Once identification has been made, parents, guardians, and/or next of kin will be contacted as follows: (1) Atlanta metropolitan residents and (2) non-Atlanta metropolitan residents.

• The president or senior vice president for academic affairs will determine whether the dean of the Martin Luther King Jr. International Chapel will go to the home of the student or employee to share information with parents, guardians and/or next of kin. If so, the minister will be accompanied by a campus police officer.

• The family minister may also be asked to go to the home of the student or employee to comfort the family.

• Follow-up telephone calls and/or visits will be initiated by staff from the Office of Student Services (student only), the Office of Human Resources (employee only), and the Office of the President.

• Preliminary inventory and packing of a deceased student’s personal effects (for on-campus residents only) will be coordinated by the director of residential living.

• Assistance with transportation of the deceased student will be coordinated by staff from the Office of Student Services, if necessary.

• Campus visits by a deceased student's relatives will be coordinated by staff from the Office of Student Services.

• Arrangements for a deceased student's campus-wide memorial service will be coordinated by the dean of the Martin Luther King Jr. International Chapel and a committee of faculty, staff and students.

• Threats to Life (Suicide and Other Dangers)

• Campus police should be notified at (404) 215-2666 or 404-427-7396.

• Campus police will either transport the student to an area hospital or dial “911” to request a hospital run by Emergency Medical personnel.
If a student is taken to the hospital, he or she should be accompanied by the residence hall staff member on duty (5:00 p.m. to 9:00 a.m.), staff from the Wellness Center (9:00 a.m. to 5:00 p.m.), and/or the supervising officer from the campus police. If an employee is taken to the hospital, he or she should be accompanied by the supervising officer from the campus police.

Campus police will notify the following:

- Dean of Student Services (student only)
- Director of Student Health Services (student only)
- Director of Public Relations
- Director of Residential Living (student only)
- Director of Wellness (student only)
- President
- Vice President for Campus Operations
- Office of Human Resources (employee only)

Following assessment and observation (where necessary), treatment plans will be developed by medical personnel.

Outpatient referrals will be coordinated by the dean of student services (student only), the human resources office (employee only), and the consulting medical personnel.

The College Judicial Committee will convene a hearing to discuss conduct code violations, if necessary.

II. Bomb Threats:

- The Morehouse College Police Department will be responsible for the coordination/implementation of the procedures for handling bomb threats.
- The person who received the call should immediately notify the campus police.
• The campus police's shift supervisor will notify the chief of police and the following personnel:
  o Bomb Squad, Atlanta Police Department
  o Dean of Student Services or Associate Dean of Student Services
  o Director of Public Relations
  o President
  o Physical Plant Supervisor
  o Vice President for Campus Operations or Associate Vice President for Campus Operations
  o Office of Human Resources

• Officers from the campus police will supervise evacuation of the facility.

• The Atlanta Police Department, Bomb Squad will conduct a search of the facility.

• If an explosive device is located, the bomb squad will be responsible for its removal and detonation.

• Clearance must be given by the bomb squad or Morehouse's chief of police before occupants will be allowed to reenter the facility.

III. Chemical Spills:

• Campus police and the chemistry department will be responsible for the coordination/implementation of the procedures for handling chemical spills.

• The campus police dispatcher will immediately notify the shift supervisor and the chief of police.

• The shift supervisor will instruct officers to close off the affected facility or area.

• The shift supervisor will notify the following:
  o Atlanta Fire Department
Officers from the campus police will coordinate an evacuation of campus facilities and grounds, if necessary.

Clearance must be given by Campus Police Department personnel before anyone will be allowed to reenter the facilities/grounds.

IV. Hostage Situations:

- Campus police will be responsible for the coordination/implementation of the procedures for handling hostage situations.

- The campus police dispatcher will immediately notify the shift supervisor and the chief of police.

- The shift supervisor will notify:
  - All officers on duty
  - Associate Dean of Student Services
  - Atlanta Police Department
  - Atlanta University Center Task Force
  - Dean of Student Services
  - Director of Health Services (until arrival of paramedics)
• Officers from the campus police will close off the affected facility or area.

• Officers from the Atlanta Police Department will supervise the evacuation of the affected facility or area.

• The Hostage Negotiation Team, Atlanta Police Department, will supervise and coordinate all negotiations with the perpetrator.

• Clearance must be given by the Hostage Negotiation Team before occupants will be allowed to reenter the facility or area.

V. Campus Homicides:

• The Office of Student Services will be responsible for the coordination/implementation of the procedures for handling homicides that occur on campus.

• The campus police dispatcher will immediately notify the shift supervisor and the chief of police.

• If the victim is a student, the shift supervisor will follow the procedures for death of a student.

• If the victim is a non-student, the shift supervisor will notify:
  o Atlanta Police Department
  o Dean of Student Services or Associate Dean of Student Services
• Director of Public Relations
• President
• Vice President for Campus Operations
• Associate Vice President for Human Resources

• If the victim is a relative, visitor or acquaintance of a registered student, the shift supervisor will also notify:
  • Dean of the Martin Luther King Jr. International Chapel
  • Director of Health Services
  • Director of Residential Living
  • Director of the Wellness Resource Center

• Officers from the Atlanta Police Department will seal off the crime scene and conduct the investigation.

• Transportation of the deceased and his/her personal effects will be conducted by the Coroner's Office.

• Clearance must be given by the Atlanta Police Department before occupants will be allowed to reenter/use the facility or area.

• Major Power Failures

• The Department of Physical Plant will be responsible for the coordination/implementation of the procedures for handling major power failures.

• The campus police dispatcher will immediately notify the shift supervisor and the chief of police.

• The shift supervisor will notify:
  • All officers on duty
  • Atlanta University Center Task Force
  • BellSouth (if necessary)
o Director of Public Relations
o Georgia Power (Emergency Assistance Service)
o President
o Senior Vice President for Academic Affairs
o Superintendent for Physical Plant
o Vice President for Campus Operations or Associate Vice President for Campus Operations
o Associate Vice President for Human Resources

- Officers from the Morehouse College Police Department will close off the affected facility or area.
- Officers from the campus police and staff from the Office of Student Services or building coordinators will evacuate the facility or area, if necessary.
- The physical plant supervisor or his/her representative will work with personnel from Georgia Power and/or BellSouth to restore electrical power or telephone service to the affected facility or area.

VI. Major Power Failures:

- The Department of Physical Plant will be responsible for the coordination/implementation of the procedures for handling major power failures.
- The campus police dispatcher will immediately notify the shift supervisor and the chief of police.
- The shift supervisor will notify:
  1. All officers on duty
  2. Atlanta University Center Task Force
  3. BellSouth (if necessary)
  4. Director of Public Relations
5. Georgia Power (Emergency Assistance Service)

6. President

7. Senior Vice President for Academic Affairs

8. Superintendent for Physical Plant

9. Vice President for Campus Operations or Associate Vice President for Campus Operations

10. Associate Vice President for Human Resources

- Officers from the Morehouse College Police Department will close off the affected facility or area.

- Officers from the campus police and staff from the Office of Student Services or building coordinators will evacuate the facility or area, if necessary.

- The physical plant supervisor or his/her representative will work with personnel from Georgia Power and/or BellSouth to restore electrical power or telephone service to the affected facility or area.

- If electrical service cannot be restored within a reasonable period of time, the dean or associate dean of student services will coordinate temporary housing arrangements.

- Clearance must be given by the shift supervisor (in consultation with the physical plant supervisor) before occupants will be allowed to reenter the facility or area.

VII. Snow Emergency:

- The Office of the Vice President for Campus Operations will be responsible for the coordination/implementation of the procedures for handling snow emergencies.

- The campus police dispatcher will monitor the weather radio for severe conditions.

- In the event weather conditions suggest the likelihood of a blizzard, ice storm or related weather emergency, the shift supervisor will immediately notify the chief of police and the following personnel:
o Dean of Student Services
o Director of Public Relations
o President
o Superintendent for Physical Plant
o Vice President for Campus Operations
o Associate Vice President for Human Resources

- The president will cancel classes, if necessary. He will notify the senior vice president for academic affairs, dean of student services, and vice president for campus operations of the decision.

- The physical plant supervisor will coordinate the clearing of entryways and sidewalks.

VIII. Tornado Warning/Watch:

- Campus police will be responsible for the coordination/implementation of the procedures for handling tornado warnings/watches.

- The campus police dispatcher will monitor the weather radio for reports of severe conditions.

- In the event of a tornado watch, the dispatcher will immediately notify the shift supervisor and the chief of police.

- The shift supervisor will notify:
  o Director of Public Relations
  o President
  o Senior Vice President for Academic Affairs
  o Superintendent for Physical Plant
  o Vice President for Campus Operations
  o Associate Vice President for Human Resources
Each person notified will be responsible for alerting the offices/departments within his/her division.

The president will cancel classes, if necessary. He will notify the senior vice president for academic affairs and the vice president for campus operations of the decision.

In the event of a tornado warning, building captains will be responsible for moving occupants to the hallways and/or lower levels of campus facilities. They should follow the procedures outlined in the Emergency Evacuation and Operation Plan for Morehouse Campus Buildings as outlined in the Emergency Action Plan manual. See also the General Overview and Quick Reference on Emergency Procedures for Morehouse College Employees online.

IX. Campus Riots/Disturbances:

The Office of Student Services will be responsible for the coordination/implementation of the procedures for handling campus riots/disturbances.

The campus police dispatcher will immediately notify the shift supervisor and the chief of police.

The shift supervisor will notify:

- All officers on duty
- Atlanta University Center Task Force
- Dean of Student Services
- Director of Public Relations
- President
- Senior Vice President for Academic Affairs
- Vice President for Campus Operations
- Associate Vice President for Human Resources
• Morehouse's chief of police will communicate with the Atlanta Police Department, as necessary.

• If feasible, a team of staff members from the Office of Student Services will attempt to meet with students to determine student/non-student participants and the reason(s) for the disturbance.

• Campus police officers will supervise/coordinate deployment of Atlanta University Center Task Force officers.

• An emergency response team, composed of the following members, will meet twice daily (if needed) during the disturbance to plan or modify the course of action:
  o Associate Dean of Student Services
  o Chief of Police
  o Dean of the Martin Luther King Jr. International Chapel
  o Vice President for Student Services
  o Director of Health Services
  o Director of Public Relations
  o Superintendent for Physical Plant
  o Vice President for Campus Operations
  o Zone 1 Commander, Atlanta Police Department
  o Associate Vice President for Human Resources

• The emergency response team will make the decision to request support from city law enforcement agencies, if necessary.

• The president will cancel classes for a definite or indefinite period of time, if necessary. He will notify the senior vice president for academic affairs, dean of student services, director of public relations and the vice president for campus operations.

• A full investigation of the disturbance will be conducted by the Office of Student Services in conjunction with the campus police.

• The College Judicial Committee will convene a hearing to discuss conduct code violations, where appropriate.
Revision History

Last revision completed on 1.1.2008.
Lost, Stolen, or Destroyed Property CO 500.2:  

**Purpose**  
To provide Morehouse College employees with information regarding lost, stolen, or destroyed property.

**Applicability**  
All College employees.

**Source**  
The College Policy.

**Policy**  
Employees should immediately report lost, stolen, or destroyed property to the campus police.

**Procedure**  
I. College Property:

1. Any College property (e.g., equipment, supplies and foodstuffs) that has been stolen, lost or is otherwise missing must be reported to campus police as soon as possible.

2. Campus police personnel will assist in locating the missing or destroyed property.

3. If the property is not located within 48 hours after it was first reported missing or destroyed, the incident must be submitted in writing to the controller and the vice president for campus operations via a police incident report.

4. The incident report should outline the circumstances under which the property was lost, stolen or destroyed; the measures taken regarding the incident; and any other pertinent information.

II. Federal Property:

1. The loss, theft or destruction of federally titled property must be reported to the campus police.
2. Written notification also must be given to the grants coordinator so that the incident can be reported to the appropriate federal agency.

Revision History

Last revision completed on 1.1.2008.
Criminal Activity and Other Incidents CO 500.3:

Purpose
To alert the Morehouse College community and to prevent similar occurrences, the campus police will report incidents of crimes occurring on the campus.

Applicability
All employees of the College.

Source
The Campus Police Policy and the College Policy.

Policy
All crimes should be reported to campus police immediately. Incidents and crimes may also be reported to the dean of student services and the associate dean of students; and, if the crime occurs within a residence hall, to the resident director and resident assistant who, in turn, will be responsible for reporting them to the campus police.

Procedure
Campus police will report crimes of aggravated assault, burglary, murder, sexual offenses (forcible and non-forcible), robbery, and motor vehicle thefts in a timely manner through the use of campus media. A summary of the reported crimes will be published annually and distributed, free of charge, to students and employees.

Campus police provides services to the college community twenty-four (24) hours a day, seven (7) days a week through fixed post positions and routine patrol of the campus by sectors. All officers are equipped with radios for reporting criminal activities or emergencies. Police headquarters is located in the southwest annex of Robert Hall, and a mini-station is located at 855 West End Avenue. For emergencies, come to either the office or mini-station, or call (404) 215-2666 or (404) 427-7396. For non-emergencies, call (404) 688-2530.

Revision History
Last revision completed on 1.1.2008.
Emergency and Evacuation Procedures CO 500.4:

Purpose

The Morehouse College Emergency Action Plan provides an organizational structure capable of responding to on-campus emergencies ranging in complexity. The Plan incorporates operating procedures for managing campus emergencies resulting from natural disasters, hazardous material incidents, acts of violence and other security emergencies. This Plan presents the Morehouse College Command Structure that is activated during an emergency.

The goals of the Plan are to effectively and efficiently:

- Provide an organizational structure that can grow rapidly in response to an emergency
- Provide management with the control necessary to direct and coordinate all operations and all agencies responding to emergency incidents
- Assign the appropriately trained employees with the necessary skills and expertise to critical functions
- Quickly identify and activate only those positions needed to manage a particular incident or level of emergency
- Promote the proper span of control and unity of command

The organizational structure of the Plan may not resemble the day-to-day organization of the College. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as emergency progresses, assignments within the organizational structure may change.

This Plan is based upon the concept of a standard operating procedure for emergencies that start on or near the campus. The Plan is supplemented with separate emergency plans for each possible on-campus emergency identified.

To provide Morehouse College employees information to facilitate and organize actions during workplace emergencies.

Applicability

This Plan is a campus-level plan that establishes guidelines for Morehouse College personnel and other resources during an emergency. It is the official Emergency Action Plan for Morehouse College, superseding previous plans,
and precluding employee action not in concert with the intent of this Plan, or the emergency organization created by it.

All College constituents

**Source**

The College Policy and the Emergency and Evcaucation Plan.

**Policy**

Morehouse College’s Emergency Action Plan is designed to facilitate and organize employer and employee actions during workplace emergencies. It assures that employees understand their roles and responsibilities within the plan to result in fewer and less severe employee injuries and less structural damage to the facility during emergencies. Detailed information may be obtained from the Emergency Action Plan, which may be found at the Campus Police Department. An evacuation plan is posted in each building on the campus. See also the General Overview and Quick Reference on Emergency Procedures for Morehouse College Employees online.

**Procedure**

The College’s evacuation plan can be found in the Emergency Action Plan, which may be picked up at the Campus Police Department.

- CO 500-1-1 Serious Medical Emergency
- CO 500-1-2 Self Endangerment (Suicide and Other Dangers) CO 500-1-3 Death on Campus
- CO 500-1-4 Violent Threats to Life (Active Shooter, Active Weapons, Hostage) CO 500-1-5 Campus Riots/Disturbances
- CO 500-1-6 Criminal, Suspicious or Violent Behavior CO 500-1-7 Fire / Explosion
- CO 500-1-8 Bomb Threat
- CO 500-1-9 Chemical Spill
- CO 500-1-10 Release of Hazardous Gas or Vapor CO 500-1-11 Infrastructure Failure
- CO 500-1-12 Tornado Watch/Warning CO 500-1-13 Power Failure
- CO 500-1-14 Snow Emergency CO 500-2-1 General Evacuations
1.1 Purpose (see “PURPOSE” area above)

1.2 Scope (see “SCOPE” area above)

Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the Plan or any appendices hereto.

It is anticipated that as emergencies increase in severity, the control of emergencies may move from the Morehouse College organizational structure to the Municipal, State or Federal levels as deemed necessary.

This Plan and other campus organizations shall be subordinate to Municipal, State or Federal plans during a disaster declaration by those authorities.

1.3 Authority

This Plan is promulgated under the authority of the President of Morehouse College and the Vice President for Campus Operations. Primary responsibility for the Plan rests with Morehouse College’s Administration, Physical Plant, and Police Department, in its creation, updates, distribution and implementation.

1.4 Mission

It shall be the mission of Morehouse College, its students, faculty, staff and other responsible entities to respond to an emergency in a safe, efficient, and timely manner. The prioritization of response to an emergency situation is: (1) Protection of life and safety of the students, faculty and staff; (2) Assessment of damage and scenario management; (3) Evaluation of campus resources; and (4) Escalate to the proper authority.

MANAGEMENT OF EMERGENCY OPERATIONS:

2.1 Command Authority & Reporting Structure

In any emergency incident, the Morehouse College Police Department Shift Supervisor, the Chief of Police, or the Vice President for Campus Operations will activate the Plan. They will continue to exercise management authority until relieved by an officer of a Municipal, State or Federal agency having legal or assigned responsibility for the type of incident occurring. The Vice President for Campus Operations will assume the role of Emergency Management Team Leader (EMT
Leader). The highest-ranking Campus Police officer depending on emergency type will assume the role of the Incident Commander.

2.2 Organization of Personnel

The responsibilities summarized below will be activated depending on the severity of the emergency. Communication flows both up and down within the command structure, which consists of the following major elements:

- President’s Advisory Group
- Emergency Management Team Leader (Vice President for Campus Operations)
- Incident Commander (Police Chief or Fire & Safety Coordinator)
- Fire & Safety Coordinator
- Building and Floor Captains
- Support Teams (Student Services, Campus Police, Physical Plant)
- Office of Public Affairs
- Role of Students
- Role of Faculty

President’s Advisory Group and the Emergency Management Team Leader

The President or the Vice President for Campus Operations (EMT Leader) has ultimate responsibility for activation, oversight, and termination of the Emergency Management Team (EMT). The Office of Campus Operations will serve as the Command Center during emergency Operations.

The EMT Leader is responsible for ensuring the smooth overall operation of rectifying the emergency. If necessary, he or she may also designate a leader for a Support Team, depending on the character and scale of the emergency. This includes development, implementation, and review of strategic decisions, and post event assessments.

Incident Commander
The Incident Commander has overall responsibility for the management of campus emergency activities. There must always be clear and constant communication between the Incident Commander and the EMT Leader.

**Fire & Safety Coordinator**

The Office of Public Affairs is the liaison to the news media, providing news releases and other information as approved by the EMT Leader or the President’s Advisory Group, ensuring that official statements are issued only by authorized administrators. They also provide responses to post-emergency public inquiries.

Every Morehouse employee can potentially play a role in assisting during an emergency. One of the most critical aspects of the Plan is communications; accurate reports from the scene of an incident are essential to providing adequate emergency services. Similarly, the campus community must receive up-to-date instructions concerning emergency action procedures and news of the evolving incidents. The EMT will be utilized to afford this critical link to mitigate the emergency in a timely and efficient manner. The Office of Campus Operations will serve as the Command Center.

Alternative command posts will also provide a contact point for teams and arriving resources, as designated by the EMT Leader or the Chief of Police. Outside resources such as the Atlanta Fire and Police Departments will meet in the Campus Police station unless an alternate meeting point is designated by the Chief of Police.

**Role of Students**

Every student should be familiarized with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. The Office of Campus Operations through Student Services will provide training to students. Training shall be in the form of a handout, and classroom and residence hall briefings.

**Role of Faculty**

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Every member of the faculty and staff should read and understand this Plan and their Building Emergency Plans, familiarizing themselves with the emergency procedures and evacuation routes. Employees must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should follow Plan procedures to report emergencies, establish contact with their building captain, and evacuate the building to pre-designated areas in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency.

**Training**

Training is key to the success of this Plan. All participants and alternates will receive training in the Plan’s process, in the functioning of the EMT, and in their primary roles. They will also receive an overview of the other EMT roles. This training includes an annual orientation to the Plan and participation in exercises and drills. Schedules and records of drills and training will be maintained by the Office of Campus Operations.

**ACTIVATION OF THE EMERGENCY MANAGEMENT TEAM (EMT):**

### 3.1 Emergency Level Classifications

Two levels of operation have been identified, relative to the magnitude of the emergency:

- **Level 1**: The emergency can be managed by Campus personnel. This may include activation of the EMT.
- **Level 2**: The emergency cannot be managed using campus resources. For these emergencies, the EMT will be activated. The Chief of Police and the EMT Leader will direct the EMT. In these situations, the Chief of Police will be the point of communication between the college and the off-site resources, which are likely to be the Atlanta Police and Fire Departments.

### 3.2 Activation of the EMT

The EMT will be continuously maintained in a state of readiness. The EMT will be activated by the Chief of Police or by the EMT
Leader. The EMT will receive its instruction from the Office of Campus Operations via the Call Center. Response activities and work assignments will be planned, coordinated, and delegated from the Office of Campus Operations. During the course of an emergency, EMT personnel should report directly to the EMT Leader. In the event that the Office of Campus Operations cannot be used as a Command Center, personnel will report to the alternate Command Center, which will be identified based upon the incident.

The recommendation to activate the EMT will be made to the President, the Chief of Police, or the Vice President for Campus Operations, depending on availability.

Upon declaration of the Level 2 emergency, the EMT Leader shall determine which positions to activate and ensure those personnel are actively engaged in the process. Each Team Leader will oversee the activation and mobilization of his or her team.

3.3 Communication between the EMT and the Campus Community

In the event of an emergency, notification between the EMT and the campus occurs in one of two ways:

1. Notifications to all non-student resident halls (i.e., classrooms, administrative and office buildings) will be made by the Office of Campus Operations Call Center.
2. Notifications to all student resident halls will be made by the Campus Police.

3.4 Demobilization of the EMT

The President or his designee, advised by the EMT Leader and the Incident Commander, will determine when to deactivate the EMT and return to normal operations.

4.0 BUILDING MANAGEMENT

The President has assigned responsibility for emergency/disaster planning and implementation to the Office of Campus Operations. As the primary responsible organization for emergency action planning and response, the Office of Campus Operations is also responsible for coordination of the Building/Floor Captain program, relative to
emergency preparedness and response, and will provide assistance to them.

Every building housing Morehouse campus students, faculty or staff will have a Building Captain to act as a liaison between the building occupants and the Office of Campus Operations on issues of emergency preparedness training. All departments/units in the building should provide input to the Building Captain or Campus Police relative to any specific unusual activities, occupants, or other issues that affect its operations.

4.1 Building Emergency Evacuation Plan

Developed by the Office of Campus Operations, the Building Emergency Evacuation Plan is a building-specific operational guide outlining emergency operations and responsibilities. Building Emergency Plans, implemented by Building Captains and Floor Captains, provide evacuation procedures including designated emergency evacuation areas.

4.2 Relaying Building Assessment Information to the EMT

Building Captains act as the “eyes and ears” of the EMT, providing accurate up-to-date information about emergency incidents. Building Captains can provide information concerning injuries, damage, evacuation, and resources to the EMT. The Building Captains provide information to the Call Center, which relays the information to the Incident Commander. The EMT will also be receiving emergency information as necessary from the Call Center.

4.3 Relaying Information from the EMT to the Buildings

The Campus Police or possibly the Fire & Safety Coordinator (Incident Commander) will disseminate information from the EMT to those in their Assembly Areas. The Office of Public Affairs will prepare public announcements regarding the status of the campus. These announcements will be broadcast on the campus radio station, WCLK 91.9 FM (or other local radio stations) and TigerNet. This information is also broadcasted via the Fulton County Emergency Broadcast Station and the news media. The campus may also make announcements over the remote public address system, if necessary.

5.0 OFF-CAMPUS ASSISTANCE AND MUTUAL AID
In certain circumstances, the campus may request outside assistance from a variety of sources. These mutual aid providers may be generally divided into two categories: Inter- Campus and Non-College.

5.1 Inter-Campus

Within the Atlanta University Center (AUC) campuses, there exist support resources that generally mirror the resources available at each campus. These resources include Physical Plant, Police and other specialized personnel. The College has designated an emergency response official and in the case of Morehouse College, the Vice President for Campus Operations will serve as a contact person for requested resources. Contact with Inter- Campus sources is also conducted by the Campus Police using the Atlanta University Center (AUC) campus radio.

5.2 Non-College

The EMT Leader may request additional resources. These specifically include fire and police resources, although other specialized resources may be requested through specific procedures. State-level resources may be requested through protocol established by the AUC Presidents Council. The College will draw on local mutual aid first and then request assistance from other schools in the AUC to access state resources. A decision to use non-college resources to aid in an emergency will be made by the EMT Leader or the Chief of Police.

6.0 EMERGENCIES AND EVACUATION PROCEDURES

This section provides information on the types of emergencies that may occur and on general evacuation procedures.

6.1 Types of Emergencies

The following is a list of the types of emergencies that are addressed in this Emergency Action Plan. Each policy is included in Appendix B of this Plan.

Policy Description:

- CO 500-1-1 Serious Medical Emergency
- CO 500-1-2 Self Endangerment (Suicide and Other Dangers)
- CO 500-1-3 Death on Campus
6.2 Evacuation Procedures

An emergency may require partial or complete evacuation of Morehouse College and its facilities. Should a complete evacuation not be warranted due to event conditions or circumstances, an alternative to complete evacuation may be implemented. These alternatives include shelter-in-place and temporary relocation on the Morehouse Campus.

6.2.1 Shelter-in-place

Shelter-in-place involves taking shelter in secure areas of buildings or other infrastructure until hazardous material dissipates or the danger passes. Shelter-in-place may be ordered for those unable to evacuate or if it is decided that this is the optimum procedure for reducing exposure to hazardous materials.

6.2.2 Relocation

Relocation refers to the movement of personnel to temporary housing due to damage or contamination of such infrastructure.

6.2.3 General and Complete Campus Evacuation Plans

Evacuation is the time-critical movement of personnel away from danger or contaminated areas. Evacuations may involve a single building, multiple buildings, a general evacuation (with essential personnel remaining) or a complete evacuation of the campus. The Office of Campus Operations will be responsible for developing and updating plans for each type of evacuation.
Because the release of hazardous materials may involve a dangerous plume that moves according to environmental conditions, in particular wind currents, it is necessary to have a flexible plan for evacuation. The objective is to avoid evacuation of personnel into the anticipated plume areas. Accordingly, this Plan has multiple rally points where personnel report that they have successfully evacuated and may receive further instructions.

The Office of Campus Operations in conjunction with the appropriate campus units will develop relocation plans. Arrangements for temporary housing may involve movement:

- From closed building/areas to other open buildings/areas on campus outside of the threat area. The Forbes Arena and the Archer Hall for large numbers, other safe academic/administrative buildings for smaller numbers.
- From campus to employee/student homes.
- From Morehouse College to available commercial facilities (hotels, motels).
- From on-campus Morehouse College facilities to off-campus facilities.
- From Morehouse College to other AUC or other University System facilities.
- From Morehouse College to other Atlanta/Fulton County designated shelter areas.
- From Morehouse College to other State (GEMA) designated shelter facilities.

6.2.4 Communications Methods for Evacuation, Shelter-in-place, Quarantine and Relocation

Communications from Morehouse College emergency officials to students and staff will involve all available means to include, but not be limited to:
• Notification of Building Captains by phone, public address, or word of mouth within each building
• Internet and www.morehouse.edu webpage disseminated by hardwired or wireless networks
• Non-Morehouse media outlets
• CAU’s radio station (WCLK 91.9 FM)
• Megaphone by Campus Police or Building Captains

6.2.5 Campus Emergency Evacuation Guidelines

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location. A critical element of any evacuation is transportation. In many campuses and communities, auto-dependent commuters congest roadways to the point of “gridlock.” The dense urban population, resident students, and use of transportation alternatives at Morehouse must be taken into account when planning the steps necessary to evacuate all campus occupants, whether they arrived by public transit, single-occupant auto, carpool, vanpool, or bicycle.

The character and immediacy of the emergency directly affects the means by which people will leave their building or area of campus. There are two stages of evacuation:

Stage 1: The Campus Police will ensure that all individuals proceed to the Emergency Assembly Area or Rally Point for their particular building. The Campus Police and the Building and Floor Captains will ensure that the building is appropriately secured and that all known personnel are accounted for, utilizing available resources and information.

Stage 2: In a campus-wide emergency, the Campus Police will communicate the status of their individual buildings and occupants to the EMT Leader. Resources and emergency response teams will be coordinated from each building if applicable.

Note: EMT personnel will attempt a rescue evacuation ONLY if they have had rescue training or in their judgment, the person is in
immediate danger and cannot wait for professional assistance, and they themselves would not be placed in extreme danger.

In a major emergency, the decision to implement evacuation procedures generally rests with the Office of Campus Operations, the President and his Advisory Group, and the Campus Police. When evaluating the possible evacuation, consideration will be given to the specific type of threat (bomb, fire, storm, explosion, hazardous materials release, etc.); its context (time of day, likelihood, etc.); and the recommendation of the public safety officials.

6.3 Procedures for Evacuating Individuals with Disabilities

After an evacuation has been ordered, the Building and Floor Captains will be responsible for evacuating individuals with disabilities from their buildings. The Campus Police will be responsible for evacuating residence halls with the assistance of residence hall personnel.

Note: EMT personnel will attempt a rescue evacuation ONLY if they have had rescue training or in their judgment, the person is in immediate danger and cannot wait for professional assistance, and they themselves would not be placed in extreme danger.

Refer to the Morehouse College Emergency Action Plan for the Appendices.

Revision History

Last revision completed on 1.1.2008.
Outside Employment- Campus Police CO 500.5:

**Purpose**

Establish college procedures regarding outside employment for Campus Police Officers and Security Officers.

**Applicability**

This policy applies to Campus Police Officers and Security Officers

**Source**

The College Policy.

**Policy**

No Campus Police Officer is to be permitted to work any outside employment using College uniforms, authority, weapons, insignias or other identifiers, except when that job function is actually on the College premises or within the State of Georgia allowable 500 yards of the contiguous property line of the College.

When a job is submitted by a police/security officer and is outside of the campus property or outside the contiguous 500 yards of the campus property, no permission will be granted to use any Morehouse College uniform, badge, authority or any related identifiers to the College; in fact, the Officer will be required to evidence State approved compliance with the Board of Examiners for Private Detectives or Security Guard/Security Company, in writing before approval will be considered.

Morehouse College Policy Officers and Security Officers must have documented evidence of approval anytime they work in an outside employment situation.

The person wishing to do outside employments will submit in writing to his/her Supervisor, who will follow the chain of command in writing to the Chief of Police, who makes written recommendation to the VP of Campus Operations.

Only if, and when approval in writing is granted can outside employment occur.

Any violation is considered a serious violation and subject to disciplinary action up to dismissal.
Revision History

Last revision completed on 2.16.2011.
Telecommunications
Telecommunications CO 600.1:

**Purpose**

To provide Morehouse College employees with guidelines for the assignment and use of college telephones, fax, and mobile (cellular) telephones in support of the operational and educational goals of the college. VPN and email, though commonly associated with telecommunications, are covered in separate policies.

**Applicability**

All College employees.

**Source**

The College Policy and Telecommunications Policies and Procedures.

**Policy**

This policy covers the assignment and use of college telephones, faxes, and mobile (cellular) phones in support of the operational and educational goals of the college. VPN and email, though commonly associated with telecommunications, are covered in separate policies.

This document supersedes any existing departmental telephone policy currently in use.

**Policy Rationale**

- Morehouse College desires to provide consistent, convenient and cost-effective telecommunications services to its employees. The objectives of this policy are to:
  
  - Simplify and make more manageable the College’s relationship with telecommunications vendors
  - Apply standards for all telecommunications equipment and service agreements used by College employees
  - Provide guidelines for employees who may need to have a cellular telephone to conduct College business
  - Provide a system for monitoring telephone usage patterns so that plans can be routinely modified to better meet the needs of the user
Ensure that the College’s acquisition of telecommunications services are cost-effective

Provide an internal work order system for telecommunications services, which include gaining access to repair services, acquiring necessary training/support, and communicating available programs to the community

- Access to telecommunications systems is a privilege, and all users are accountable for the professional and ethical use of these systems including, but not limited to, respect for the rights and privacy of others.

- Mobile (cellular) phones are an effective resource for Morehouse College because they enable communication in areas or situations where conventional telephony is not available or is impractical. However, the cost incurred by mobile telephony must be weighed carefully against all benefits.

- The telephone cost reimbursement policy of Morehouse College is at the discretion of the area vice president.

Ownership and Access

- The telephone, fax and voice mail systems are owned by the College and operated and maintained by the Department of Telecommunications.

- Employees may use these systems for business-related reasons and to conduct Morehouse College business in accordance with the Morehouse College Policies and Administrative Rules.

- Costs associated with telecommunications will be borne by the department requesting service. Such costs include, but are not limited to, the following: equipment acquisition; monthly fees for mobile service; usage fees; maintenance and repair of equipment; and replacement of lost or stolen equipment.

- Accepting a college telephone, fax, cell phone, and/or voice mail account constitutes an agreement on behalf of the user to abide by the administrative rules, College policies, and guidelines involving telecommunications.

Telephone and Fax
• A telephone extension is provided to all authorized employees upon employment. This extension may be accessible via direct dial and/or through the College’s automated attendant.

• Telephone and fax services are for College business. Personal business should be limited to local calls and necessity.

Voice Mail

• Voice mail is provided to all authorized employees upon employment.

• Employees are responsible for maintaining their voice mail greeting and processing their voice mail messages when out of the office for an extended period of time. In the event of an unexpected or prolonged absence, the department administrator should contact the Department of Telecommunications (x3666) to request access to an existing voicemail box.

Cellular Phones and Pagers

• The College will contract for usage plans, handsets, features, and telephone accessories that will serve the needs of most employees. During the period when one or more of these contracts is in force, the College will only purchase cellular telephones or cellular telephone service agreements for employees’ use on the basis of these contracts, unless a specific exception is granted.

• Cellular phones will be issued when there is a compelling reason for an employee to have immediate access to a phone or paging system and when budgetary resources are available.

• An employee may not operate a business from a College cell phone.

• The use of College-owned cellular equipment to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in certain situations.

• Reimbursements may be required from employees who abuse their cell phone privileges.

Procedure

General:
• The Department of Telecommunications will monitor changes in cellular telephone technologies consistently and make recommendations for improvements in the College’s equipment on an as-needed basis.

• User departments will be responsible for coordinating the repair of mobile communications equipment with the Department of Telecommunications.

• Department managers and supervisors are responsible for educating subordinates about appropriate cellular procedures and for monitoring their usage. In emergency situations, managers may grant exceptions to these usage policies.

Telephones and Faxes:
• Requests for telephones, fax lines, and related equipment must be made through the telecommunications department and approved by the employee’s department head/chair.

Cell Phones:
• Guidelines for the issuance of cell phones are as follows:

  o The typical rationale for providing cellular phone services supposes that an employee is unable to conduct College business efficiently using land-line services. Cellular phones are generally assigned to employees based on nature of their work (e.g., senior staff, directors, deans, technicians).

  o The justification for mobile telephony should demonstrate a clear connection to the user’s job responsibilities.

  o Mobile telephones should not be issued to student workers, contract-employees, part-time or temporary personnel, adjunct faculty, or others not having a compelling use for the technology unless specifically requested by the department supervisor. Security of these phones is the responsibility of the department.

• Budget authorities in each department must make a determination of the need for cellular phones. These budget authorities will institute a quarterly review of cellular phone use in their departments in order to determine if the phones are being used appropriately and frequently enough to justify having them.
• College faculty or staff needing mobile communications service must complete the request form found in the Department of Telecommunications, located in Gloster Hall 111. Requests must be authorized by the department manager/dean and must include the organization code to which the service will be billed. Employees will not receive any equipment until they sign the required User Agreement Form. The telecommunications department will provide advice on the most appropriate equipment and plans.

• The telecommunications department will secure a cell phone calling plan. The selection of cell phone calling plans will be based on matching Morehouse business use to the least expensive option and will be adjusted based on written justification by the employee’s supervisor. The telecommunications department will receive monthly cell phone bills for payment and the business office will review them. The telecommunications department will send monthly cell phone bills exceeding the calling plan to each employee and supervisor for justification or personal payment of calls unrelated to Morehouse business.

• The relationship with cellular providers shall be managed through the telecommunications department. Telecommunications department staff will:

  1. place all orders for cellular telephones and services with the contracted vendor and take delivery of all equipment;

  2. contact employees ordering equipment when it arrives and provide necessary orientation and training; and

  3. monitor usage and suggest changes in service agreements to provide the most convenient and economical plan for the employee.

• Employees may call the local representatives of the contracted vendor or vendors to discuss the various options available to College-sponsored programs.

• Monthly billing for cellular services will be processed centrally using the Morehouse chargeback system. The telecommunications department will review the detailed usage statements. Duplicate detail pages will be sent to the department head. Any discrepancies should be
communicated to the telecommunications department for vendor (service provider) follow-up.

- Upon receipt of a cell phone, an employee will be asked to sign an authorization form to deduct any outstanding cell phone charges for personal calls from the employee’s final paycheck prior to separation from the College. The employee will be provided a listing of the charges, which will be deducted from the final paycheck. The authorization form also will permit the College to deduct the cost of any equipment not returned to the College from the final paycheck.

- For personal safety reasons, employees who are driving College vehicles or engaging in College business are expected to use extreme caution when having cellular phone conversations and to observe state laws regarding cell phone usage.

Voice Mail:

- Additional voice mail services may be requested through the Department of Telecommunications. This includes multiple mailbox menus, department call distribution menus, and announcement mailboxes.

Lost, Stolen, or Damaged Equipment:

- If a cellular telephone is stolen or otherwise misplaced, the employee must contact the telecommunications department immediately for temporary suspension of service. If the loss occurs after hours, the telecommunications department must be notified on the next business day.

- Handsets or other equipment damaged in the course of business should be brought to the telecommunications department, which will contact the vendor for replacement or repair. In the event that the equipment is irreparable, the employee/department is responsible for funding a replacement. Lost or stolen cellular equipment should be reported immediately to the employee’s supervisor, to campus police, and to the telecommunications department so that the service can be cancelled. Any charges for replacement or repair of equipment (e.g., charges incurred for equipment not under warranty) will be passed on to the employee’s department.

Employment Termination:
Employees who separate from the College will:

- Forfeit use of the voicemail, cell phone and pager systems
- Clear existing voicemail messages
- Have bills for outstanding personal cell phone charges deducted from their final paycheck
- (Adjunct faculty will have access to voicemail for one academic year after the start of their last assignment.)

The College reserves the right to limit or terminate access to telecommunications systems if deemed to be in the best interests of the institution and if approved by the appropriate vice president. Violation of rules, policies, or procedures involving telecommunications may subject the employee to legal action and/or disciplinary action up to and including termination, depending upon the severity of the infraction.

Personal Purchases:

- Employees may take advantage of service provider programs offered at the College’s contracted rates to establish personal accounts. Such personal accounts will be in the employee’s name. All charges will be the responsibility of the employee, and all invoices will be sent directly to the employee’s billing address.

Revision History

Last revision completed on 1.1.2008.
Neighborhood Revitalization Task Force
Neighborhood Revitalization Task Force CO 700.1:

Purpose

To outline the purpose and policies of the Morehouse College Neighborhood Revitalization Task Force, which is the community development component of the “Emma & Joe Adams” Public Service Institute.

Applicability

The Neighborhood Revitalization Task Force includes students, faculty, and staff and partners with eleven neighborhood organizations in Neighborhood Planning Unit T, the University Community Development Corporation, and other community organizations.

Source

Historically, the NRTF has received funding from the Department of Housing and Urban Development (HUD) and other government agencies. Staff and student interns adhere to HUD and other government agency guidelines as well as to the College’s policies and procedures.

Policy

• The Morehouse College Neighborhood Revitalization Task Force (NRTF)—which includes staff, community partners and student interns—has closely partnered with Neighborhood Planning Unit T (NPU-T) and has undertaken a long-range initiative to assist in a neighborhood revitalization plan. The NRTF, therefore, serves as a bridge between the College and the community in an effort to enhance the relationship between them and the quality of life in the area.

• Historically, the NRTF has received funding from the Department of Housing and Urban Development (HUD) and other government agencies. Staff and student interns adhere to HUD and other government agency guidelines as well as to the College’s policies and procedures.

• The NRTF utilizes college facilities for meetings. These meetings routinely include students, faculty, staff and community persons.

Procedure

A variety of community outreach programs is being employed to meet the objectives of the NRTF. For specifics, please refer to the NRTF website or
the NRTF office, located within the Emma & Joe Adams Public Service Institute.

Revision History

Last revision completed on 1.1.2008.
SECTION V: OFFICE OF HUMAN RESOURCES
REVISED DECEMBER 2011
Office of Human Resources Organization Chart

Associate Vice President

Director of Human Resources

Recruiting Coordinator

Human Resources Analyst

Administrative Assistant
Employment Procedures
Recruitment and Employment HR 100.1:

Purpose

To provide current and prospective employees with the information that Morehouse College uses in its recruitment and employment efforts, regardless of the funding source (institution or restricted).

Applicability

All current and prospective employees.

Source

- 41 Code of Federal Regulations § 60-1
- Age Discrimination in Employment Act of 1967
- Americans with Disabilities Act of 1990
- Civil Rights Act of 1991
- College Policy
- Georgia New Hire Law. Code Sec. 19-11-9.2
- Immigration Reform and Control Act of 1986
- Rehabilitation Act of 1973
- Title VII, Civil Rights Act of 1964
- Vietnam Era Veterans’ Readjustment Assistance Act of 1974
- Work Opportunity Reconciliation Act of 1996; 42 U.S.C. 653A

Policy

Morehouse College seeks the most qualified and suitable employees, based upon a competitive search preceding each appointment. Therefore, jobs will be announced, posted, advertised, and filled as indicated in this policy. A position may be dependent on continuation of funding from a specific source and may terminate when the funding is no longer available. If a position is
grant-funded, these foregoing conditions must be clearly stated on staff requisitions, vacancy notices, and job advertisements.

The associate vice president for human resources may, with the consensus of the area vice president, suspend or shorten this policy, when necessary, based on the critical needs of the hiring unit.

Approval to Fill a Position:

Before any positions, including faculty positions, will be filled or before any application will be accepted, the Office of Human Resources must receive a completed Personnel Requisition form that bears the signature of the department head, area vice president, director of budgets and the vice president for business and finance. This approval process is intended to establish agreement among the department, area, and the business office concerning the responsibilities, classification, and salary range of the position.

Essential Job Functions:

The essential functions of a position must be determined before it is opened for recruitment. They are the core/required duties of a job as opposed to the marginal responsibilities. Essential functions must be included on the requisition form. When these functions are evaluated, consideration should be given to the duties required of the position, the percentage of time to be spent on those duties, and whether specialized training or skills are required.

New positions, or positions where there has been a change in the duties and responsibilities, require completion of a Position Description Questionnaire.

Job Announcements/Advertising:
Job announcements are available in the Office of Human Resources, on the College’s website, and through campus e-mail. They are also displayed on specified bulletin boards. In addition, job advertisements may be placed in local newspapers and sent to other colleges/universities in the area. When the College desires to announce positions to wider audiences, advertisements may be placed in other media (e.g., large metropolitan daily newspapers, the Chronicle of Higher Education, and professional journals). The hiring unit is responsible for the cost of advertising.

Regardless of where position advertisements are placed (newspapers, journals, colleges/universities, etc.), they must include the following statement: Morehouse College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.

**Application Procedure:**

**Internal Candidates:**

To apply for a vacant position, internal candidates should notify the Office of Human Resources. The Office of Human Resources will review the employee’s work experience and performance record at the College and may conduct a preliminary interview to determine his/her interests and qualifications.

If the employee meets the qualifications for the vacant position, an interview will be scheduled with the hiring supervisor. The employee’s immediate supervisor will be notified of his/her interest in exploring other opportunities at the College. If a decision is made to transfer an employee into another position, the Office of Human Resources will work with the two supervisors involved to negotiate an effective transfer date that causes the least disruption in both offices. A fourteen-day transition period is standard.
Any employee’s interest in or pursuit of another opening at the College shall not affect his/her current position. Any employee who changes jobs more than three months after his/her last performance evaluation will have a performance assessment completed in collaboration with the sending and receiving supervisor for the next appraisal period. In either case, the receiving supervisor is responsible for preparing and conducting the appraisal discussion.

**External Candidates:**

External candidates and all inquiries for non-faculty positions at the College should be directed to the Office of Human Resources. The Office of Human Resources screens and refers suitable applications for review to the relevant supervisor in the department where the vacancy exists. The supervisor selects the applicants to be interviewed and makes the necessary arrangements for the interviews to be conducted.

Applicants for faculty positions at the College should contact the Office of the Senior Vice President for Academic Affairs/Provost.

**Application Deadlines:**

All open positions must specify an application deadline date. The application deadline will always be noted as follows: “must be received by 5:00 p.m. in the Office of Human Resources” or “must be postmarked by [insert deadline date].”

Applicants who knowingly submit false information at any point during the employment process will be disqualified or, if hired, subsequently dismissed.

**Screening:**
During every step of the recruitment and hiring process, no candidate may be discriminated against on the basis of race, color, religion, national origin, citizenship, sex, age, disability, Vietnam-era veteran status, or special disabled veteran status.

**Tests:**

An assessment test may be administered for certain positions requiring clerical skills and knowledge and/or writing skills.

**Interviewing:**

Interviews may not be conducted before the application deadline. However, this requirement is not applicable to emergency hires, “named in grant/contract” positions, or waivers.

Interview questions and screening criteria must be based on the required and desired qualifications for the position. All questions must be job-related and must be consistent for each interviewee.

The Office of Human Resources must notify applicants who are not recommended for hire after being interviewed. Specific job-related reasons for a non-hiring decision must be provided to human resources by the decision maker.

**Reference/Background Checks:**

The Office of Human Resources conducts reference checks on all selected applicants. Background checks are performed on an as-needed basis.
Offering Employment:

After consultation with the hiring manager, the Office of Human Resources, upon receipt of the approval of the vice president for business and finance, may make an offer of employment. The offer must comply with the rate-of-pay and benefits guidelines of the Office of Human Resources. The offer may be expressed as conditional if the candidate has not authorized the hiring official to contact his/her current supervisor.

For administrative and service professional positions, an offer letter, prepared by the Office of Human Resources and signed by the vice president for business and finance, should be sent to the candidate. This letter will indicate the title of the position, salary, start date, and terms of the appointment. It should request the candidate’s written acceptance or rejection of the offer.

Salary Offers:

Generally, employees may be hired at a salary between the minimum and midpoint of the pay grade based on their qualifications. The salary must be reviewed and approved by the Office of Human Resources prior to the offer.

Retention of Records:

The Office of Human Resources must retain all records associated with employment for each position for a minimum of two years. Such records must provide documentation of a legitimate, nondiscriminatory basis for the hiring decision. The Office of Human Resources will retain résumés and applications of candidates for all positions.
Grant and Contract Position Recruitment:

Unless grant or contract approval is contingent upon the hiring of a specific individual for the position, recruitment will be in accordance with the College’s general recruitment policy and procedure. When grant or contract approval is contingent upon the hiring of a specific individual, there will be no recruitment. Insert “Named in Grant” on the requisition and submit it to Office of Human Resources, which will classify the position (if necessary) and issue a job order number.

Emergency Hires and Waivers:

The College should conduct all hiring practices in accordance with this recruitment and employment policy. Exceptions may be approved by the Office of Human Resources, with the consensus of the area vice president, on a case-by-case basis for emergency hires and for other reasons that warrant valid waivers of this policy.

Reporting New Hires:

The College adheres to state and federal requirements in reporting information on new hires to the Georgia Child Support Recovery program within ten (10) days of a new employee’s hire date.

Revision History

Last revision completed on 1.1.2008.
New Hire Practices and New Employee Orientation
HR 100.2:

Purpose

To provide Morehouse College employees with information regarding (a) payroll and benefits enrollment processes for new hires and (b) orientation for employment funded by unrestricted or restricted sources.

Applicability

All newly hired employees of the College.

Source

- 8 United States Code Annotated § 1324a (West Supp. 1987) and related regulations.
- College Policy.

Policy

New-Hire Processing:

All newly hired employees must be processed through the Office of Human Resources on the first day of employment. During this period, they must complete the requisite paperwork to enroll in insurance and benefit programs. Newly hired employees must also complete the Immigration and Naturalization Service (INS) Form I-9 if they have not previously submitted one. After processing is completed, new hires will receive employee handbooks and identification cards.
New Employee Orientation:

All employees should be introduced to the College through a general orientation program conducted by the Office of Human Resources. At the time of employment, each employee will be advised as to the location and time of the program. The orientation includes information regarding the history, mission, and organizational structure of the College; personnel policies; and benefits.

Another orientation program should be conducted by the department head. It occurs on the first day of employment and may continue thereafter, as necessary. The program includes specific information about work hours, lunch breaks, and other departmental procedures. It may also include a description of the training required to function efficiently in the position.

An additional orientation shall be provided to faculty members to familiarize them with departmental and College policies specifically related to academics. The department head will provide answers to questions the employee may have.

Revision History

Last revision completed on 1.1.2008.
Employment Eligibility Verification HR 100.3:

**Purpose**

To describe the documentation and processing required to verify eligibility for Morehouse College employees whose positions are funded by unrestricted and restricted sources.

**Applicability**

All current and prospective employees.

**Source**

8 United States Code Annotated § 1324a (West Supp. 1987) and related regulations.

**Policy**

Pursuant to the rules and regulations of the Immigration and Naturalization Service, all employees are required to show proof of authorization to work in the United States within three working days of their hire date. If an employee is unable to provide such proof within the specified time limits, he/she either will not be hired or, if already hired, will be terminated. Employees who are ineligible to continue employment due to an expired work authorization date will be terminated.

The Office of Human Resources maintains the official documentation files that comply with the rules and regulations of the Immigration and Naturalization Service.
Procedure

The Office of Human Resources will:

- Authorize an Immigration and Naturalization Service Form I-9 for each new employee.

- Monitor expiration dates of work authorizations and requests for extensions to ensure that employees are eligible to continue employment.

Revision History

Last revision completed on 1.1.2008.
Individual Consultants/Independent Contractors HR 100.4:

Purpose

To define a process for determining whether an individual consultant/independent contractor relationship exists in order for the College to properly comply with state and federal laws.

Applicability

All individuals retained to provide consulting services.

Source

- College Policy
- IRS Regulation § 31.3401 (c)-1
- Federal Awards Regulations

Policy

Prior to engaging an individual to provide goods or services, the Office of Human Resources must review the request to determine whether he/she qualifies as a consultant/independent contractor or employee of the College, whether nepotism is a factor, and whether the same goods or services could be provided through existing College sources.

The agreement to engage a consultant/independent contractor must undergo contract review and must be signed by an appropriate contracting authority. (See BF 200.1). All consultants/independent contractors must
provide the Office of Business and Finance with a valid federal taxpayer identification number.

*This policy does not apply to businesses/corporations; entertainers; or athletic officials functioning under NCAA or similar rules.*

**Determination of Consultant/Independent Contractor Status:**

The Office of Human Resources makes the ultimate determination as to whether an individual is a consultant/independent contractor. When seeking to hire a consultant/independent contractor, units should provide written justification to the Office of Human Resources. In the absence of such justification, any individual providing goods or services for the College will be presumed to be doing so as an employee of the institution.

If a unit is unsure about whether or not to characterize an individual as a consultant/independent contractor, it should err on the side of classifying him/her as an employee because if it is later determined that a consultant/independent contractor should have been paid as an employee, the College may be subject to taxes and/or penalties by the Internal Revenue Service. (Under certain conditions, such taxes and penalties may exceed forty percent [40%] of the amount paid to the individual.) The College reserves the right to charge the department engaging the “consultant/independent contractor” for taxes and penalties, if any accrue.

Units that desire to retain an individual as a consultant/independent contractor should complete the Consultant/Independent Contractor Test form. This form, which can be obtained from the Office of Human Resources, sets forth the following criteria for evaluation:

1. Is the worker required to comply with instructions about when, where, and how the work is done?
2. Is the worker provided training that would enable him/her to perform a job in a particular method or manner?

3. Are the services provided by the worker an integral part of the College operations?

4. Must the services be rendered personally?

5. Does the College hire, supervise or pay assistants to help the worker on the job?

6. Is there a continuing relationship between the worker and the person for whom services are performed?

7. Does the recipient of the services set the work schedules?

8. Is the worker required to devote his/her full time to the person for whom he/she performs services?

9. Is the work performed at the place of business of the College or at specific places designated by the College?

10. Does the recipient of the services direct the sequence in which the work must be done?

11. Are regular oral or written reports required to be submitted by the worker?

12. Is the method of payment hourly, weekly or monthly (as opposed to on commission or by the job)?

13. Are business and/or travel expenses reimbursed?

14. Does the College furnish tools and materials used by the worker?

15. Has the worker invested in equipment or facilities used to provide the services?

16. Does the arrangement put the person in the position of realizing either a loss or profit on the work?

17. Does the worker perform services exclusively for the College rather than working for a number of companies at the same time?
18. Does the worker in fact not make his/her services regularly available to the general public?

19. Is the worker subject to dismissal for reasons other than nonperformance of contract specifications?

20. Can the worker terminate his/her relationship without incurring a liability for failure?

A “YES” answer to any of these criteria indicates a factor in favor of assessing the individual as an employee and not as a consultant/independent contractor. If there are factors in favor of employee status, the department must prepare written justification and supporting documentation for engaging the individual as a consultant/independent contractor and attach them to the requisition when submitting it to the Office of Human Resources.

If the relationship between the College and the provider of the goods or services does not clearly meet all of the consultant/independent contractor criteria, the individual must be hired as a College employee.

**Procedure**

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Unit</td>
<td>1. Contact the Office of Human Resources when it desires to retain an individual as a consultant/independent contractor.</td>
</tr>
<tr>
<td></td>
<td>2. Complete the Consultant/Independent Contractor Test form and forward it, with supporting documentation, to the Office of Human Resources.</td>
</tr>
</tbody>
</table>
Office of Human Resources | 3. Review the Consultant/Independent Contractor Test form and make a determination as to an individual’s status.

If the Office of Human Resources determines that the individual is a College employee:

| Hiring Unit | 4. Proceed with the normal recruitment process for hiring new employees. |

If the Office of Human Resources determines that the individual is a consultant/independent contractor:

| Office of Human Resources | 5. Confer with the general counsel about a contract that will then be forwarded to the individual for execution prior to the work being performed. |

| Hiring Unit | 6. Complete the purchase requisition and provide the necessary vendor information to the business office. (See BF 400.1, BF 400.2, BF 500.1, and BF 500.3.) |

**Revision History**

Last revision completed on 1.1.2008.
Terminations
**Purpose**

To provide Morehouse College employees with information regarding the termination of employment and the return of the institution’s property.

**Applicability**

All employees ending employment.

**Source**

The College Policy.

**Policy**

**Exit Interviews:**

All employees for whom employment with the College is terminated may request an exit interview. In this interview, they will be provided with information regarding insurance conversion rights, unemployment insurance, and retirement contribution options.

The department head of a terminated or resigning employee must contact the Office of Human Resources to arrange for an exit interview before the employee's last day of employment, whenever possible, and when sufficient notification has been given.
**Voluntary Resignations:**

**Advance Notice:**

Employees who resign or retire are required to give as much advance notice to the College as possible, at least fourteen (14) days’ written notice, excluding accrued vacation time. Regular hourly and temporary employees are requested to give at least fourteen (14) days’ notice. The department head should forward a notice to the Office of Human Resources immediately upon receipt.

The notice period may be adjusted by mutual agreement between the employee and the department head. Employees who fail to give sufficient notice may not be eligible for reemployment or compensation for unused vacation time.

**Accrued Vacation Time:**

Regular full-time employees will be compensated for accrued, unused vacation time when they resign or retire, if proper notice has been given.

**Discharge/Termination of Employment:**

Recommendations to discharge a regular staff member must be consistent with the policies and procedures of the College. The recommendations, which must be in writing and must bear the signature of the immediate department head, shall fully set forth the:
1. Nature and extent of the problem

2. Violated rule, regulation, policy, or procedure, if any

3. Past work record (including relevant counseling or disciplinary actions)

Recommendations to discharge a regular staff member must bear the concurring signature of the appropriate vice president.

Copies of all recommendations for termination must be forwarded to the associate vice president for human resources, who will review them in detail to ensure that they are in compliance with the College’s policies and procedures.

**Reduction in Force:**

Layoffs or terminations resulting from budgetary constraints or reorganizations are governed by the College’s reduction in force policy. (See HR 200.2).

**Return of College Property:**

On or before the terminated or resigning employee's last day of work, the department head must recover all College property in the employee’s possession including, but not limited to, cellular phones, keys, pagers, computers ID cards, and tools. If the terminated or resigning employee fails to return College property, the College may withhold the last paycheck until the property is returned or the College may deduct the value of said property from the employee’s final paycheck or otherwise require the employee to reimburse the College for the value of the property.
## Procedure

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resigning or terminated employee/supervisor</td>
<td>1. Resigning employee notifies supervisor; supervisor notifies terminated employee.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>2. Notify the Office of Human Resources and complete the Separation/Personnel Action form.</td>
</tr>
<tr>
<td>Office of Human Resources</td>
<td>3. Contact employee regarding exit interview. (The employee may initiate the contact.) 4. Conduct exit interviews and determine whether College property has been returned. Also, provide information on insurance and other benefits.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>5. Recover College property.</td>
</tr>
<tr>
<td>Office of Human Resources</td>
<td>6. Notify the payroll and benefits office.</td>
</tr>
</tbody>
</table>

## Revision History

Last revision completed on 1.1.2008.
Reduction in Force HR 200.2:

Purpose

To provide Morehouse College employees with information regarding the termination of employment as a result of budget constraints, reorganizations, or other operational reasons.

Applicability

All employees affected by job eliminations due to budget concerns, reorganizations or other reasons.

Source

The College policy.

Policy

The College may engage in a reduction in force when budget constraints, funding reductions, reorganizations or other operational reasons indicate the necessity to do so. Except for tenured faculty, there is no right to recall or reemployment, although the College may give serious consideration to laid-off employees when positions become available in the future.

Employees will receive advance notice of the layoff, based upon length of service to the College.

Minimum Notice Periods:
Employees identified for layoff will receive written, advance notice as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Length of Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 years</td>
<td>2 weeks</td>
</tr>
<tr>
<td>More than 5 years</td>
<td>1 month</td>
</tr>
</tbody>
</table>

The provisions of this policy governing notice period do not represent severance pay, but rather a period during which the individual is continued in an employee status at regular salary until the end of the notice period or until the individual is employed elsewhere, whichever comes first. The provisions of this policy governing notice period do not apply in cases of discharge for cause, voluntary resignation, or the expiration of appointments having stated termination dates.

**Buyout Pay Option:**

At the College’s discretion, pay may be substituted for all or a portion of the minimum notice period.

**Determining Affected Employees:**

Individuals who hold positions that, due to budget considerations, reorganizations or other operational matters, are eliminated are subject to layoff. In making the decision for a layoff, where the choice is not clearly dictated by the work to be eliminated and range of skills engaged in it, the department head should carefully consider an employee’s length of service, performance evaluation and experience. No one criterion automatically outweighs the other. They must be judged and balanced in such a way as to be as fair as possible to the
individuals concerned while serving the needs of the College for an effective staff.

**Advisory Review:**

A vice president must submit to the Office of Human Resources an analysis and explanation that sets forth the reason for the reduction and explains why these positions were selected. When some, but not all, of the positions of the same job title are being eliminated, the vice president must provide to the Office of Human Resources the overall evaluation ratings for the persons holding the position being eliminated. Before the reduction in force occurs, representatives from human resources, the general counsel’s office and such other persons as may be designated by the president will meet to ensure compliance with this policy and will forward their approvals and the plan for staffing reduction to the area vice president for his or her approval.

**Recall:**

Except for tenured faculty members, no employee terminated under this policy shall have a right to recall for employment.

**Reemployment:**

While there is no right to re-employment, should there be openings for positions within six months of being laid off, the College will give consideration to re-employment of any laid-off employee who applies, provided that the employee performed at satisfactory levels or above at the time of the layoff.

**Tuition Waiver:**
Laid-off employees and those who receive buyout pay and their dependent children may continue to receive tuition waivers for any semester in which they are already registered or entitled to register during the layoff notice period.

**Insurance Benefits:**

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), laid-off employees may continue group health benefits by paying the total cost of the premium. An employee’s COBRA benefits must be initiated within thirty (30) days of the date of the layoff or buyout. Affected employees may contact the benefits office for further information.

**Vacation and Sick Leave:**

Affected employees will be paid for accrued but unused vacation on the effective date of layoff or buyout consistent with the College’s policy. Accrued but unused sick leave benefits will be re-credited to any laid-off employee who is reemployed within six (6) months.

**Retirement/Withdrawal of Employee Contributions:**

Laid-off employees are urged to speak with the College’s benefit representative or a representative of TIAA-CREF or AIG Valic about the consequences of withdrawing employee contributions.

**Procedure**

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Action</th>
</tr>
</thead>
</table>

302
<table>
<thead>
<tr>
<th></th>
<th>1. Request vice presidents to develop plans for making major reductions in their areas.</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>2. Plan budget reduction and/or reorganizations, including reduction in staffing within the unit.</td>
</tr>
<tr>
<td></td>
<td>3. Prepare a written explanation for the reduction and the basis for determining the positions to be eliminated. Submit the plan to the president.</td>
</tr>
<tr>
<td>Vice Presidents</td>
<td>4. Prepare a reduction in force (RIF) analysis on the affected employees, including the evaluation ratings of the incumbents in the positions to be eliminated.</td>
</tr>
<tr>
<td></td>
<td>5. Submit the RIF analysis, justification letter and organizational chart to the associate vice president for human resources.</td>
</tr>
<tr>
<td>Advisory Review</td>
<td>6. Review the reduction plan and the completed RIF analysis to determine that appropriate procedures were followed and that selection of employees to be severed was determined appropriately.</td>
</tr>
<tr>
<td></td>
<td>7. Sign the RIF form and submit it along with the plan to the appropriate vice president for review and signature.</td>
</tr>
<tr>
<td>Area Vice President</td>
<td>8. Review and approve the plan.</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Human Resources</td>
<td>9. Prepare notice letters, for the signature of the area vice president, to affected employees stating reason for layoff.</td>
</tr>
<tr>
<td>Area Vice President</td>
<td>10. Sign notice letters for distribution by the Office of Human Resources.</td>
</tr>
</tbody>
</table>

Recall/Reemployment Process:

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>1. Maintain a list of affected employees and those notified of impending layoff, and monitor job openings for reemployment or recall, as applicable.</td>
</tr>
<tr>
<td></td>
<td>2. Maintain communications with the affected employees and those notified of impending layoff.</td>
</tr>
</tbody>
</table>

If openings occur in the job titles of laid-off employees or those notified of impending layoff:

| Hiring Unit       | 3. Interview employee.                                                                                                                                 |
|                   | 4. After interviews are completed, notify the Office of Human Resources of the interview results.                                                |
Revision History

Last revision completed on 1.1.2008.
Leave
Sick Leave HR 300.1:

Purpose

To provide employees with salary continuance during periods of absence from work due to personal illness, injury, pregnancy, childbirth or related medical conditions, or illness or communicable disease within the immediate family.

Applicability

All faculty and staff.

Source

The College Policy and Family Medical Leave Act (FMLA) of 1993.

Policy

Sick leave is a benefit provided by the College to protect employees and assure their pay for a period of valid personal illness and medical appointments. The College recognizes that there are other occasions, for example, due to illness in the employee’s immediate family or appointments for professional medical services, when he or she needs to be absent from work. For these occasions and whenever possible, employees should receive advance approval from their supervisor for an excused absence that will be charged to sick leave. Employee absences that are not approved by the immediate supervisor will be recorded as unexcused absences.

Sick leave is not to be abused or interpreted as additional vacation leave. No payoff is given for unused sick leave upon termination of employment.
Use of Sick Leave:

Sick leave may be used only when an employee:

1. Is unable to perform assigned duties because of illness, injury, pregnancy, childbirth, or related medical conditions;

2. Must be absent from work to obtain health-related services not reasonably available before or after the employee’s regular work hours; or

3. Is absent due to illness or communicable disease within the employee’s immediate family, established household, or situations that place primary responsibility for care on the employee.

The employee’s supervisor must approve all requests for use of sick leave. A Request for Leave of Absence form must be completed by the employee and filed in the Office of Human Resources. An employee may be required to furnish satisfactory proof of illness or injury when absent for three or more consecutive days or if the employee has exhibited a pattern of possible leave abuse. The College reserves the right to retain the services of an independent physician to obtain a second opinion concerning an employee’s illness.

Sick leave may be used only in minimum increments of one (1) hour.

As a rule, sick leave should be taken only after it has been earned. This should not preclude a reasonable degree of flexibility in particular circumstances. For example, if, due to unusual personal circumstances, an employee needs to "borrow" a few sick days that have not yet been earned, this could be permitted with the supervisor’s, area vice president’s and associate vice president for human resource's approval. If the employee separates from the
College before the “borrowed” sick time has been earned, an amount equal to any borrowed, unearned sick leave will be deducted from the employee’s final paycheck to reimburse the College.

Upon use of all sick leave, the employee may, if desired, request to use accrued vacation time or request a leave without pay.

Sick Leave While on Vacation:

With the supervisor’s approval, an employee may change authorized vacation time to sick leave when the employee experiences a major illness or injury while on vacation.

Accrual and Accumulation:

Eligible faculty and staff will accrue sick leave credit at the following rates:

<table>
<thead>
<tr>
<th>Type of Employee</th>
<th>Accrual per Month</th>
<th>Accrual Per Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>1 day</td>
<td>12 days</td>
</tr>
<tr>
<td>Provisional</td>
<td>1 &quot;</td>
<td>12 &quot;</td>
</tr>
<tr>
<td>Temporary</td>
<td>0 &quot;</td>
<td>0 &quot;</td>
</tr>
<tr>
<td>Part-time staff</td>
<td>½ &quot;</td>
<td>6 &quot;</td>
</tr>
</tbody>
</table>

(Must regularly work at least 20 hours/week)

For purposes of determining accrued sick leave, accrual begins the month the person begins working, provided the date of employment is the 16th of the month or earlier. Otherwise, accrual begins the
following month. Accrual continues through the month of termination if termination is the 15th of the month or later. If termination is before the 15th of the month, accrual stops at the end of the previous month.

Employees may accumulate up to a maximum of thirty (30) sick days.

Initiation of Sick Leave Accrual:

New and rehired employees begin accruing sick leave on their first day of employment.

Rehired Employees:

Employees who are rehired by the College within six (6) months after termination will be credited with all unused sick leave accumulated at the time of termination.

Transferring Employees:

Employees who transfer from one department to another retain the accrued sick leave balance. The new employing department assumes liability for the accrued sick leave hours of the transferred employee.

Employees on Paid Leave:

Sick leave continues to accrue for eligible employees while on paid leave.

Employees on Unpaid Leave:
Sick leave will not accrue for eligible employees while on unpaid leave.

Note: Leave under the Family Medical Leave Act (FMLA) is not an additional leave; rather, it is to be used concurrently with this policy. (See HR 300.10.)

**Revision History**

Last revision completed on 1.1.2008.
Vacation Leave HR 300.2:

Purpose

To outline the purpose of and policies involving eligible employees' vacation leave.

Applicability

All full-time and part-time employees.

Source

The College policy.

Policy

Paid vacation time is given to provide a time to rest and relax during the course of a year’s work.

Eligible employees are entitled to take paid vacation, as approved by their immediate supervisor. All vacation should be approved in advance whenever possible.

Accrual and Use:

Eligible staff will accrue vacation leave credit at the following rates:
<table>
<thead>
<tr>
<th>Type of Employee</th>
<th>Accrual per Month</th>
<th>Accrual Per Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>1.83 day</td>
<td>22 days</td>
</tr>
<tr>
<td>Administrative Nonexempt</td>
<td>1.83 day</td>
<td>22 days</td>
</tr>
<tr>
<td>Provisional*</td>
<td>0 &quot;</td>
<td>0 &quot;</td>
</tr>
<tr>
<td>Temporary</td>
<td>0 &quot;</td>
<td>0 &quot;</td>
</tr>
<tr>
<td>Hourly Nonexempt</td>
<td>0.83 &quot;</td>
<td>10 &quot;</td>
</tr>
</tbody>
</table>

*When a provisional employee achieves regular employee status, the employee automatically accrues vacation time retroactively to the date of hire. The calculation of retroactive vacation time operates as follows: retroactive accrual begins the month the person started working, provided the date of employment is the 15th of the month or earlier; otherwise, accrual begins the following month.

Hourly nonexempt employees are eligible to take vacation time after completing six months of continuous service.

Part-time employees who regularly work at least 20 hours a week or more receive one-half the vacation time normally allocated to a full-time employee in the same position.

The College reserves the right to deny any vacation request that might adversely affect its operations. Employees with seniority should be given preference in scheduling vacation time, provided the request is made in a timely manner.

Accrual continues through the month of termination if and only if the date of termination is the fifteenth of the month or later. If termination is before the 15th of the month, accrual stops at the end of the previous month.
Accumulation:

Employees may accumulate a maximum of thirty (30) days’ vacation leave.

Cash Payment for Accrued Vacation Leave:

A regular employee whose employment is terminated because of resignation, dismissal or layoff will receive the cash value of unused, accrued vacation, computed up to and including the last full day worked, provided the employee has given proper advance notice in the event of resignation.

In the event of death, the employee’s estate will be paid for all accumulated vacation leave at the rate of pay in effect at the time of the employee’s death.

Staff on Paid Leave:

Vacation leave continues to accrue for eligible staff while on paid leave.

Staff on Unpaid Leave:

Vacation leave will not accrue for eligible staff while on unpaid leave.

Note: Leave under the Family Medical Leave Act (FMLA) is not an additional leave; rather, it is to be used concurrently with this policy when the employee is using his or her accrued vacation time for one of the circumstances detailed in Section V, HR 300.10.
Revision History

Last revision completed on 1.1.2008.
Holidays and College Closings HR 300.3:

Purpose

To provide College employees with information regarding scheduled closings of the institution. To define the conditions under which employees will be eligible for pay during the College's designated holidays and College closings.

Applicability

Most College employees (some employees may be required to work because of business needs even when the institution is officially closed).

Source

The College Policy.

Policy

On certain days, the College is closed in observance of holidays/holiday periods. The holiday schedule is determined annually, sanctioned by the president and disseminated by the Office of Human Resources. At other times, the College may be closed on days that are not official holidays, i.e. Christmas break, Spring break, etc.) On these days some employees may be required to work due to business needs and this work is not considered overtime and does not qualify for additional pay.

- Exempt employees are not scheduled to work on scheduled holidays. However, a supervisor or division head may request that employees work, if it is deemed necessary.
• Non-exempt employees may be scheduled to work when the College is closed. This decision is at the discretion of the supervisor and/or division head if supported by operational need.

• On observed holidays only, nonexempt employees who are required to work will receive holiday pay at straight time equivalent to their hours scheduled to work, plus pay for all hours worked that shift.

Employees will be granted time off from work with pay for each federal holiday observed by the College.

Holidays normally designated are:

• New Year’s Day
• Martin Luther King Jr’s Birthday
• Good Friday
• Memorial Day
• Independence Day
• Labor Day
• Thanksgiving Day
• Friday after Thanksgiving
• Christmas Day

From time to time, the President may designate additional days.

Designated holidays occurring on a Saturday will be observed on the preceding Friday; if a holiday falls on a Sunday, it will be observed on the following Monday. The College reserves the right to change the holidays observed and to stipulate the day(s) on which a holiday will be observed in any given year. The holidays to be observed will be announced officially by the College on an annual basis.
Employees whose regular day off is a designated holiday must be granted an alternative day off.

Exempt Employees who are required to work on a designated holiday must be granted an alternative day off within the next two pay-periods.

Employees must be in pay status both the working day before and the working day after a holiday to receive the holiday off with pay. Pay status is any paid work or paid leave time as authorized by the employee's immediate superior. Employees will not be paid for holidays occurring during a leave without pay.

Holidays occurring during scheduled paid absences will not be charged against accrued vacation leave, sick leave, military leave or bereavement leave.

Employees are expected to work their normal schedules on workday’s immediately preceding official College holidays. Any time off on these days must be charged to approve leave with or without pay.

Procedure

A memo from the Office of Human Resources, approved by the President, will be issued each year announcing what holidays will be observed and when the College will be closed.

Revision History

Last revision completed on 1.1.2008.
Military Leave HR 300.4:

Purpose

To outline the policies involving employees' absences for military service

Applicability

All full-time employees

Source


Policy

Leave without pay will be granted to a regular employee who is ordered to extended military duty. An employee who is granted military leave may apply for reemployment within the periods prescribed by law and College policy. Tenure for all benefits accrues during the period of absence.

Temporary military leaves of absence will be granted to employees of the College for regular training courses or annual training with the Military Reserve components of the National Guard. To meet their annual training duty obligations, employees may elect to assume a leave without pay status or may choose to use accumulated vacation time. All requests for such military leave must be made in writing and include a copy of the official military orders to active duty. Absences for military leave are to be indicated on the individual’s time sheet and consolidated personnel record.
Notice:

An employee who seeks military leave should notify his or her supervisor at least thirty (30) days in advance unless conditions of the military service make it impossible to do so.

Such notice should include the approximate beginning and concluding dates of such service.

Continuation of Benefits:

Employees who take military leave are entitled to continue their group health coverage, for themselves and their dependents, for up to eighteen (18) months of service. Such employees will have to pay the group rate for the coverage. Those individuals who are serving thirty-one (31) days or fewer will be required to pay the same rates as would be paid if the employee were still working at the College.

Upon return to employment, employees have five times the length of their service, up to a maximum of five years, to make contributions to their retirement plans that they may have missed during their military leave. The College will make matching contributions as required under its plan to the extent that the employee contributes to the plan.

Re-Employment of Service Personnel:

An employee may accumulate up to five years of absence by reason of military service. Upon satisfactory completion of that duty (which expressly excludes dishonorable or other than honorable discharges),
the employee is eligible for reemployment by the College, unless: 1) reinstatement would create undue hardship for the College, 2) conditions have changed such that reemployment is impossible or unreasonable, or 3) the job was temporary and would have ended. Employees on lay-off status or probationary status when they left are considered to have left permanent jobs.

Employees who were granted military leave must apply for reemployment at the College not later than ninety (90) days after satisfactory completion of military duty.

An employee who served ninety (90) days or less will be employed at the position he or she would have held if the employee had not gone on leave, unless (1) the College is unable to rehire him or her due to the reasons set forth above, or (2) the same or similar type of position is no longer open. If the person is not qualified for the position, he or she will be rehired at the position they left. Employees who serve more than 90 days will be reemployed in a similar manner, except that if they are not qualified for the position sought, they will be reemployed in any other position of lesser status and pay for which they are qualified. In the event that an employee suffers a service-related disability that makes him or her unqualified for the position the employee left, the College will make every effort to accommodate the employee in a position of similar status and pay for which he or she is qualified.

A Request for Leave of Absence form must be completed by the employee, approved by the area vice president, and filed with the Office of Human Resources.

Revision History

Last revision completed on 1.1.2008.
Voting Leave HR 300.5:

Purpose

To outline the policies allowing employees to miss work to vote in any municipal, county, state or federal primary or election for which they are registered.

Applicability

All employees.

Source

The College Policy and the Georgia Code Section 21-2-404.

Policy

To employees entitled to vote in a primary or general election in Georgia, the College will provide a two-hour leave of absence for voting purposes if the polls:

1. Open less than two hours before the beginning of the employee’s regular work shift; or

2. Close less than two hours after the end of the employee’s regular work shift.

An employee must request and receive his or her immediate supervisor’s approval for the leave before Election Day. The College may designate which
two hours the employee may use to vote while the polls are open so as not to disrupt normal operations.

A Request for Leave of Absence form must be completed by the employee, approved by the area vice president, and filed with the Office of Human Resources.

Revision History

Last revision completed on 1.1.2008.
Civil Leave HR 300.6:

Purpose

To outline the policies allowing employees to miss work for some form of court-ordered participation in a judicial proceeding.

Applicability

All full-time employees.

Source

The College Policy, the Fair Labor Standards Act, and the Georgia Code Sec. 34-1-3.

Policy

Employees are eligible for civil leave with pay for jury or witness duty in any civil or criminal proceeding for which the employee has received a summons or subpoena to appear.

Jury Duty:

The employee is paid for regularly scheduled work time served as a juror and keeps any fees received for this duty. Employees serving jury duty for more than ten days per calendar year are subject to having their regular wages adjusted by the amount of compensation received for jury duty. If the employee is not selected for jury duty, he or she is expected to report to work when excused.
A supervisor will grant a leave of absence with pay, for a necessary period, to an employee who has been summoned for jury duty. The employee must:

1. Immediately notify the supervisor of the summons;
2. Periodically (daily or as often as possible) contact the supervisor if the service is prolonged, and
3. Return to work, if sufficient time remains in the workday, when presence as a juror is not required.

A Request for Leave of Absence form must be completed by the employee, approved by the area vice president, and filed with the Office of Human Resources. A copy of the summons for jury duty service must be shown to the supervisor and attached to the leave of absence form.

**Material Witness Service:**

The employee may be paid for regularly scheduled work time during which he or she is subpoenaed to appear as a witness if he or she remits any fees received to the College. The employee may elect, however, to take vacation with pay and keep any fees received.

An employee who appears in court and provides testimony regarding matters relating to his or her own commercial or business enterprise or to his or her own non-work related conduct must use accrued vacation leave or take leave without pay.

A Request for Leave of Absence form must be completed by the employee, approved by the area vice president, and filed with the Office of Human Resources. A copy of the subpoena must be shown to the supervisor and attached to the leave of absence form.

A supervisor may request to see the summons or subpoena before granting leave with pay.
Revision History

Last revision completed on 1.1.2008.
Bereavement Leave HR 300.7:

Purpose

To outline the policies providing eligible employees with salary continuance during periods of bereavement-related absence.

Applicability

All employees.

Source

The College Policy.

Policy

Full-time regular employees of the College who experience death in their immediate families are entitled to five days off with pay. Immediate family as defined for this purpose includes parents, grandparents, children/legal dependents, brothers and sisters, spouses, and individuals residing in their established households. For deaths of all other relatives, full-time employees are entitled to one day off with pay. Part-time employees who work at least twenty (20) hours per week are entitled to one-half the bereavement leave allotted to full-time employees. Employees may be required to provide proof of the death of a family member.

*Employees must be in pay status to receive paid bereavement leave.*
Bereavement leave is available for use by all eligible employees upon employment. The employee’s supervisor must approve all requests for use of bereavement leave.

A Request for Leave of Absence form must be completed by the employee, approved by the area vice president, and filed with the Office of Human Resources.

**Revision History**

Last revision completed on 1.1.2008.
**Administrative Leave HR 300.8:**

**Purpose**

To establish uniform procedures for placing employees on administrative leave with pay.

**Applicability**

All employees.

**Source**

The College Policy.

**Policy**

The appropriate vice president, in consultation with the associate vice president for human resources or his or her designee, may place a regular employee on an administrative leave of absence with pay, if the vice president determines:

1. That the continued presence of the employee on campus may constitute a substantial interference with the orderly functioning of the College or of an area, unit, or department; or

2. That there is a need to initiate and complete an investigation regarding actions by the employee that may lead to progressive disciplinary steps; or
3. That actions have been directed toward the employee by another person that affect or potentially affect the employee’s well-being and that require resolution.

If a vice president is the employee under consideration for administrative leave, the president will take all appropriate actions.

**Revision History**

Last revision completed on 1.1.2008.
Unpaid Leave of Absence HR 300.9:

Purpose

To provide a procedure whereby an employee may request an extended leave of absence.

Applicability

All employees.

Source

The College Policy.

Policy

Employees with one year of continuous service may request an unpaid leave of absence for up to six months. Some typical reasons for granting such leaves include illness in the family; education; or compelling personal needs. The College reserves the right to require written substantiation of the conditions prompting the need for such a leave of absence.

Requests for leaves of absence may be granted when deemed in the best interests of the College, employee and/or community at large and must be approved by the employee’s immediate supervisor and the appropriate vice president.

Requests for Leave:
The employee must submit a written leave request to his/her supervisor stating the reason for the leave and the duration (dates) of the leave. A Request for Leave of Absence form must be completed by the employee, approved by the area vice president and filed with the Office of Human Resources.

*Supervisors and department heads should carefully consider their department work loads and staffing requirements before approving a leave of absence. Departmental staffing will not automatically be increased to compensate for the void created by an employee taking a leave of absence.*

An employee on leave without pay will not accrue sick and/or vacation leave. He or she may continue benefits coverage during the leave by prepaying both the employee’s and the employer’s portions of the insurance premium for the leave period. The employee must arrange with the manager of benefits programs in the Office of Human Resources to remit the full premium and/or co-payments due for the employee’s health insurance. During a leave of absence without pay, the College suspends its share of payments for the employee’s health insurance.

**Retirement Contributions:**

During a leave of absence, the College suspends its share of payments for the employee’s retirement program. The employee must make arrangements with the Office of Business and Finance for remittal of the payments due for the employee’s retirement plan.

**Returning to Work:**

Unless otherwise provided by applicable state or federal law, either of the following actions is considered to constitute a voluntary
termination of employment: 1) acceptance of a full-time job elsewhere during the leave or 2) failure to return immediately upon the expiration of an unpaid leave of absence. In the second case, however, the College may allow for a short extension in order to accommodate a near-return to work.

Return to Work Within Three Months:

The College will return a full-time employee to his/her position or one of equivalent rank and salary within the same department if the employee returns to full-time work within three months of his/her last day worked. Only after this three-month period may a manager permanently fill the employee’s vacant position.

Return to Work After Three Months but Before Six Months:

The College will place employees on inactive employment status after three months of leave. Employees who are able to return to work before six months may apply for any vacant position for which they are qualified.

Failure to Return from Leave:

Failure to return immediately upon expiration of an unpaid leave or acceptance of a full-time job elsewhere during the leave is considered a voluntary termination of employment. Medical coverage may be continued under COBRA.

The amount of unpaid leave available to employees under this policy will vary, depending on the amount of other leaves taken. In no instance may any combination of leaves--other than those involving military leave--result in employees being away from their jobs for more than a total of six months.
Revision History

Last revision completed on 1.1.2008.
Family and Medical Leave HR 300.10:

Purpose

To explain the circumstances under which and procedures whereby an employee may take leave under the provisions of the Family and Medical Leave Act (FMLA) of 1993.

Applicability

All full-time employees.

Source

Family and Medical Leave Act of 1993.

Policy

The Family and Medical Leave Act (FMLA) of 1993 provides for employees meeting certain criteria to take time off, without the loss of job or benefits, to care for family members or themselves during periods of medical urgency or the birth, adoption or placement of a child with the employee.

Pursuant to FMLA, employees who have worked for the College for at least 12 months and at least 1,250 hours during the prior 12 months may take up
to 12 weeks of unpaid leave per each rolling year\(^1\) in the following situations:

- Birth and/or care of a newborn child of the employee;
- Placement of a child into the employee’s family by adoption or by a foster care arrangement;
- Care of the employee’s spouse, child (means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability”), or parent who has a serious health condition (as defined by the FMLA); or
- Because of the employee’s own serious health condition.
- Military Caregiver Leave, an eligible employee who is he spouse, son, daughter, parent, or next of kin of a "covered service member" is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member. A "covered service member" includes a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is in an outpatient status, or on a temporary disability retired list, for a serious injury or illness incurred in the line of duty while on active duty. This leave expands the number of weeks of FMLA from 12 to 26 for qualifying families and also expands the protection to additional family members, i.e., next of kin.
- Exigency Leave, under this new provision, an eligible employee who is the spouse, son, daughter, or parent of a member of the National Guard and the Reserves is entitled to up to 12 weeks of FMLA-protected leave to use for "any qualifying exigency" arising out of the fact that a covered military member is on active duty or is called to

\(^1\)The rolling year will be computed as 12 months measured backward from the date leave is used.
active duty. The Department of Labor regulations list the following types of circumstances that will qualify as a "qualifying exigency:" short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) additional activities not encompassed in the other categories.

Nature of FMLA Leave:

FMLA leave is an unpaid leave. The College, however, requires employees to substitute all paid leave for unpaid FMLA leave. Both types of leave will be expended concurrently, and FMLA will run concurrently with short-term disability, long-term disability, and worker’s compensation leave.

Notification of Intent to Take FMLA Leave:

When the necessity of leave is foreseeable, the employee must provide the College with at least 30 days’ notice of the employee’s intention to take leave. Employees must make a reasonable effort to schedule foreseeable treatment so as not to unduly disrupt the College’s operations, subject to the approval of the employee’s health care provider.

When the need for leave is unforeseeable, the employee should give notice as soon as practical.

Certification of Health Condition:

A health care provider must certify a leave of more than 3 consecutive days for a serious health condition. Employees are required to verify a leave request based upon a serious health condition by providing an
original certification of health care provider form, Form WH-380, to the Benefits officer in the Office of Human Resources. A completed certification form should be provided before leave begins or, if leave has already commenced, within 15 days.

Any leave request based on a family member’s or the employee’s own serious health condition must be supported by certification, using Form WH-380. The College may require a second medical opinion. In cases of conflicting opinions, an agreed-upon health care provider will render a third opinion, which will be binding and final.

Employees must provide subsequent recertification when the duration of the need for leave specified in the initial certification expires and every 30 days thereafter. If the circumstances described in previous certifications change significantly, the College may ask for recertification prior to every 30 days.

Employees on leave also must furnish to the Office of Human Resources periodic reports on his/her status and intent to return to work.

**Benefits Coverage:**

During family and medical leave, an employee is eligible to continue his/her health insurance coverage benefits according to the same terms and conditions as a regular employee. The College will pay the employer’s portion of health insurance premiums for benefits coverage during family and medical leave whether the employee is in pay or non-pay status. During a family and medical leave without pay, an employee must arrange with the Office of Business and Finance to remit any co-payments due for health insurance. If the employee’s premium payment is more than 30 days late, the College may discontinue coverage during the leave period.
The College reserves the right to recover the employer’s portion of the premium payments made for the employee during the family and medical leave period if the employee does not return to work within 30 days after the expiration of the leave, unless the employee does not return due to the continuation or recurrence of the serious health condition or due to other circumstances beyond the employee’s control.

**Reinstatement:**

A regular employee will be reinstated at the end of family and medical leave to the same or equivalent position, with equivalent benefits and pay, at the same work site, schedule, and shift, providing the following:

1. the employee complied with the provisions of the family leave policy;
2. the employee is able to return to work; and
3. the employee’s original position was not abolished due to reorganization, budget considerations or lack of work.

Regarding intermittent leave, the College reserves the right to transfer the employee to an alternative position that can better accommodate recurring periods of absence and that offers equivalent pay and benefits.

**Continuation of Leave After FMLA Expires:**

An employee who desires to extend leave after the 12-week family and medical leave period has expired may request an extended leave of absence. (See HR 300.9.)
Retirement Contributions:

An employee will not have any retirement contributions paid by the College during leave without pay.

Revision History

Last revision completed on 1.1.2008.
Sabbatical Leave HR 300.11:

Purpose

To explain the policies and procedures that allow for eligible faculty to take sabbatical leave.

Applicability

All faculty members.

Source

The College Policy.

Policy

Eligibility:

Tenured faculty members who 1) have completed six years of continuous full-time employment with the College and 2) have not taken leave during that period are eligible to apply for sabbatical leave.

An eligible member of the faculty may be granted sabbatical leave in order to pursue activities that promise to benefit the faculty member and enhance his/her usefulness to the College. These activities may include 1) continuing his/her studies, 2) conducting research, 3) traveling, 4) lecturing, 5) guest teaching, or 6) engaging in other significant educational experiences.
Procedure

A faculty member requesting sabbatical leave must apply through his/her department chairperson before March 1 of the year preceding the requested leave. After reviewing the request, the department chair will forward the request, together with his/her recommendation for approval or denial, to the vice president for academic affairs by April 1 of that year for his/her approval.

Within a department, requested sabbatical leave will be granted on the basis of seniority and rotation.

In applying for sabbatical leave, the faculty member must submit a plan that explains the nature and purpose of the requested sabbatical and the ways in which it will benefit him/her and enhance his/her usefulness to the College.

If the sabbatical leave is approved for one year, the faculty member shall be paid one-half of his/her base salary in monthly installments over the course of that year. If the leave is for one semester only, the faculty member shall be paid his/her base salary in accordance with normal pay procedures. The base salary is that salary designated in the faculty member's contract for the academic year of the sabbatical.

Sabbatical leave is considered as a period of continuing employment in computation of salary and fringe benefits during leave.

A faculty member who received a sabbatical leave will return and work at the College for at least one full academic year immediately following expiration of the leave, unless he or she is released from that obligation by the vice president for academic affairs.

Revision History
Last revision completed on 1.1.2008.
Academic Leave HR 300.12:

Purpose

To explain the policies and procedures that allow for eligible faculty to take unpaid leave to conduct research, lecture, or pursue further studies or educational experiences.

Applicability

All eligible faculty.

Source

The College Policy.

Policy

A faculty member may apply for unpaid academic leave after three or more years of full-time service to the College. The vice president for academic affairs may waive the service requirement for postgraduate study. Such leave, if granted, shall be for a maximum of two consecutive years, without salary or fringe benefits, and shall not be regarded as continuous service.

Approval of an academic leave of absence is contingent upon the following considerations:

1. Relevance of the leave to the faculty member's professional development
2. Nature of the leave as a call to service by the United States government or other institution or agency that contributes to the general welfare

3. Benefits to the College

4. Ability of the College to replace the faculty member temporarily; and

5. Priority of the claim in terms of continuous years of service.

During an academic leave without pay, a faculty member may elect to continue his/ her medical benefits coverage. The faculty member must arrange with the Office of Business and Finance to remit any co-payments due for health insurance. If the faculty member’s premium payment is more than 30 days late, the College may discontinue his/her coverage during the leave period.

**Revision History**

Last revision completed on 1.1.2008.
Conduct and Discipline
Staff Conduct and Work Rules HR 400.1:

Purpose

To establish conduct and work rules.

Applicability

All employees.

Source

The College Policy.

Policy

Staff and faculty will adhere to the work rules of the College and the department. Inappropriate behavior as described by the regulations will result in disciplinary action up to and including termination of employment. Inappropriate behavior that may result in disciplinary action includes, but is not limited to, the following:

Absence:

Inappropriate behavior related to absence includes, but is not limited to:

1. Absence without legitimate excuse and/or failure to follow departmental notification procedures;
2. Chronic or repeated absenteeism, as defined by the department, resulting in failure to perform assigned duties or impairment of the operation of the work unit; and

3. Repeated tardiness, defined as arriving for work more than five minutes after the start of one’s shift or returning from an approved break more than five minutes after the end of the break, without legitimate excuse and/or failure to follow departmental notification procedures.

**Appearance:**

Inappropriate appearance includes, but is not limited to, failure to maintain appropriate personal appearance or dress, including uniform or style of dress, according to departmental standards.

**Conduct:**

Inappropriate conduct includes, but is not limited to:

1. Illegal conduct, conduct unbecoming to a College staff member, or conduct damaging to the College’s public image, including gambling;

2. Discourtesy toward others (e.g., failure to work harmoniously with fellow staff or serve the public with courtesy);

3. Hindering or limiting normal operations or interfering with another staff member’s work;

4. Incompetence, or neglect of duty;
5. Insubordination (i.e., failure or refusal to comply with a supervisor’s instructions, unless the instructions are illegal or endangering);

6. Threatening or committing acts of intimidation or violence;

7. Refusal to obey the normal or emergency instructions of law enforcement officials or other proper authorities;

8. Smoking in unauthorized areas;

9. Sleeping on duty;

10. Unlawful or unauthorized use, carrying, or possession of firearms, explosives, or other potentially dangerous weapons on property owned or leased by the College except within the parameters of assigned work (e.g., the work of certified police officers of the Morehouse Department of Public Safety); and

11. Permitting or creating a personal obligation that would lead any person to expect favors from the College.

Property:

Inappropriate behavior related to property includes, but is not limited to:

1. Carelessness or inattention to duty resulting in injury to property or person(s);

2. Failure to maintain prescribed records;

3. Concealing, falsifying, altering, misusing, or removing records, including electronic data records;
4. Theft of property;

5. Unauthorized use of College vehicles or failure to possess a valid and current Georgia driver's license if required as a job qualification and/or condition of employment;

6. Direct or indirect use or misuse of College resources, including property leased to the College, for other than officially approved activities (including, but not limited to, staff, facilities, mail service, supplies, equipment, telephones, and electronic data); and

7. Misappropriation of College property or the property of others.

Rules and Regulations:

Inappropriate behavior in violation of rules and regulations includes, but is not limited to:

1. Failure to follow prescribed rules and regulations, or violation of College policy and procedure;

2. Harassment (including, but not limited to, sexual and racial harassment) of any member of the College community or any guests or invitees of the College;

3. Violation of safety rules or common safety practices; and

4. Taking an adverse personnel action against a staff member in retaliation for disclosing alleged wrongful conduct to a public agency.

Substance Abuse:
Inappropriate behavior related to substance abuse includes, but is not limited to:

1. Consuming alcoholic beverages or being under the influence of alcoholic beverages while on duty;

2. Unlawfully manufacturing, selling, possessing, distributing, dispensing, using, or purchasing a controlled substance;

3. Unlawfully conspiring, negotiating, or arranging to purchase, sell, possess, distribute, dispense, or use a controlled substance; and

4. Being under the influence of a controlled substance not authorized by a physician.

Note: Staff must notify their immediate supervisor and the Office of Human Resources within five days of receiving any criminal drug conviction resulting from a drug violation or felony.

Revision History

Last revision completed on 1.1.2008.
Attendance, Absenteeism and Tardiness HR 400.1.1:

Purpose

To set forth the standards for reporting to work and the guidelines for recording absences from work at the College.

Applicability

All employees.

Source

The College Policy.

Policy

All employees are expected to report to work regularly and punctually. Tardiness and absenteeism are to be called in prior to the start of the employee’s workday whenever possible, but no later than thirty (30) minutes after the workday has begun. Departments may establish a more stringent reporting process (e.g., caller must talk with the employee’s immediate supervisor), as long it is applied equitably. Failure to provide proper notification could result in the missed time being recorded as an unexcused absence that may carry with it loss of pay or further disciplinary action.2

2 Unexcused Absences are absences for which sufficient notice has not been given or that have not been pre-approved by the immediate supervisor. Such absences will not be tolerated and disciplinary action, including written warning, suspension without pay, or discharge, may be taken. An employee who is absent for three consecutive days without
Attendance records are to be maintained by supervisors for all staff members in their area of responsibility.

The payroll department will track employees’ accrual balances for sick and vacation leaves.

Excessive absenteeism or tardiness may result in disciplinary action up to and including dismissal.

When required, Request for Leave of Absence forms are to be completed by the employee, properly signed by the employee and the supervisor, and submitted to the Office of Human Resources. The Request for Leave of Absence form is to be used to report both paid and unpaid absences.

**Procedure**

- As much notice as possible should be given when an employee knows that he/she will be absent from work. A Request for Leave of Absence form should be completed and signed by both the employee and the supervisor. The supervisor must check the appropriate box on the form indicating approval or disapproval of the request and submit the request to the Office of Human Resources prior to the absence.

- If the employee is unable to anticipate the absence, then the Request for Leave of Absence form must be completed immediately upon his/her return to work.

- In the event of an absence of three or more consecutive days due to illness, injury or other medical reasons, the College requires the ____________________________

  his/her supervisor’s permission and without reporting the absence will be regarded as having abandoned his/her job and may be terminated immediately without notice.
employee to provide a statement from his/her physician verifying the circumstances of the medical condition. The physician’s statement must indicate the days the employee was unable to work and include a release to return to work. Also, the College may require the employee to undergo a physical examination, at the College’s expense, to obtain a certification of fitness or a second opinion before returning to work.

Revision History

Last revision completed on 1.1.2008.
Business Hours HR 400.1.2:

Purpose

To describe the period of time that the College is open to its constituents and the public for conducting business. To describe the standard workweek at the College.

Applicability

All employees.

Source

The College Policy.

Policy

The College is open to its constituents and the public for a sufficient number of hours in the day and days in the week to conduct official business. The standard workweek extends from 12:01 Sunday morning to midnight the following Saturday. Typically, a workweek consists of no more than forty (40) hours.

Presently, the regular business hours of the College are from 9:00 a.m. to 5:00 p.m., Monday through Friday, and the work schedule for staff employees is the normal hours of work within a workweek. However, due to the specific characteristics of service and crafts occupations, such as maintenance and security, employees in these positions may be required to work weekends, holidays or other times when administrative employees are off.
Revision History

Last revision completed on 1.1.2008.
Ethics HR 400.1.3:

Purpose

To describe the source and application of the College’s ethics standards.

Applicability

All College employees.

Source

The College Mission Statement and College Statement of Values.

Policy

The College bases its existence on certain foundational principles. They include an appreciation for the ideals of justice, equality, democracy, liberation, the humane treatment of all people, and the development of the spiritual self and community.

Each employee has a professional obligation to support the mission, values, and goals of the College as set forth in the institution’s Mission Statement and in its Statement of Values. (See the Mission Statement online or in the Morehouse College 2009-2010 Course Catalog; see its Statement of Values online.)

Procedure
Ethical behavior is encouraged by the College and is guided by its Mission Statement and its Statement of Values. These values may be demonstrated by the following general behaviors:

- Employees shall accept the obligation to engage in self-discipline and the responsibility and trust to support the mission of the institution.
- Employees shall strive to avoid conflicts of interest with external organizations and institutions.
- Communication and information either given in confidence or such that confidentiality is required to serve the best interests of the College shall not be revealed unless permission to do so is granted.
- In acting as agents for the College, employees shall strive to represent its views and interests accurately and honestly and shall not distort or misrepresent such views and interests for personal or professional advantage.
- Employees shall consistently display courteous and civil behavior to all internal and external constituents.
- When entrusted with funds or material goods, employees shall never appropriate or use such funds or goods for personal or nonprofessional purposes.
- Employees shall strive to maintain and enhance the dignity, status, and standards of the College.
- Employees shall strive to improve the standards of their profession by belonging to the appropriate professional associations, attending and encouraging others to attend professional meetings, and exchanging knowledge and information with other professionals in the appropriate field.

Revisi\ın History

Last revision completed on 1.1.2008.
Nepotism HR 400.1.4:

Purpose

To explain the purpose and principles of the College’s nepotism policy, which is designed to ensure equity and fairness in the College's employment and business practices.

Applicability

All employees.

Source

The College Policy.

Policy

No supervisor, department head, or administrative officer will have immediate hiring or supervisory authority over a relative or will vote, make recommendations, or in any other way participate in decisions on any matter that may directly affect the appointment, tenure, promotion, demotion, transfer, salary, or any other status of interest of a relative.

Procedure

- Relatives are defined as spouses, parents, children, brothers, sisters and in-laws of current College employees.
• Relatives of current employees who are candidates-for-hire will not have an advantage or a disadvantage over other candidates. All candidates will be evaluated for positions based on their job qualifications.

• No one will be hired for a job in which there is a subordinate-supervisor relationship through any line of authority between the new hire and a relative. (A "line of authority" is one that extends through one or more organizational levels of supervision or management.)

Revision History

Last revision completed on 1.1.2008.
Office Decorum HR 400.1.5:

Purpose

To describe the expectations involving decorum and professionalism in all the College’s departments.

Applicability

All employees.

Source

The College Policy.

Policy

All offices in all departments of the College should be run in a professional manner:

- Loud talking, inappropriate singing, whistling, arguing and other types of distracting noises should be avoided.

- Televisions are generally not allowed in offices. However, in special work-related circumstances exceptions may be granted by the appropriate vice president.

- Radios and CD players may be played only at a low level to avoid impairing normal work operations.
Employees should refrain from eating at their desks on a regular basis and should adhere to their specific departmental rules regarding office decorum.

Supervisors are responsible for ensuring that a professional work environment is maintained at all times.

**Procedure**

**Use of the Telephone:**

Promptness and courtesy in answering the telephone should be a self-imposed rule. Since each employee is a direct representative of the College, he/she should identify himself/herself and the department when answering or making a call.

Local personal telephone calls must be kept to a minimum. Emergency calls are permitted. However, unauthorized toll calls are prohibited.

**Personal Business:**

Employees of the College should restrict their personal business to non-working hours. Only personal emergencies should be handled during a workday. If it becomes necessary for personal business to be taken care of during the workday, the employee should make up such time at a later date or use personal leave.

**On-the-Job Solicitation:**

Solicitation of employees during work hours at their workstations is strictly prohibited. It is also prohibited for employees to solicit students or visitors on any matter while on the College’s premises.
Office Attire:

Office attire should be tasteful and appropriate for interacting with the internal and external public. Some offices have adopted Friday as a casual or “dress-down” day. The appropriateness of office attire for this day is left to the discretion of the supervising vice president for each department/office.

If a position requires a uniform, the department head or the Office of Human Resources will advise employees regarding the appropriate type. The uniform should be worn only while on duty and should always be properly maintained.

Revision History

Last revision completed on 1.1.2008.
Outside Employment HR 400.1.6:

Purpose

To set forth the guidelines and restrictions that apply to full-time employees of the College who engage in outside employment.

Applicability

All full-time employees of the College.

Source

The College Policy.

Policy

Full-time employees may accept employment outside the College only if:

1. The employment does not constitute a conflict of interest and does not interfere with the performance of the employee’s job at the College. (If you have any questions about whether an outside job would constitute a conflict-of-interest, check with your vice president or the chief auditor for the College.)

2. The work is completed off the College’s premises.

3. The work is completed during non-College work time. Employees, however, may request a professional leave not exceeding five days. Employees must use accrued vacation leave time to cover their
professional leave time and should request such leave in a timely fashion so as to be least disruptive to the unit and the College.

4. The work does not involve the use of materials, supplies or equipment belonging to the College.

In the case of a possible conflict, an employee must submit a completed copy of a disclosure or potential conflict of interest form for review to his/her supervisor, who will submit it to his/her vice president for review. A copy of the form, along with an approval or an outline of the steps to manage the potential conflict, will be returned to the employee and the original will be kept by the Office of Human Resources.

*Only part-time outside employment is allowable.*

**Procedure**

- Employees who have received approval for outside employment must register the job in writing with the Office of Human Resources. The registration should indicate the nature of the other job, its number of hours per week, its proposed starting date and, when appropriate, its expected duration.

- Non-instructional staff members who provide typing services for College students or others are not required to register this business as outside employment. However, such activities shall not be conducted during the regular business hours of the College.

- Employees who begin outside employment without receiving proper approval or without registering the outside job with the Office of Human Resources shall be subject to disciplinary action.

- Faculty should refer to the Morehouse College Faculty Handbook regarding outside employment for instructional staff.
• Assisting instructional and administrative staff with their outside employment activities (e.g., consulting) is not a part of the duties and responsibilities of the College’s support staff. A staff member engaged in outside employment who needs clerical/secretarial services should negotiate wages and other conditions with the support staff person whose services he/she desires to retain. As with all personal business, such work shall not be conducted during the regular business hours of the College.

However, if the department head deems that unpaid activities create goodwill for the College or fall within the staff member’s duties and responsibilities (e.g., work with professional or civic organizations), they are not considered outside employment. Such activities may be engaged in during the College’s regular business hours with the full cooperation of support staff.

• Employees who engage in outside employment will be held accountable to the same performance and conduct standards as employees for whom the College job is their only employment.

Revision History

Last revision completed on 1.1.2008.
Smoking HR 400.1.7:

Purpose

To state Morehouse College’s commitment to providing a safe and healthy environment. To establish the regulations that all constituents who smoke must follow.

Applicability

All constituents of the College.

Source

The College Policy.

Policy

The College prohibits smoking in all campus buildings at all times by all persons, including students, employees, visitors, contractors, subcontractors and their employees, and consultants.

Smoking is permitted outside buildings, away from entrances and exits.

Revision History

Last revision completed on 1.1.2008.
Discipline HR 400.2:

Purpose

To outline the College’s policies and procedures for taking corrective action in personnel matters.

Applicability

All employees.

Source

The College Policy.

Policy

In general, immediate supervisors have the primary responsibility for and authority to administer discipline. In instances of the termination or discharge of an employee, the department head and the associate vice president for human resources must be involved, as noted in the following procedures.

Disciplinary Procedures:

Disciplinary action is considered first and foremost a managerial tool to ensure effective job performance and conformity to established work rules. Disciplinary action is expected to help employees to overcome work-related shortcomings. Disciplinary steps should be viewed as part of a communication process to help ensure that employees clearly understand
their supervisor’s expectations regarding job performance and conduct. To this end, supervisors should:

- Develop clear and reasonable departmental policies and procedures;
- Instruct all employees about what is expected of them in observance of these policies and procedures;
- Give constructive feedback to employees about how well they are following policies and procedures and meeting established standards of job performance;
- Investigate the circumstances of each apparent violation of policy or procedure or instance of unsatisfactory performance before taking any disciplinary action;
- Ensure that prompt, consistent disciplinary action is administered by the employee’s immediate supervisor after an investigation has occurred; and
- Consult the Office of Human Resources for assistance, as needed.

Disciplinary procedures are advisory in nature and are not binding upon the College. Disciplinary procedures may be adjusted or modified from time to time at the College’s discretion.

Procedure

Misconduct Defined:

The term misconduct, as used herein, includes, but is not limited to, inadequate job performance, unprofessional behavior, violations of College policy and procedures, and attendance problems. The College
has established a policy with regard to conduct violations and nonperformance that is explained below. Major and minor conduct violations are not limited to the offenses below, which are listed for illustrative purposes only.

Minor violations warranting disciplinary action up to and including discharge for repeated instances include, but are not limited to:

1. Wasting time or loitering during work hours;

2. Leaving College premises or work area without permission during work hours;

3. Engaging in any activity during work hours that is not closely related to or part of the employee’s assigned work;

4. Failure to notify the College as prescribed in rules and regulations when absent from work or failure to give satisfactory reasons for such absence;

5. Tardiness or unexcused absence;

6. Failure to record time accurately;

7. Inefficiency, negligence or lack of application to work; productivity not up to standards;

8. Misuse of sick leave privileges and benefits;

9. Willful waste of materials and supplies;

10. Carelessness resulting in damage to or destruction of tools, equipment, supplies, or other property belonging to or in the charge of the College;
11. Failure to report an accident or injury to self, students, other employees or visitors on College property;

12. Violation of or disregard for common safety practices and fire prevention rules established by the College, such as smoking in an unauthorized area;

13. Discourteous treatment of the College’s constituencies, students, faculty, administrators, fellow employees, and visitors;

14. Horseplay on the job; and

15. Sleeping during working hours.

**Major violations** warranting disciplinary action up to and including discharge include, but are not limited to:

1. Falsification of personnel records, including time cards and applications for employment;

2. Unexcused absence of three days without notification;

3. Insubordination, refusal to perform job assignments as required by the supervisor, or refusal to follow any directions given in the usual course of business;

4. The unlawful use, possession, distribution, sale or manufacture of illegal drugs or alcoholic beverages, or the conviction by a court for such action off the job, or the improper use of prescription medicines on College property or at any College activity;

5. Theft or pilferage, unauthorized use, hiding, removal, sabotage, defacing or destruction of College property;

6. Stealing from fellow employees, students, College officials or others on College property;
7. Disorderly, dishonest, unethical, immoral or indecent conduct on College premises, or conviction by a court of law for such conduct off the job;

8. Threatening, intimidating, coercing or interfering with fellow employees, students, College officials or others on College property;

9. Fighting with a fellow employee, student, College official or others on College property;

10. Conviction of a felony, whether or not on College property;

11. Carelessness resulting in serious injury to fellow employees, students, College officials or others on College property;

12. Falsifying the time reporting of another employee; and

13. Being under the influence of alcohol or drugs while at work.

The College’s rules concerning discharge are intended to be general guidelines to good judgment and fair treatment. Just cause for dismissal is not limited to those violations listed above, as there may be other offenses committed that may warrant action.

Progressive Discipline:

In most instances, the College follows a progressive discipline policy in order to provide an employee with sufficient feedback, including reprimands if necessary, before a decision to terminate employment is made. The employee’s supervisor is responsible for carrying out a progressive discipline policy.

Depending upon the nature and severity of the misconduct and the level of the employee who violated the policy, disciplinary action may take one or more of the following forms:

- Verbal warning
- Written reprimand
- Disciplinary probation
• Suspension
• Final warning
• Discharge/termination of employment

Exceptions to progressive discipline, which may result in immediate discharge or termination, are:

• Failure to possess a valid and current Georgia driver’s license, if required as a job qualification and/or condition of employment;
• A major violation (see “Misconduct Defined” above); and
• Unlawful discriminatory conduct, including sexual/racial harassment that has been substantiated by the College.

Progressive Disciplinary Procedures:

Counseling and Documentation

Except in the case of verbal warnings, supervisors will provide employees with written documentation of the following and forward a copy of the document to the Office of Human Resources:

1. The nature and extent of the problem;

2. The policy/procedure that has been violated and/or inadequate performance/misconduct for which the disciplinary action is being taken;

3. For cases other than discharge, suggested courses of corrective action;
4. If applicable, the past work record that includes relevant counseling or disciplinary actions taken;

5. For cases other than discharge, a statement of consequences to the employee in the absence of improvement or the recurrence of the problem; and

6. Any follow-up action to be taken.

This requirement establishes a record of the performance/conduct problem, helps ensure that the employee has been counseled, and seeks to ensure that the employee, supervisor and Office of Human Resources clearly understand the key issues surrounding the situation.

**Progressive Disciplinary**

**Steps Step 1: Verbal Warning:**

An employee’s immediate supervisor administers a verbal warning whenever an employee has engaged in relatively minor forms of misconduct or nonperformance. Verbal warnings are administered in individual conferences between the supervisor and the employee wherein the supervisor explains fully the nature of the violation and the means by which the employee can ensure that the violation will not be repeated or that performance will be improved. The supervisor should make a note of the conversation and forward a copy to the Office of Human Resources for filing.

**Step 2: First Written Notice or Reprimand** (whichever is appropriate under the circumstances)

Employees who 1) have previously received a verbal warning about minor job performance issues or minor misconduct offenses or 2) have initiated more substantial forms of misconduct or nonperformance may
be subject to receiving a written notice or reprimand. The employee’s immediate supervisor should hold a private discussion with the employee concerning the specific problems and the specific corrective actions required of the employee. The discussion should be a positive, cooperative attempt at determining how to overcome the source of difficulty.

The employee should be informed that the meeting and first written notice or reprimand are the initial steps in progressive discipline. The supervisor must give a written summary of the discussion to the employee, and both must sign the summary. One copy of the reprimand must be given to the employee and another copy placed in the employee’s personnel file in the Office of Human Resources.

Employees receiving multiple reprimands within a 12-month period may be subject to immediate probation, suspension or discharge.

**Option: Disciplinary Probation:**

Disciplinary probation is imposed upon an employee who has either received multiple reprimands or for initial misconduct that is more serious than that which would warrant a verbal reprimand. Disciplinary probation is initiated in writing to the employee upon the authority of the appropriate vice president and the associate vice president for human resources, with a copy to be placed in the employee’s official personnel file. While on disciplinary probation, an employee may be suspended or terminated for major violations of College policy or noncompliance with key conditions of the work plan and/or place.

The period of disciplinary probation is determined by the employee’s supervisor with the approval of the appropriate vice president and may not be less than three weeks or more than six months (180 days), inclusive of any extensions. When the probationary period has ended, the employee must be notified in writing that his or her conduct during the probationary period has been either satisfactory, in which case the
employee is returned to a regular status of employment, or unsatisfactory, in which case the employee should be terminated. An employee who is placed on disciplinary probation twice within a 12-month period will be subject to termination of employment.

**Option: Demotion:**

Demotion is an optional personnel action that results in a permanent change of the employee’s assignment from a position in one classification to a position in another classification with a lower pay range.

Demotion may be used when an employee is unable to perform successfully in his or her current position, but may be capable of performing satisfactorily in another position. The area head, with the concurrence of the area vice president, is responsible for identifying an appropriate position within the work unit for the individual.

**Option: Suspension:**

An employee may be suspended from work either as a severe and punitive disciplinary measure for major or repeated minor misconduct, or as a way to allow time for further inquiry into alleged major misconduct that would normally result in termination.

To place an employee on suspension, the immediate supervisor must submit to the associate vice president for human resources a written recommendation bearing the concurring signature of the appropriate vice president. The associate vice president for human resources will consult with the area vice president at his/her earliest convenience to obtain his/her concurrence regarding the recommended suspension. The associate vice president for human resources will then notify the employee in writing of his/her suspension, explaining the reason for suspension and any conditions that must be met.
Suspension without pay may be imposed for serious infractions or for situations in which previous disciplinary steps have not corrected the problem, as a consequence of the commission of major misconduct, or as a consequence of substantiated discriminatory/harassment conduct. Disciplinary suspension customarily ranges from two to five workdays for nonexempt employees. Suspension without pay for nonexempt employees may be authorized for longer periods with prior approval of the associate vice president for human resources. Exempt employees may not be suspended without pay except for violating a safety rule of major significance, which includes only the safety rules relating to the prevention of serious danger to facilities or other employees.

Step 3: Involuntary Termination:

Involuntary terminations are the most serious disciplinary action; therefore, the decision must be made with great care. All recommendations to discharge regular staff members must be consistent with the policies and procedures of the College and must be in writing, bearing the name and signature of the immediate supervisor, fully setting forth:

1. The nature and extent of the problem;

2. The violated rule, regulation or procedure, if any;

3. The past work record, including relevant counseling or disciplinary actions taken.

Recommendations to discharge a regular, salaried exempt staff member must bear the concurring signature of the appropriate vice president. Recommendations for termination of personnel above the rank of associate vice president require the president’s consideration and approval.
Recommendations to discharge a regular administrative non-exempt or hourly staff member must bear the concurring signature of the appropriate department head before being forwarded to the appropriate vice president for consideration and approval.

Copies of all recommendations for termination must be forwarded to the associate vice president for human resources for review. The Office of Human Resources will then notify the employee in writing of the proposed involuntary termination and its effective date, and instruct the employee as to whether he/she is to continue working or is to be relieved of duty immediately and placed on administrative leave with pay.

Revision History

Last revision completed on 1.1.2008.
Drug-Free Workplace HR 400.3:

Purpose

To promote and support a drug-free workplace for College employees.

Applicability

All employees.

Source


Policy

It is prohibited to unlawfully manufacture, sell, possess, distribute, dispense, or use controlled substances or alcoholic beverages, including the improper use of prescription medicines, in the workplace or at any College activity. Any employee who violates this policy may be subject to immediate suspension, discharge or referral to the proper authorities for prosecution and/or may be required to satisfactorily complete an approved drug/alcohol abuse rehabilitation program.

Required Compliance and Notification

As a condition of employment, each employee must agree to abide by the terms of this policy statement and to notify his or her immediate
supervisor and the Office of Human Resources of any criminal drug conviction within five days after such conviction.

The Office of Human Resources, in consultation with the Office of General Counsel, will coordinate with the appropriate College office to determine if further reporting of the conviction to a federal agency within 10 days is required under the “Drug-Free Workplace Act of 1988.” The Office of General Counsel will maintain appropriate records to verify compliance with legal reporting requirements of the act.

**Disciplinary Actions**

Within 30 days after receiving notice of the conviction, the College will impose sanctions on the employee according to its disciplinary policy, which may include termination of employment or required participation in a drug rehabilitation program. However, appropriate disciplinary sanctions, up to and including termination of employment, may be imposed by the supervisor in the absence of a conviction after consulting with the vice president for administrative services and general counsel and associate vice president for human resources, as a conviction is not a required precursor to discipline.

**Drug Testing**

The College reserves its right to conduct confidential drug/alcohol screenings on any employee given reasonable suspicion. The College may require that employees in certain high-risk occupations undergo pre-employment drug/alcohol screenings and agree to participate in random drug/alcohol screenings on an ongoing basis.

**Rehabilitation/Assessment Services**

The College does not provide on-campus rehabilitation or assessment services for employees. However, the College has established a
confidential referral program, under the auspices of the Wellness Resource Center, to refer employees to specialized medical facilities capable of providing professional assistance and evaluation. Employees who suspect or know that they have a substance abuse problem are encouraged to take advantage of this important benefit in order to avoid more serious performance-related or disciplinary problems that may place their employment at the College in jeopardy. Employees may also access an independent Employee Assistance Program, managed by COMPSYC, at (877) 327-4753.

The College reserves the right to require any employee to undergo confidential assessments when, in the discretion of the employee’s supervisor, the employee’s job performance indicates that the employee would benefit from a confidential assessment. The College reserves the right to discipline any employee who refuses to undergo a confidential assessment required by his/her supervisor.

**Procedure**

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>If an employee is convicted of a criminal drug charge resulting from a violation occurring in the workplace, he/she must notify the Office of Human Resources within five days of receiving the conviction.</td>
</tr>
<tr>
<td>Office of Human Resources</td>
<td>1. Notify the employee’s supervisor immediately; coordinate with the general counsel and any other appropriate College office to determine if further reporting of the conviction to a federal agency is required within 10 days.</td>
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<tr>
<td>---------------------------</td>
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</tr>
<tr>
<td></td>
<td>If required:</td>
</tr>
<tr>
<td></td>
<td>2. Coordinate with the appropriate College office to notify the federal agency or the grant or contract:</td>
</tr>
<tr>
<td></td>
<td>2a. Maintain appropriate records.</td>
</tr>
<tr>
<td></td>
<td>Consult the associate vice president for human resources regarding sanctions to the employee, within 20 days after receiving the notice of conviction and in collaboration with the chair or director of the department in which the employee is employed.</td>
</tr>
<tr>
<td>Office of Human Resources</td>
<td>4. May refer the employee to an appropriate community drug rehabilitation program based on the nature of the problem and the employee’s group insurance coverage.</td>
</tr>
<tr>
<td>Employee</td>
<td>If required:</td>
</tr>
<tr>
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</tr>
<tr>
<td>5. Participate in the drug-rehabilitation program.</td>
<td></td>
</tr>
</tbody>
</table>

*Note: The employee may be required to provide evidence of participation as a condition of continuing employment.*

**Revision History**

Last revision completed on 1.1.2008.
Drug-Free Campus HR 400.4:

Purpose

To promote and support a drug-free campus environment.

Applicability

No institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The act requires the annual distribution of the following information to students and employees.

Source


Policy

It is the goal of the College to provide a drug-free environment for all students and employees. To achieve this goal and to comply with federal law, Morehouse prohibits the unlawful sale, manufacture, distribution, dispensation, possession, and use of controlled substances on its property or as part of any of its activities.
Every College student and employee must abide by the terms of this statement and by local, state, and federal laws regarding the unlawful possession or distribution of illicit drugs and alcohol.

Morehouse College students and employees are subject to all applicable drug and alcohol policies, including policies set forth in this Morehouse College Policies and Procedures Manual and in the College’s faculty, staff and student handbooks.

**Sanctions**

Sanctions under federal and state law for the unlawful possession or distribution of illicit drugs or alcohol are set forth in this policy.

Sanctions will be imposed on a student who violates the College’s drug or alcohol policy; these sanctions may include suspension or expulsion and may also include the requirement that the student must participate in a drug rehabilitation program. Sanctions will be imposed on an employee who violates College drug or alcohol policy. These sanctions may require that the employee must participate in a drug rehabilitation program. (See also HR 400.3.)

**Availability of This Policy and Related Information**

The following offices will provide copies of this policy on request:

- Office of Administrative Services and General Counsel
- Office of Human Resources
- Office of the Vice President for Academic Affairs
Office of Student Services

For further information about this statement or the Drug-Free Schools and Communities Act Amendments of 1989, contact the College Office of Administrative Services and General Counsel at 404-215-2677

Revision History

Last revision completed on 1.1.2008.
Compensation
Overtime HR 500.1:

Purpose

To describe the situations in which the College provides overtime compensation for more than 40 hours actually worked in a workweek.

Applicability

All non-exempt Employees.

Source

- 29 United States Code 207 (1961)
- Statutes-at-Large 787 (1985)
- College Policy

Policy

Overtime is paid to all non-exempt employees in accordance with the requirements of the Fair Labor Standards Act as amended. Exempt employees will receive no additional compensation for overtime hours worked.

Authorization of Overtime
Each area vice president must establish internal procedures for the review and approval of overtime within their area. Overtime work shall be authorized only when absolutely necessary.

The supervisor, the appropriate vice president, and the associate vice president for human resources must approve overtime. Nonexempt employees are not permitted to work more than 35 hours during a workweek unless the additional work is ordered and approved in advance by the supervisor and area vice president.

Nonexempt employees must be paid time and one-half for all hours worked in excess of 40 hours per workweek. Overtime is calculated on hours that are actually worked, not hours paid for. Accordingly, hours paid for time not worked, such as sick leave, vacation pay or holiday pay, do NOT count as hours worked for purposes of computing overtime pay.

**Standard Workweek Defined**

For time reporting purposes and the completion of overtime hours worked, the standard workweek of the College starts on Sunday morning at 12:01 and ends on Saturday night at midnight.

The college does not allow, condone or approve of compensatory time as pay for hours worked.

**Revision History**

Last revision completed on 1.1.2008.
**Fair Labor Standards Act HR 500.2:**

**Purpose**

To clearly communicate the College’s commitment to complying with the Fair Labor Standards Act and more specifically to communicate the College’s policy prohibiting improper deductions and the related complaint mechanism.

**Applicability**

All employees

**Source**

The Fair Labor Standard Act (FLSA)

**Policy**

The FLSA, also known as the wage-hour law, requires that with some exceptions, the College must pay employees at least the minimum wage for all hours worked, 1.5 times their regular hourly rate for all time worked over 40 hours in a workweek, unless they are exempt employees; and must keep accurate records of employees’ daily and weekly hours worked. For purposes of the FLSA, the College’s standard workweek starts on Sunday morning at 12:01 and ends on Saturday night at midnight.

It is Morehouse’s policy to comply with all provisions of the FLSA. All jobs will be reviewed for appropriate FLSA classification when created or changed significantly (i.e., when a new description or questionnaire is submitted to HR).
Exempt Employees

Exempt employees regularly receive each pay period a predetermined amount constituting all or part of their compensation. This amount is not subject to reduction because of variations in the quality or quantity of the work performed. An exempt employee will receive the full salary for any week in which they perform any work, without regard to the number of days or hours worked, subject to the following exceptions permitted by the FLSA:

1. Deductions from pay may be made when an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability. Thus, by way of example, if an employee is absent for two full days to handle personal affairs, the employee’s salaried status will not be affected if deductions are made from the salary for two full-day absences.

2. Deductions from pay may be made for absences of one or more full days due to sickness, disability or accident (including work-related accidents) for which exempt employees are compensated under the College’s vacation or sick leave plan. Deductions may also be made before an employee has qualified for compensation under the plans or after an employee has exhausted all benefits under the plans.

3. Morehouse can offset any amounts received by an employee as jury fees, witness fees or military pay for a particular week against the salary due for that particular week.

4. Deductions from pay may be made for penalties imposed in good faith for violating safety rules of major significance.

5. Deductions from pay may be made for unpaid disciplinary suspension of one or more full days imposed in good faith for violations of written workplace conduct rules, such as rules prohibiting sexual harassment or workplace violence.
6. Morehouse is not required to pay the full salary of an exempt employee in the initial or terminal week of employment. Rather, the College will pay a proportionate part of an employee’s full salary for the time actually worked in the first and last week of employment.

7. Similarly, the College is not required to pay the full salary for a week in which an exempt employee takes unpaid leave under the Family Medical Leave Act. Rather, when an employee takes unpaid leave under the FMLA, the College will pay a proportionate part of the full salary for time actually worked.

**Nonexempt Employees**

Employees who are not exempt from the FLSA will be paid at a rate of no less than the federal minimum wage (effective July 24, 2007 $5.85 per hour, effective July 24, 2008 $6.55 per hour, effective July 24, 2009 $7.25 per hour), and will be paid overtime (at 1 ½ times their regular rate of pay) for all hours in excess of their regular work week.

1. The College will maintain records of all hours worked and will pay employees on the basis of those records.

2. Nonexempt employees may not take compensatory time off in lieu of overtime pay.

**Complaint Mechanism**

Employees who believe that the College has made improper deductions from their pay or who have some other wage/hour complaint can contact Payroll. Where improper deductions have inadvertently been made, the College will reimburse the employee and will make a good faith commitment to make only permissible deductions in the future.
Revision History

Last revision completed on 1.1.2008.
Tuition Remission HR 500.3:

### Purpose

The Tuition Remission Policy has been established to help Morehouse College to strengthen its human resources by providing eligible employees the opportunity to obtain, maintain or improve job and career related capabilities or pursue an approved degree through participation in academic courses of study. This opportunity is extended to the employees and their dependent children (as defined only for the purposes of this policy). The remission or waiver of tuition is designed as a supplemental benefit intended to be applied after the eligible participant has applied for and received state and federal financial aid grants/scholarships for which they qualify. The College offers this benefit program at its discretion and reserves the right to modify or discontinue this benefit at its discretion. Notices regarding this benefit will be disseminated to employees at least thirty (30) days prior to the start of the affected semester.

### Applicability

All employees.

### Source

The College Policy.

### Policy

**I. EMPLOYEE ELIGIBILITY:**

A. Faculty and Staff members who are employed as regular, full-time, benefit-based employees and who have been so employed for one
(1) **continuous year on the date that the application is due are eligible to apply for this benefit.** Employees hired and classified as temporary, contract and/or part-time are not eligible for this benefit.

B. Tuition Waiver does not apply to enrollment in Continuing Education, the MBA for Working Professionals Program, or in Doctoral Programs.

C. Enrolled employees who become inactive (i.e., extended Leave of Absence, FMLA) may complete the semester in which they are currently enrolled; however, the employees may not make application for another course or semester until they have returned to full-time active employment status.

D. To maintain eligibility, an employee must comply with all of the provisions of this policy and maintain good academic standing as defined by the College.

**II. DEPENDENT ELIGIBILITY**

**A. Dependent Child(ren) Eligibility**

Dependent children of an eligible employee may attend Clark Atlanta University or Spelman College under a reciprocal agreement if they meet the regular admissions requirements of those institutions.

1. For the purpose of this policy, eligible dependent child(ren) must be an unmarried bona fide dependent by criteria of the Internal Revenue Service, who has resided with the employee and for whom the employee has been the primary support for a minimum of one year (immediately preceding the semester of attendance).

2. For the purpose of this policy, an eligible child must be:
   a) a natural-born child; or

   b) legally adopted; or
c) a stepchild; or

d) a foster child, as evidenced by a court recognized Family and Children Services Agency or Probate Court of the United States of America; or

e) a child under the legal guardianship of the employee, as evidenced by a certified copy or original court order of the United States of America at least one (1) year before the date of enrollment.

3. Only dependent children under the age of twenty-four (24) are eligible to receive this tuition remission. A child who reaches age twenty-four (24) before the first day of class in a semester is not eligible to enroll. A child reaching the age of twenty-four (24) during any semester of enrollment is eligible to complete the class with remission, but is ineligible for any further remission as a dependent.

4. For the purpose of this policy, dependent children cannot be:
   a) A veteran of any branch of the United States Armed Services; or
   b) An emancipated (self-supporting) minor.

III. GENERAL

A. The award of tuition remission does not by itself authorize an employee’s absence from work to attend courses scheduled during normal work hours. The employee must obtain a written authorization from the supervisor and department manager. Arrangements must be made in advance to compensate for the absence from work.

B. Department/Unit Heads may not attend courses scheduled during normal business hours unless approved in writing by the Administrative Unit Head (V.P. of the Unit).

C. A separate application for each participant must be completed for each semester of attendance.
D. The remission/waiver of tuition is designed to supplement tuition cost after the employee; spouse and dependent child (ren) have applied for Financial Aid. The Financial Aid Application must be completed prior to applying for tuition remission. The Tuition Remission Application must be completed in accordance with the following application(s) time periods and submitted to the Office of Human Resources prior to the deadline(s).

<table>
<thead>
<tr>
<th>Semester</th>
<th>First Day of Application</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>June 1st</td>
<td>June 30th</td>
</tr>
<tr>
<td>Spring</td>
<td>October 1st</td>
<td>October 30th</td>
</tr>
</tbody>
</table>

IV. LIMITATIONS:

A. Tuition remission benefits are not transferable for any purposes.

B. Eligible participants must apply for admission and meet all admission standards for the desired course or program.

C. The Tuition Remission Application must be filed in the Office of Human Resources before or by the deadline. Applications will not be accepted after the deadline.

D. This policy allows the acquisition of only one degree for eligible employees, spouse and dependent child (ren).

E. Employees are not eligible to attend Clark Atlanta University or Spelman College under this policy. Dependents are not eligible to attend Summer Session under this policy.

F. Eligible dependent children may only enroll in credit-bearing courses.

G. Eligible employees may be provided with up to one hundred percent (100%) tuition remission for up to three (3) credit hours in a given semester. A maximum of three (3) credit hours may be taken during
the 9-to-5 normal working hours with the approval of the supervisor and the department/unit head. The employee must make up the time spent in class between 9 and 5.

H. An eligible dependent child (ren) may not receive remission benefits in any one semester for more than an amount equivalent to the tuition charges for that semester for full load status in the program in which the student is enrolled.

I. A student may not receive tuition remission for more than the minimum credit hours required in the degree program in which the student is enrolled. If the student is not a degree candidate, the student will not be eligible for tuition remission for more than sixty (60) undergraduate credits.

J. Grade Requirements and Limitations:

1. Program participants must remain in the status of “good academic standing” as defined in the appropriate catalog.

2. Students who are not in good academic standing are not eligible to receive tuition remission until they regain good academic standing.

K. The payment of all contrition costs including application, laboratory, parking fees, all other fees (including books and supplies) are the responsibility of the employee or dependent and are not covered as a benefit under this policy.

L. An employee must remain in service at the College two (2) full years following the awarding of a degree to a dependent child or the employee. Failure to do so will cause a financial obligation to be placed on the student’s account; the amount of the obligation will be the amount of the tuition remission received during the last two semesters of study under the benefit program.
M. By the mere participation in this program, the employee, and dependents agree to abide by the provision of this policy. In the event the information in the application is misrepresented, the employee will be responsible for refunding the full tuition awarded under this policy to the College.

II. RECIPROCAL PROGRAM POLICY:

A. Employees of Clark Atlanta University, Spelman College who has been employed for at least one continuous year and who are eligible for tuition waiver under their respective programs may apply to enroll their eligible dependent children in the fall and Spring semesters at Morehouse College. Participants must apply to and be approved for tuition waiver by their respective institution before applying to Morehouse College. Once approved by Morehouse College, the enrolled student will receive 100% tuition waiver. All other fees and expenses are the responsibility of the student.

B. Applications approved by the participating institutions must be received at Morehouse College within the time frames published for each semester. Applications received after those dates, even if approved by the participating institution, will be rejected by Morehouse College.

III. SEPARATION FROM THE UNIVERSITY:

A. Involuntary Separation:

The College may grant an employee in good standing, who is involuntarily separated from the College, the privilege to complete the current academic semester in which he/she is enrolled. At the completion of the academic semester, this privilege will automatically terminate. This does not apply to employees who are separated for cause, as determined by the Associate Vice President of Human Resources after consulting with the separated employee’s supervisor. Employees separated for cause may complete the semester at their own expense or may withdraw in accordance with the withdrawal policy of the College.
B. Voluntary Separation:

If an employee who is currently obtaining benefits or has previously obtained benefits for themselves, their dependent children under this policy, voluntarily separates from the College for any reason within two (2) years of the completion of a course or Degree program, the employee must refund the College the full amount of all tuition waiver benefits received within the last two semesters of attendance at the College. The refund is due within three (3) months following the date of the employee’s separation. In the case of voluntary separation due to permanent disability, ill health or parental or spouse death, the College will waive the refund. Currently enrolled dependents of an active employee who dies with fewer than 20 years of service to the College will be allowed to complete the academic year in which the death of the employee occurs, as long as all other eligibility criteria are met.

IV. EFFECTIVE DATE:

This policy supersedes all previous tuition remission waiver policies and shall apply immediately. Morehouse College reserves the right to modify, amend, or discontinue this policy at any given time. Applicants enrolling at Clark Atlanta University or Spelman College are responsible for consulting and complying with the requirements of those institutions’ tuition waiver policies, which may vary in whole or in part from this policy. Morehouse College specifically and expressly disclaims liability for any variances in its policy and the policies of Clark Atlanta University or Spelman College.

V. MODIFICATION:

Morehouse College is not liable for any oral or written statements made by employees of the College, whether in their official capacities or not, which are inconsistent with this policy.
VI. INTERNAL REVENUE SERVICE GUIDELINES:

Employees receiving this benefit should contact their tax consultant regarding these benefits, which may be covered by Section 127 of the IRS Code.

Procedure

APPLICATION PROCEDURE FOR TUITION REMISSION BENEFITS:

To qualify for tuition remission benefits under this policy, an eligible employee, and each dependent must complete an application for tuition remission for each semester. An approved application constitutes eligibility for this benefit for the current semester only.

A. An application for admission to the College must be completed and the employee must meet the standard admission requirements and be accepted.

B. Financial Aid Forms must be completed and filed with the College Scholarship Service.

1. Complete the Georgia Tuition Equalization (GTEG/HOPE) form (Georgia residents).

2. Complete the Free Application for Federal Student Aid (FAFSA).

Tuition remission will supplement the balance of the tuition requirements following the application of financial aid to the student’s account.

C. The employee must complete the Tuition Remission Application, obtain the appropriate approvals, and submit the application (with any required supporting documentation) to the Office of Human Resources prior to
the published deadline. If the application is for the employee, the scheduled work hours the employee has arranged to make up for the absence from work must be noted. The Office of Human Resources will:

1. verify the eligibility of the employee and/or dependent;

2. submit the approved Tuition Remission Application to the Offices of Student Financial Aid for further processing; and

3. Forward the employee and department/unit head their copy of the application indicating the eligibility of the applicant.

D. The Office of Student Financial Aid will:

1. verify that the FAFSA, GTEG/HOPE application, and any required verification documents are on file;*

2. determine the award amount based on enrollment status and other financial aid;

3. Run process to disburse funds to the student’s account.

E. The student is solely responsible for the registration of classes. In order to register with the Office of the College Registrar, the student must:

1. seek advisement from his/her academic advisor (contact his/her major department for advisor assignment);

2. present proof of advisement (signed Web registration form) to the Office of the College Registrar, who will release the student’s registration PIN so that he/she may register for classes;

3. Register for classes as required by the College.
F. the Office of Student Accounts will:

1. confirm that the tuition waiver has been applied to the student’s award;

2. financially enroll the student once their office is contacted by the student;

3. ensure the student pays all applicable fees.

Revision History

Last revision completed on 1.1.2008.
Administrative
Equal Employment Opportunity HR 600.1:

**Purpose**

To state the College’s commitment to equal employment opportunity. To establish the guidelines by which all employment decisions at the College are made.

**Applicability**

All employees and candidates for employment.

**Source**

The College Policy and the Applicable Federal, state and local laws.

**Policy**

The College is an equal employment opportunity employer. Employment decisions are based on merit and business needs, not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, marital status, veteran status, political affiliation or any other factor protected by law. The College complies with the law regarding reasonable accommodation of handicapped and disabled employees.

This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.
Any employees, including managers, involved in discriminatory practices will be subject to disciplinary action, up to and including termination.

**Procedure**

Management is primarily responsible for ensuring that the College’s equal employment opportunity policy is implemented, but all members of the faculty and staff share in the responsibility for assuring that, by their personal actions, the policy is effective and applied uniformly to everyone.

Any employee who feels that he/she has been discriminated against may register a complaint with the Office of Human Resources.

**Revision History**

Last revision completed on 1.1.2008.
Personel Records HR 600.2:

Purpose

To inform employees that the Office of Human Resources maintains official personnel files on all College employees. To establish the guidelines by which personnel files may be accessed.

Applicability

All employees.

Source

The College Policy and the applicable legal requirements relating to privacy and access to information.

Policy

In its Office of Human Resources, the College maintains an official personnel file on each employee. The personnel file includes such information as the employee’s job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Employees are responsible for keeping current their contact information (including their home address, telephone number and emergency contact information) and for reporting any changes in personal status (e.g., name, address, marital status, etc.) to the Office of Human Resources.

A hiring supervisor may review the personnel file of a current employee if the employee is a candidate for a job under that supervisor’s authority.
When the Office of Human Resources receives a request via telephone for employment verification from such entities as credit agencies, stores, and/or banks, it will verify only job title, dates of employment, and salary without the employee’s permission.

**Procedure**

**Access to Personnel Files**

- Personnel files are the property of the College and access to the information they contain is restricted. Generally, only supervisors and management personnel of the College who have a legitimate reason to review information in a file are allowed to do so.

  With reasonable advance notice, employees may review their own personnel files in the Office of Human Resources for a reasonable amount of time and in the presence of a human resources staff member or other individual appointed by the College. Employees may make notes of documents, but photocopies will not usually be provided. Employees may not remove or insert any material or reorganize the files in any way.

- Employees who wish to review their official personnel files must submit a written request to the Office of Human Resources to schedule an appointment during regular business hours.

- A representative of the Office of Human Resources must be present during the file review.

**Revision History**

Last revision completed on 1.1.2008.
Job Assistance HR 600.3:

Purpose

- To state Morehouse College’s commitment to non-discrimination based on disability.

- To establish the guidelines by which all employment decisions at Morehouse College are made.

Applicability

All employees of the College and applicants for employment.

Source

The College Policy and applicable federal, state, and local laws.

Policy

Morehouse College is committed to ensuring non-discrimination in terms, conditions, and privileges of employment. This commitment includes compliance with the Americans with Disabilities Act of 1990 (“ADA”), the ADA Amendments Act of 2008, and all other federal, state and local laws that apply to individuals with disabilities. This policy is neither exhaustive nor exclusive.

Morehouse prohibits discrimination against qualified individuals with disabilities in regard to any term, condition or privilege of employment,
including but not limited to, hiring, promotion, demotion, transfer, job classification, job training and compensation. For purposes of this policy, the following definitions apply:

**Disability** - (1) A physical or mental impairment that substantially limits one or more of the major life activities of such individual, (2) a record of such impairment, or (3) being regarded as having such an impairment.

**Job Assistance** – In general, job assistance is any change or adjustment in the work environment or in the way things are customarily done that enables an individual with the disability to perform the essential functions of the job and/or an equal opportunity to enjoy the benefits and privileges of employment that employees without disabilities enjoy. Similarly, this assistance enables an applicant with a disability to have an equal opportunity to participate in the application process and to be considered for a job.

**Essential Functions** – The fundamental job duties of a position that employees in the job are required to perform and whose removal would fundamentally alter the job. Whether a function is essential is a determination made by Morehouse.

**Undue Hardship** – Any job assistance that would be unduly extensive, costly, substantial or disruptive, or that would fundamentally alter the nature or operation of the business.

**A. JOB ASSISTANCE**

Morehouse will provide reasonable job assistance to known disabled applicants and employees, who are qualified to perform the essential job functions of a particular job, unless to do so would cause an undue hardship or present a direct threat to the individual or others. As a general rule, it is the responsibility of the disabled individual to inform Morehouse College that job assistance is needed. Morehouse will consider requests for job assistance and will implement assistance on a case-by-case basis.
1. Applicants for Employment

Any applicant for employment who requires assistance for a disability in order to apply, interview or otherwise compete for a position should inform the Department of Human Resources (“HR”) at the earliest possible time of the need for assistance.

2. Employees

While Morehouse may not always implement the accommodation requested by an employee, HR will consider the employee’s preference in choosing among means of assistance. Morehouse, however, may offer alternative accommodations that are also effective in removing the barrier that is impeding the individual with a disability.

The College prefers that requests for job assistance be made in writing, preferably on the Job Assistance form which may be obtained in HR. Requests should be submitted to HR for review and consideration. The request should include information detailing the individual’s disability, resulting restrictions, and the proposed assistance.

3. Documentation

Except in situations where both the disability and the need for assistance are obvious or the individual has already provided sufficient information to substantiate that he/she has a disability and needs assistance, HR may request reasonable documentation from an appropriate health care provider that the individual has a disability and needs assistance.

Typically, the College will seek information regarding the disability, its functional limitations, and the need for the requested job assistance or
accommodation. The individual may be asked to sign a limited release allowing the College to submit a list of specific questions to or speak with the health care or vocational professional. If an individual provides insufficient documentation in response to HR’s initial request, HR will generally explain why the documentation is insufficient and allow the individual an opportunity to provide the missing information in a timely manner. As an example, documentation may be deemed insufficient if it does not specify the existence of a disability and explain the need for reasonable accommodation.

If an individual's disability or need for reasonable accommodation is not obvious and s/he refuses to provide the reasonable documentation requested by Morehouse, then s/he is not entitled to the requested accommodation.

To the extent possible, medical information obtained will be kept confidential, but may be provided in the following situations: (1) supervisors and managers may be informed regarding necessary restrictions in the work or duties of the employee and of the job assistance which is to be provided (2) first aid and safety personnel may be informed when appropriate if the disability might require emergency treatment, (3) where required by law, federal government officials investigating compliance with the ADA shall be provided relevant information upon request. Medical documentation provided in response to the request for additional information will be maintained in a confidential file separate from the employee’s personnel file.

Procedure

1. The Process

After HR receives a request for job assistance, HR and the individual will engage in an informal process to clarify what the individual needs and identify an appropriate reasonable accommodation. The exact nature of this dialogue will vary, but will generally require meetings and/or discussions among HR, the
employee requesting job assistance, the supervisor or manager of the employee’s area, and possibly with other departments.

2. Final Review

Individuals who are refused accommodations or are dissatisfied with the job assistance offered by HR may request further review by the CFO.

A. COMPLAINTS OF POLICY VIOLATIONS

Individuals who believe that they have been discriminated against in a manner in violation of this policy are encouraged to promptly contact HR without fear of retaliation.

Revision History

Last revision completed on 1.1.2008.
Employment
Performance Assessments HR 700.1:

**Purpose**

- To promote communication between supervisor and employee.
- To identify in advance, specific performance expectations and professional development plan.
- To evaluate performance based on clearly defined and understood criteria.

**Applicability**

All Morehouse employees.

**Source**

The College Policy.

**Policy**

One of the most important responsibilities of a supervisor is conducting regular performance assessments of the employees in his/her work group. This practice is basic to good personnel management, and can also serve as a foundation from which merit-based compensation increases are determined. It helps link the work efforts of the individual employee to the overall goals and objectives of the work unit, department, and college.

**Procedure**
At the beginning of the fiscal year, develop performance objectives, meet with employee, and agree on objectives and establish a development plan for the year. The form should be signed by the employee, his/her supervisor, and the next higher level of management. The signed form should be forwarded to the Office of Human Resources for filing.

Supervisor conducts a mid-year assessment and determines progress of defined objectives. This form should also be signed by the above-mentioned parties and forwarded to the Office of Human Resources.

A year-end assessment is conducted as well as an evaluation of work competencies. The Performance Evaluation Form is completed in its entirety including arriving at an Overall Rating. The employee, supervisor and next level supervisor must then sign the form prior to submitting original to Human Resources. Only the final appraisal will be used for determining merit and promotional increases.

**Revision History**

Last revision completed on 1.1.2008.
Work-Incurred Injuries HR 700.2:

Purpose

To set forth the guidelines for reporting injuries that occur while an employee is engaged in authorized work-related activities, or injuries that may occur while an employee is in active work status at the College.

Applicability

All employees.

Source

The College Policy and the Georgia Worker’s Compensation Act.

Policy

Employees who experience a work-incurred injury, compensable under the Georgia Workers’ Compensation Act, are considered to be in active status for the purpose of applying benefit coverage.

All work-related injuries or injuries obtained while on College property during the employee’s scheduled work hours are to be reported immediately, but no later than seventy-two (72) hours from the time of the incurred injury. Official reports are to be filed by completing a Work-Related Incident Report form and submitting it to Physical Plant Operations or the Office of Human Resources. (The form may be obtained from either of these offices.)
An employee who has unused accrued sick leave and vacation time may be permitted to use a portion, or all, of said leave or time to supplement temporary disability payments received under the Workers’ Compensation Act. The employee must make a written request to the Office of Human Resources for this action to occur. The employee will continue to accrue paid leave time while on Workers’ Compensation.

**Emergencies**

In life-threatening situations, the employee shall:

1. Seek medical attention immediately.

2. Complete the Work-Related Incident Report form and submit it to Physical Plant Operations or the Office of Human Resources as soon as it is possible and convenient.

**Non-Emergencies**

1. Immediately upon report of injury, the supervisor and injured employee shall complete the Work-Related Incident Report form and, where applicable, date and initial/sign it.

2. If no medical treatment is required, the supervisor shall complete the “Incident Investigation” page of the form and submit the white copy to the manager of benefits programs before the end of the workday.

3. If medical treatment is required, the supervisor shall:

   a) Review the Injured Employee Information Letter with the employee and have him/her sign it.
b) Submit the signed copy to the manager of benefits programs, along with the Work-Related Incident Report form.

c) When possible, call the medical treatment center in advance and inform them that the injured employee is on the way.

d) Escort the employee to the appropriate treatment site(s). Take along the white and yellow copies of the Work-Related Incident Report form and a copy of the employee’s job description.

e) Instruct the employee to return the white and yellow copies of the Work-Related Incident Report form to you after the treatment. (The health care provider should have completed the “Medical Treatment” section of the form.)

Revision History

Last revision completed on 1.1.2008.
Harassment Policy
Harassment Policy HR 800.1:

Purpose

To set forth the guidelines regarding the college’s harassment policy.

Morehouse College serves its students, staff, faculty, other institutions and society, in general, through a creative climate of free inquiry and free expression. It is committed to maintaining a work and learning environment in which the respect, dignity and worth of all are acknowledged. To foster this environment, faculty, students, staff, visitors and guests are expected to practice the highest ethical principles and standards of conduct. The College also seeks to protect individual rights, freedom of speech and academic freedom.

Discriminatory harassment and sexual harassment are highly destructive to the College environment and will not be tolerated. It is the College’s intention to take whatever action may be necessary to prevent, correct, and if necessary, discipline those whose behavior violates this policy. The purpose of this document is to set forth definitions, policies, and procedures for reporting and resolving harassment complaints by students, faculty, or staff in a timely manner.

These policies and procedures will be subject to periodic review, and, the College reserves the right to modify or amend them from time to time.

Applicability

Any member of the student body, faculty or staff.

Source
The College Policy and applicable Federal and State laws.

Policy

Policy Statement

Morehouse College prohibits and will not tolerate action and/or behavior of a harassing nature. This includes both sexual and discriminatory harassment and related retaliation.

Any member of the student body, faculty or staff found to be in violation of this policy will be subject to disciplinary action, which may include, but is not limited to, written warning/reprimand, suspension or dismissal. Any individual who has questions about what constitutes harassing behavior or what conduct is prohibited by this policy should discuss them with the Office of Human Resources.

Definitions

Discriminatory Harassment

Discriminatory harassment is defined as verbal or physical conduct directed toward an individual solely because of his or her gender, race, nationality, religion, creed, age, disability, citizenship and/or presumed or actual sexual orientation that (a) stigmatizes the individual as known by the speaker to invoke strong visceral contempt of other human beings, and is likely to invoke violence or imminent harm, or (b) is of a continual nature such that it creates an intimidating, hostile or offensive working, academic or campus environment or unreasonable interference with an individual’s work or academic performance.
Sexual Harassment

The College adopts the definition of sexual harassment as set forth by the Equal Employment Opportunity Commission guidelines, modified, in part, to meet the needs of the academic setting. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or participation in an academic program or activity;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working, academic or campus environment.

Harassment may (a) occur as a result of a power relationship, as in supervisor/supervised or faculty/student, or (b) arise from the creation of a hostile environment by another person, including one’s peers or subordinates.

Harassment

As used herein, harassment means discriminatory harassment and/or sexual harassment. Harassment does not include verbal or written expressions that are relevant and appropriately related to course subject matter or curriculum, and this policy does not abridge academic freedom or the College’s educational mission.
Harassment of employees/students in connection with their work or school by non-employees or non-students is also a violation of this policy. Any employee/student who experiences or observes any harassment of an employee/student by a non-employee/non-student should report such harassment.

Procedure

**Reporting a Complaint**

The College’s internal procedures are intended to address, promptly and fairly, concerns and complaints about harassment at the College. If you feel that you are being harassed, you should tell that individual how you feel. We also ask that you report the matter immediately. Undue delay may seriously hinder the College’s ability to promptly review and investigate such allegations. The College is serious about enforcing its policy against harassment. However, Morehouse cannot resolve a harassment problem unless it knows about it. Therefore, it is your responsibility to bring any such problems to Morehouse’s attention so that the College can take whatever steps are necessary to correct it. You should report the problem immediately to one of the following individuals:

Adrian Cheatham  
Acting Director of Human Resources  
830 Westview Drive, S.W.  
Atlanta, Georgia 30314  
(470) 639-0358  
adrian.cheatham@morehouse.edu

Cassandra Tarver Ross  
AVP for Human Resources  
830 Westview Drive, S.W.  
Atlanta, Georgia 30314  
(470) 639-0514  
cassandra.ross@morehouse.edu
If you make an oral complaint, you will be asked to give a written statement. Your written statement should be signed by you and should include the following:

1. Details concerning the incident(s) or conduct giving rise to the complaint;
2. Date(s) and location(s) of incidents;
3. Any witness(es) to the alleged incident or conduct; and
4. Action requested to resolve the complaint and prevent future violations.

Complaints will be addressed as confidentially as possible.

**Protections for Participants**

Retaliation against a person who expresses a complaint in good faith may lead to disciplinary action against the offender(s).

**Revision History**

Last revision complete 1.1.2008.
EMPLOYEE’S ACKNOWLEDGEMENT OF POLICY AGAINST HARASSMENT

I acknowledge that I have received a copy of Morehouse College’s POLICY AGAINST HARASSMENT. I have read or will read this policy and will comply with it. If I believe the policy has been violated in any way, I will report it immediately to one of the individuals listed in the policy. I understand that any violation of this policy may be grounds for immediate termination.

_________________    _______________________
Date                    Employee Signature

PLEASE SIGN THIS PAGE AND TURN IT IN. RETAIN THE POLICY ITSELF FOR YOUR RECORDS.
ACKNOWLEDGEMENT OF POLICY AGAINST HARASSMENT FOR FACULTY, SUPERVISORS, OR MANAGERS

As a faculty member, manager or supervisor, I acknowledge receipt of the attached copy of Morehouse College’s POLICY AGAINST HARASSMENT. I understand the policy applies to faculty, managers and supervisors as well as other employees.

I understand that the College’s policy on Consensual Relationships (found in the Staff Handbook) requires that if a consensual relationship should develop between a supervisor and a supervisee, where a power differential exists, the supervisor should report the matter, as soon as possible, to his or her immediate supervisor. I understand that questions might later arise regarding whether the relationship was consensual. I know that failure to comply with the College’s policy on Consensual Relationships can lead to disciplinary action up to and including dismissal.

I further understand that although Morehouse recognizes that two consenting adults should be free to conduct a personal relationship if they so wish, romantic and/or sexual relationships between employees and students is prohibited and will subject an employee in such a relationship with a student to discipline up to and including termination.

I agree to immediately report any act, allegation or rumor of harassment to one of the individuals listed in the policy. I will support appropriate corrective action, including investigation of the claims, and I will not penalize any person who has reported the existence of such improper conduct.

I understand that because I am a manager or supervisor, Morehouse could be held responsible for acts of harassment that I commit, condone, tolerate or fail to bring forward for investigation. Therefore, if I know of or have reason to know of any act of harassment or the existence of a hostile, intimidating or offensive work environment at Morehouse College and I fail to report it, both Morehouse College and I can be placed in jeopardy.
Finally, I understand that if I violate any aspect of this policy, I will be subject to immediate termination and that I can be sued and held personally liable for my acts or omissions.

____________________  __________________________
Date                           Faculty/Manager/Supervisor’s 
                                        Signature

PLEASE SIGN THIS PAGE AND TURN IT IN. RETAIN THE POLICY ITSELF FOR YOUR RECORDS.
Policies and Procedures
Policy Development and Approval Process HR 900.1:

Purpose

To provide Morehouse College (“the College”) with a well-articulated and understandable policy and related procedures that govern the definition, drafting, approving, issuing, revising and withdrawing of administrative College policies.

Applicability

The College formally approves, issues, and maintains in a consistent format, official College wide policies in the Policies and Procedures Manual (“P&P Manual”). All College employees who are responsible for the development, writing, revising, distributing and implementation of College policies must comply with the conditions, standards and procedures outlined in this document.

Source

The Policy and Procedure Committee

Policy

This policy development and approval process does not apply to academic policies and regulations.

I. DEFINITIONS:
A. **Policy:** An official College directive that mandates requirements of or provisions for members of the College community, and provides procedures for the conduct of College wide affairs. A policy may include governing principles, it may either mandate or constrain action, it may ensure compliance with laws, or it may mitigate the College’s risk.

This definition encompasses only College-wide policies, which should be distinguished from procedures and from school or departmental policies. In the event of a conflict between a College wide policy and a school or department policy, the College wide policy will supersede the departmental policy. Policies are presented in a standard format or “template” to facilitate consistency, clarity, and conciseness.

B. **Academic Policies:** Policies which directly affect the pedagogical and research mission of the College.

C. **Administrative Policies:** Non-academic policies governing the operations of the College.

D. **Stakeholder:** Individual, function, or organization identified in the policy, whose role or professional expertise relates to the subject of the policy, and who may be consulted for comment on its draft and/or related policy.

E. **Policy and Procedures Committee (“P&P”):** Reviews all policies prior to posting to the on-line P&P Manual on Tigernet. The Committee does not approve policies, but ensures that the policy meets the established criteria for formatting, that it does not conflict with current policy, and that it has received the requisite approval by the appropriate Vice President or other stakeholders. Members of this Committee represent the administrative Business Units of the College.
Procedure

PROCEDURES FOR THE DEVELOPMENT, ISSUANCE AND REVIEW OF POLICIES

A. Determining the Need for a New Policy

Any individual or business unit may identify the need for a new policy that meets the following policy criteria.

1. Mandates requirements of or provisions for members of the College community, and provides procedures for implementation.

2. Has broad application throughout the College community.

3. Embraces the mission the College, reduces institutional risk, and/or promotes operational efficiency.

4. Helps achieve compliance with any applicable laws or regulations

B. Developing a Policy

The appropriate departmental Vice President or Business Unit Head is responsible for policy development related to their particular business area. The Vice President or Business Unit Head may designate a member of their staff with responsibilities for drafting a policy for his/her review and implementation.

Key stakeholders should be consulted during the policy drafting process. The appropriate Vice President and Business Unit Head will approve the final draft of the policy proposal before it is
distributed to stakeholders for their approval, if required (General Counsel, other Vice Presidents).

The policy must clearly identify the need for and purpose of the policy in relation to a matter that falls under the Vice President’s or Business Head’s jurisdiction.

To ensure a consistent style for all College policies, they should be developed or revised using the attached template.

C. **Review and Approval of an Administrative Policy**

All policies do not require the review or approval of the General Counsel or all Vice Presidents. Upon completion of drafting of the final policy, it should be sent to the appropriate Vice President for final approval.

There are generally three types of campus administrative policies:

- Those that relate to a specific activity and do not require campus-wide participation to implement
- Those that have campus-wide application such as emergency management, computer and network use)
- Those that adhere to specific guidelines implementing a campus-wide policy and requiring campus participation to participate (whistleblower, harassment, electronic communications)

The above policies do not require the approval of all Vice Presidents or the General Counsel.

Generally, policies related to compliance with laws and regulations should be reviewed by the General Counsel.
Administrative policies that address governance issues, contractual obligations, and compliance with laws and regulations related to the College should always receive final approval from the General Counsel, all Vice Presidents, Provost, and the President.

D. Board Review and Approval of Policies

The Board of Trustees has ultimate control over the College and may approve policies depending on the subject matter. Generally, the Board’s approval of a policy is required for policies that are matters of governance rather than administration. Board approval is typically required of policies related to the purpose and mission of the College, changes in the educational programs of the College, procedures and dismissal of faculty, guidelines for endowment investments and major fund raising efforts, changes in tuition and fees, financial viability of the College, acceptance of gifts and bequests on behalf of the College. Policies related to the Compliance and Ethics Program and Internal Audit may also need to be reviewed by the Audit Committee of the Board of Trustees.

Once the policy has received final approval by the appropriate Vice President and/or General Counsel, all Vice Presidents, Provost, President, or the Board of Trustees, as required, the document will be noted with the effective date of approval.

E. Revising or Changing a Policy

On an as-needed basis, the appropriate Vice President or Business Unit Head may make changes to existing policies. The changes will be included in a draft policy document and forwarded to the appropriate Vice President for final approval. If the change requires the approval of the General Counsel, all Vice Presidents, Provost and the President, the draft policy will be forwarded to them for review and final approval.
All revisions and revision dates should be noted in the final policy history and updates as a part of the policy document.

F. Communicating the Policy
Upon final approval, the new or revised policy should be forwarded to the Chair of the P&P Committee. The P&P Committee will review the policy prior to posting the policy to the on-line P&P Manual on Tigernet. The appropriate Vice President or Business Unit Head may also issue the policy via email to all College employees concurrent with its placement in the P&P Manual and on Tigernet. Printed versions of the policy may be included in announcements and other publications, but should include a disclaimer that the official College policy website should be consulted for the latest version. All policies may be downloaded and printed by employees.

G. Withdrawing a Policy
In special circumstances, a Business Unit Head may deem it necessary to withdraw an existing policy or consolidate with another policy and will inform the appropriate Vice President and other stakeholders of this intent if required. Once approved by the appropriate Vice President and other stakeholders as required, an announcement about the withdrawn policy should be issued to the College community.

H. Archiving of Policies
The P&P Committee will keep, to the extent reasonably practicable, an archive of College policies, including, as possible, their effective dates.

I. Policy Development Process
The following standard process should be followed from policy proposal to approval as shown in the flowchart below.

Identify Need: A Business Unit or appropriate Vice President determines the need for a policy.
Draft Policy: The Business Unit drafts the policy in consultation with appropriate stakeholders.

Review Draft Policy: The draft policy is reviewed for appropriateness and to determine if it conflicts with other existing College policies. Suggested changes and/or recommendations are considered and incorporated as deemed consistent with the purpose of the policy. The policy is reviewed for clarification, formatting and style.

Review and Approval: The appropriate Vice President reviews and approves the draft policy. The Vice President shares the draft policy with stakeholders. Feedback from the stakeholders is included in the draft policy, as agreed. If required, the Vice President obtains approval of the draft policy from the office of the General Counsel.

Final Policy: The final policy is prepared and approved by the appropriate Vice President and stakeholders if required.

Promulgate Policy: The appropriate Vice President issues an announcement of a new or revised policy to the College community via email. The responsible Business Unit delivers additional communications and training. The Vice President and/or Business Unit Head forwards the final policy to the P&P Committee for posting to the P&P Manual on Tigernet.

Reviews and Updates: The Vice President notifies the P&P Committee of required updates to existing policies and forwards approved updates as required for posting to the P&P Manual. The P&P Committee initiates a review of policies by appropriate Vice Presidents and Business Unit Heads at least every five years or sooner as appropriate.
Archive Policy: The P&P Committee shall maintain a central repository of superseded or discontinued policies.

Revision History

Last revision completed on 1.1.2008.
SECTION VI: OFFICE OF INSTITUTIONAL ADVANCEMENT

REVISED DECEMBER 2011
Communications
Media Relations IA 200.1:

Purpose

To describe the policies and procedures whereby the Office of Institutional Advancement, Office of Communications (OIA-Communications) acts as the liaison and first point of contact for the external media in obtaining information about the College and its programs and activities.

Applicability

All students, staff and faculty.

Source


Policy

It is the policy of Morehouse College that the media shall use OIA-Communications as a liaison and first point of contact in obtaining information about the College and in obtaining permission to 1) gain access to the campus; 2) use official College logos, seals, or landmark photographs; or 3) cover College events or outside events taking place on the campus grounds.

Procedure

1. Any media requesting information about or access to the College campus must be referred to the media relations manager in the Office of Communications.

2. OIA-Communications will consider each request from the media on an individual basis to determine if approval is in the best interest of the College in maintaining its positive identity with all publics.

3. If a request is approved, OIA-Communications will provide instructions to the media that are dependent upon the nature of the request.
4. If a request is approved, OIA-Communications will provide instructions to the media and an official College press pass, which includes the following information:

- Name of the person for whom access is approved
- Name of the organization, date and time for which access is approved
- Location on campus to which access is approved
- Authorizing signature from a representative of OIA-Communications

Media passes will not be mailed, faxed, or delivered by messenger. They must be picked up from the OIA-Communications office.

5. Permission will be communicated in writing for all requests that are submitted in writing.

6. OIA-Communications will notify the Campus Police Department regarding all requests that are approved.

7. If a request is refused, OIA-Communications will provide the media with information regarding the reasons for the refusal and will submit the information in writing for all requests that are received in writing.

Revision History

Last revision completed on 4.1.2010.
Request for Official News Release and Media Advisories IA 200.2:

Purpose

To outline the policies and procedures that must be followed by faculty, administrators and student organization advisors who desire to obtain media coverage for a College activity.

Applicability

All students, staff and faculty.

Source


Policy

In an effort to maintain the positive image of the College, the Office of Communications (OIA-Communications) is available to assist faculty, administrators and student organization advisors in obtaining media coverage of College activities by distributing news releases and media advisories and by making phone calls to contacts at various newspapers, television and radio stations.

It is the policy of the College that official news releases and media advisories about College activities and programs be distributed only by OIA-Communications or the Sports Information Office of the Department of Athletics.

Procedure

1. Any department, office or student organization advisor (faculty or staff) requesting that official College news releases or media advisories be distributed must submit the information to OIA-Communications at least three weeks in advance of an event. A contact person and phone number must be included in all information that is submitted.
2. A representative from OIA-Communications will consider the information to determine if a news release or media advisory is appropriate.

3. If a news release or media advisory is appropriate, an OIA-Communications representative will work with the employee or student organization advisor to prepare a news release or media advisory.

4. The media contact person listed on official College news releases or media advisories is always a representative of OIA-Communications.

5. OIA-Communications will distribute all official news releases and media advisories to an approved list of media organizations and will work with the College’s webmaster to post all news releases and media advisories on the official College web page.

6. The OIA-Communications representative will conduct follow-up phone calls with the media, if necessary.

7. If it is determined that a news release or media advisory is not appropriate, an OIA-Communications representative will provide an explanation to the faculty member, administrator or student organization advisor making the request. Written explanations will be provided, if necessary.

Revision History

Last revision completed on 4.1.2010.
Submitting Information to Official College Publications IA 200.3:

Purpose

To publicize the Office of Communications’ 1) requirements for submitting information to all official College publications and 2) process for selecting material for these publications.

Applicability

All alumni, students, staff and faculty.

Source


Policy

It is the policy of the College that its official publications be produced in the Office of Institutional Advancement, Office of Communications (OIA-Communications) and that information to be considered for inclusion in the official College publications be submitted to OIA-Communications. The official College publications are the Inside Morehouse newsletter (a biweekly publication for students, faculty and staff), Journey through Morehouse (a quarterly Internet-accessible newsletter for parents of Morehouse students) and Morehouse Magazine (a semiannual magazine for students, parents, faculty, staff, alumni and friends of the College).

Procedure

1. Any department, office or student organization advisor (faculty or staff) requesting that information be included in official College publications must submit the information to OIA-Communications:

   o By Tuesday at noon prior to the next week’s edition of Inside Morehouse;
o By April 1 for the fall edition and October 1 for the winter edition of Morehouse Magazine; or

o By the first day of the month (May, August, November, or February) for Journey through Morehouse.

2. A representative from OIA-Communications will consider the information to determine if inclusion in an official publication is appropriate.

3. If inclusion in an official publication is appropriate, an OIA-Communications representative will work with the employee or student organization advisor to prepare a story.

4. OIA-Communications reserves the right to edit, change or exclude any information submitted for inclusion in official publications.

5. If it is determined that inclusion in an official College publication is not appropriate, an OIA-Communications representative will provide the explanation to the faculty member, administrator, or student organization advisor making the request. Written explanations will be provided, if necessary.

Revision History

Last revision completed on 4.1.2010.
Use of Official College Logos, Seals, or Photographs
IA 200.4:

Purpose

To explain the Office of Communications’ policies and procedures involving its role as the first point of contact for all publics who desire permission to use official logos, seals or landmark photographs/video footage of the College.

Applicability

All staff and faculty.

Source


Policy

It is the policy of the College that all publics shall use the Office of Communications (OIA-Communications) as a liaison and first point of contact in obtaining permission to use official College logos, seals or landmark photographs or video footage of College landmarks on broadcast television programs, aired radio programs, videotapes, CD-ROMS, advertisements, billboards, manuals or other visual materials.

Procedure

1. Any public requesting permission to use official College logos, seals, or photographs of campus landmarks must be referred to OIA-Communications.
2. Requests for permission to use official College logos, seals or photographs of landmarks must be received in writing on the letterhead of the company or organization that has ownership of the product in which the College’s logo, seal or landmark photograph will be used. (Designers or advertising agencies developing the materials for a company or organization may not make such requests on behalf of those companies or organizations.)
3. OIA-Communications, along with the vice president for administrative services and general counsel, will consider each request from the media on an individual basis to determine if approval or refusal is in the best interest of the College in maintaining its positive identity with all publics.

4. If a request is approved, OIA-Communications will provide the requested materials to the company or organization, along with a letter outlining guidelines for using the materials and a “Trademark Licensing Agreement and Permission” letter from the Office of Campus Operations.

5. If photographs or video footage are provided to a company or organization, the company or organization must agree in writing to return them to OIA-Communications upon completion of the project.

6. Where applicable, the company or organization will be required to provide OIA-Communications with a copy of the finished product that includes the College’s logo, seal or landmark photograph.

7. If a request is refused, OIA-Communications will provide the media with information regarding the reasons for the refusal in writing.

Revision History

Last revision completed on 4.1.2010.
Donations and Gifts
Confidentiality IA 300.1:

Purpose

To state the College’s commitment to maintaining confidentiality while exercising the College’s fiduciary responsibility to donors.

Applicability

All officers, faculty, staff, alumni and volunteers having privileged knowledge of current and prospective donors’ activities with the College.

Source

The Gift Policy Manual (found in the Office of Institutional Advancement).

Policy

All information concerning current and prospective donors shall be confidential. No information shall be released to the general public without first securing the written permission of the donor and the College.

Procedure

Anyone seeking to publicize information about gifts must contact the Office of Institutional Advancement. The staff will seek permission from the donor to release information pertaining to the gift.

Revision History

Last revision completed on 4.1.2010.
Conflicts of Interest IA 300.2:

Purpose

To maintain and preserve the integrity of the College in soliciting and accepting gifts from donors.

Applicability

All officers, faculty, staff, alumni and volunteers of the College who are involved in the solicitation and acceptance of gifts.

Source

The Gift Policy Manual (found in the Office of Institutional Advancement).

Policy

All gifts to the College must be arms-length arrangements in which no financial benefits accrue to the donor. If the donor has some relationship to the College, such as employee or trustee, it should be understood that the gift cannot be accepted under conditions that permit the donor to use the gift directly.

No department or unit is obligated to accept a gift that it considers inappropriate. (See IA 300.3, “Gift Acceptance.”)

Procedure

Officers, faculty, staff, alumni and volunteers of the College shall provide information to the donor concerning the planning techniques available to facilitate a donor’s charitable goals.

The vice president for institutional advancement (or his/her designee) will make every effort to match the College’s financial needs with the interests of the donor. A gift that does not meet the needs of the College may be refused.

Revision History
Last revision completed on 4.1.2010.
Gift Acceptance IA 300.3:

Purpose

To describe the policies and procedures which govern the College’s solicitation and acceptance of gifts (i.e., real estate, tangible and intangible personal property, publicly traded stocks and securities, and life insurance).

Applicability

All officers, faculty, staff, alumni and volunteers who engage in raising funds or accepting gifts on behalf of the College.

Source

The Gift Policy Manual (found in the Office of Institutional Advancement).

Policy

The College accepts gifts for the purpose of furthering its mission of teaching, research and service. Relatively few gifts will be subjected to scrutiny under the Gift Acceptance Policy. However, gifts of real estate, tangible and intangible personal property, publicly traded stocks and securities, and life insurance that are not immediately useful to the College in its ongoing programs may be reviewed.

Procedure

The gift acceptance procedures define the considerations and process through which the College assesses the desirability of receiving gifts from potential donors and determines whether to accept a gift as offered.

Real Estate

Gifts of real estate require special handling. The vice president for campus operations shall consider all forms of real estate including, but not limited to, improved and unimproved land, single-family dwellings, apartment buildings, condominiums, office buildings, farms, leasehold interests and gifts subject to a retained life estate.
Gifts of real estate can be costly to maintain and illiquid. Prior to their acceptance, such gifts will be reviewed thoroughly by the vice president for campus operations according to the criteria stated in the above paragraph.

Criteria for Acceptance

- Market Value/Marketability
  
  A donor must provide a current appraisal of the property and the value of the interest in the property the College will receive if the gift is accepted.

- Environmental Report
  
  A Phase I environmental audit must be performed on all gifts of real property. The College may waive this requirement for certain residential properties used exclusively for residential purposes for a period of thirty years.

- Encumbrances/Restrictions
  
  All mortgages, deeds of trust, restrictions, reservations, easements, mechanic liens and other limitations must be disclosed.

- Carrying Costs
  
  All carrying costs including, but not limited to, taxes, insurance, association dues, membership fees and transfer charges must be disclosed.

- Title Information
  
  The donor must provide the College with a title insurance policy.

Approval/Acceptance

The development officer shall submit a written summary of the proposed gift to the vice president for campus operations. The summary must include the following information:
- Description of property
- Purpose of gift
- Appraisal of property and the percentage interest of the College
- Income/expenses, encumbrances, and carrying costs
- Environmental risks or problems
- Special arrangements for disposition requested by the donor

The vice president for campus operations will review the information provided by the College and will determine whether to accept the gift.

The development officer shall notify the donor, in writing, of the decision by the College and shall advise the donor that the IRS will require a qualified formal appraisal.

Treasury Form 8283 shall be forwarded to the donor, upon request.

**Tangible Personal Property**

Tangible personal property is property other than real property. It is often defined as property that can be "touched." Examples of tangible personal property include automobiles, boats, clothing, personal papers, antiques, china, stamp collections, rare coins, works of art, books, jewelry, gemstones and home furnishings and appliances. (Cash is generally regarded as intangible personal property for the purposes of the charitable deduction rules.)

The vice president for institutional advancement will consider all gifts of tangible personal property after determining the asset's marketability and its intended use by the College.

**Approval/Acceptance**

The development officer shall submit a written summary of the proposed gift to the vice president for campus operations. The summary shall include the following information:
• Description of asset
• Purpose of gift
• Estimate/appraisal of fair market value of gift
• Potential use by the College
• Special arrangements concerning disposition

The vice president for campus operations will review the information provided by the development officer and will determine whether to accept the gift. The development officer shall notify the donor, in writing, of the decision by the College and shall advise the donor that the IRS will require a qualified formal appraisal for gifts valued in excess of $5,000.

Treasury Form 8283 shall be forwarded to the donor, upon request.

**Gifts of Publicly-Traded Stocks and Securities**

The minimum value of securities that will be accepted as a gift is $500 on the date of delivery. Donors wishing to donate securities that are valued at less than $500 should be encouraged to sell them and to donate the proceeds. Securities shall be valued for the purposes of calculating the donation at the mean value between the highest and lowest quoted sales price on the date of the gift.

 Marketable bonds or other securities are acceptable as gifts, regardless of maturity date. The acceptance of non-liquid securities shall be decided by the vice president for institutional advancement, the vice president for business and finance and the vice president for administrative services and general counsel according to the criteria stated in the above paragraph.

**Intangible Personal Property**

Intangible personal property is property (other than real estate) whose value stems from intangible elements, rather than from physical or
tangible elements. Examples of intangible personal property include securities, patents, copyrights, subscription lists, goodwill, trade names and trademarks, player contracts and installment obligations. Intangible personal property also includes partnership interests and certain rights to tangible property, whether personal or real (e.g., mineral production payments).

The distinction between intangible and tangible personal property is important for the purposes of computing the charitable income tax deduction. Gifts of intangible personal property are not subject to the future interest rule or to the related use rule, both of which apply to tangible personal property. A donor can retain a right to use intangible personal property and still receive a charitable income tax deduction, provided the partial interest rule is observed. Also, a donor is not required to reduce the value of the contribution by the amount that the property has appreciated, if the College does not plan to use the property for its tax-exempt purposes.

Assets in this class include, but are not limited to, promissory notes, assignment of promissory notes, patents, royalties, trademarks and copyrights, professional practices (medical or legal), partnership interests and stock in closely held or private corporations.

The vice president for institutional advancement, vice president for business and finance, and the vice president for administrative services and general counsel will consider all gifts of intangible personal property after a review of the applicable criteria.

**Criteria for Acceptance**

If the proposed gift is estimated to be worth less than $50,000, the donor should be encouraged to dispose of it and donate the proceeds to the College. Exceptions, especially for stock and notes, may be granted.

- **Market Value/Marketability**

  A donor must provide the College with a current appraisal of the property and the interest in the property the College will receive if the gift is approved. The appraisal must indicate that there is
a market for the asset and that it can be sold in a timely fashion.

- **Disposition of the Asset**

  A donor must provide the College with a request for any special arrangements concerning the disposition of the asset, such as how long it should be held prior to sale, potential buys, and price considerations. The donor should also include a statement outlining how the asset should be sold to realize its full value.

- **Encumbrances/Restrictions**

  All mortgages, deeds of trust, restrictions, reservations, easements, mechanic liens and other limitations must be disclosed.

- **Carrying Costs**

  All existing and potential carrying costs including, but not limited to, taxes, insurance and transfer charges must be disclosed.

**Approval/Acceptance**

After careful consideration, the College will decide whether to accept the proposed gift and any of the donor’s restrictions on it.

**Life Insurance**

The Vice President for Institutional Advancement, Vice President for Business and Finance, and the Vice President for Administrative Services and General Counsel will consider jointly all gifts of life insurance. A donor will receive a charitable income, gift and estate tax deduction for the gift of a life insurance policy to the College.

A gift of a paid whole life insurance policy will be accepted automatically, provided that the College is named as the owner and
beneficiary and that the donor intends for the policy’s proceeds to be used for endowment purposes.

The vice president for institutional advancement, vice president for business and finance, and vice president for administrative services and general counsel will use the applicable criteria in the acceptance of a potential gift of insurance.

Approval/Acceptance

The planned giving officer shall submit a written summary to the vice president for institutional advancement. The summary shall include the following information:

- Description of policy
- Face value
- Premium payment schedule
- Interest rate
- Age of insured
- Other relevant policy information
- Purpose of gift

The vice president for institutional advancement, vice president for business and finance, and vice president for administrative services and general counsel will review the information provided by the planned giving officer and will determine whether to accept the gift. The planned giving officer shall notify the donor, in writing, of the College’s decision and shall advise the donor that the IRS will require a qualified formal appraisal if the face value of the policy exceeds $5,000. Treasury Form 8283 shall be forwarded to the donor.

Closure of Gifts
Upon closure of a gift, the vice president for administrative services and general counsel assigned to handle the matter shall prepare and record all closing documents necessary to process and finalize the gift.

The president and the vice president for institutional advancement shall be notified in writing within thirty days of the completion of all final closing documentation.

**Revision History**

Last revision completed on 4.1.2010.
Gift Processing IA 300.4:

Purpose

To explain the guidelines for processing private gifts received by the College.

Applicability

All officers, faculty, staff, alumni and volunteers who receive gifts from donors for use by the College.

Source

- The Gift Policy Manual (found in the Office of Institutional Advancement)
- Alumni Website

Policy

The Office of Institutional Advancement processes all private gifts received by the College. Gifts that are not charitable contributions are forwarded to the Office of Business and Finance. Occasionally, the Office of Institutional Advancement will process such gifts, if they are associated with a development event (e.g., reunion, homecoming, A Candle in the Dark, etc.).

Procedure

Members of the College community shall forward all private gifts, contributions, grants and their accompanying correspondence to the Office of Institutional Advancement for processing and acknowledgment.

The Office of Institutional Advancement will process and forward the private gifts and Cash Receipts Journal to the Office of Business and Finance for deposit. A copy of the donor award letter for scholarships, special purposes and/or restricted gifts should be forwarded to the business office also.

Revision History
Last revision completed on 4.1.2010.
**Gift Solicitation IA 300.5:**

**Purpose**

To explain the guidelines for soliciting all private gifts for the College.

**Applicability**

All officers, faculty, staff, alumni and volunteers who engage in raising funds or accepting gifts on behalf of the College.

**Source**

The *Gift Policy Manual* (found in the Office of Institutional Advancement).

**Policy**

Any formal solicitation of gifts to the College will be made by authorized representatives and staff of the College only. All employees, other representatives or friends of the College are encouraged to refer any prospective donor to the Office of Institutional Advancement.

Institutional fund-raising priorities are set by the president and the officers of the College. Major campaigns are approved by the Board of Trustees.

**Procedure**

Any solicitation of grants from private foundations for support of sponsored programs and faculty research are coordinated by the Office of Sponsored Programs and Government Relations. (See AA 100.1, “Submitting a Proposal for Funded Research or Program.”) The director of sponsored programs and government relations will inform the vice president for institutional advancement of all grant monies received.

**Revision History**

Last revision completed on 4.1.2010.
Gifts or Bequest of Property IA 300.6:

Purpose

To explain the requirements for disposing of gifts or bequests of real or personal property.

Applicability

All officers, faculty, staff, alumni and volunteers who solicit or accept gifts or bequests of real or personal property on behalf of the College.

Source

Physical Plant Committee/Board of Trustees.

Policy

From time to time, the College receives restricted, as well as unrestricted, gifts and bequests of real and personal property. This policy addresses the sale, transfer or disposition of restricted/unrestricted gifts or bequests of real and personal property.

Restricted Gifts or Bequests of Property

The intent of this policy is to authorize and empower the administration to promptly dispose of restricted gifts or bequests of property, in the event that the College cannot use the property or in the event that the gift bequest specifically calls for sale, disposition or transfer of the property. The administration shall sell, transfer or dispose of said property, upon the terms and conditions that it deems best. The proceeds from such sale, transfer or disposition, net of any costs associated with the transaction, shall be used in accordance with the donor’s intent.

Unrestricted Gifts or Bequests of Property

The intent of this policy is to authorize and empower the administration to promptly dispose of unrestricted gifts or bequests of property, in the
event that the College cannot use the property. The administration shall sell, transfer or dispose of said property, upon the terms and conditions that it deems best. The proceeds from the sale, transfer or disposition, net of any costs associated with the transaction, shall be placed in a fund designated for future property acquisitions.

The sale, transfer or disposition of property shall proceed in accordance with the Property Disposition Policy of the Physical Plant Committee of the Board of Trustees.

Procedure

Real Estate

Gifts of real estate require special handling. The vice president for campus operations shall consider all forms of real estate including, but not limited to, improved and unimproved land, single-family dwellings, apartment buildings, condominiums, office buildings, farms, leasehold interests and gifts subject to a retained life estate.

Gifts of real estate can be costly to maintain and illiquid. Prior to their acceptance, such gifts will be reviewed thoroughly by the vice president for campus operations according to the criteria stated in the above paragraph.

Criteria for Acceptance

• Market Value/Marketability

A donor must provide a current appraisal of the property and the value of the interest in the property the College will receive if the gift is accepted.

• Environmental Report

A Phase I environmental audit must be performed on all gifts of real property. The College may waive this requirement for certain residential properties used exclusively for residential purposes for a period of thirty years.
• Encumbrances/Restrictions

All mortgages, deeds of trust, restrictions, reservations, easements, mechanic liens and other limitations must be disclosed.

• Carrying Costs

All carrying costs including, but not limited to, taxes, insurance, association dues, membership fees and transfer charges must be disclosed.

• Title Information

The donor must provide the College with a title insurance policy.

Approval/Acceptance

The development officer shall submit a written summary of the proposed gift to the vice president for campus operations. The summary must include the following information:

• Description of property

• Purpose of gift

• Appraisal of property and the percentage interest of the College

• Income/expenses, encumbrances, and carrying costs

• Environmental risks or problems

• Special arrangements for disposition requested by the donor

The vice president for campus operations will review the information provided by the College and will determine whether to accept the gift.
The development officer shall notify the donor, in writing, of the decision by the College and shall advise the donor that the IRS will require a qualified formal appraisal.

Treasury Form 8283 shall be forwarded to the donor, upon request.

**Tangible Personal Property**

Tangible personal property is property other than real property. It is often defined as property that can be "touched." Examples of tangible personal property include automobiles, boats, clothing, personal papers, antiques, china, stamp collections, rare coins, works of art, books, jewelry, gemstones and home furnishings and appliances. (Cash is generally regarded as intangible personal property for the purposes of the charitable deduction rules.)

The vice president for institutional advancement will consider all gifts of tangible personal property after determining the asset's marketability and its intended use by the College.

**Approval/Acceptance**

The development officer shall submit a written summary of the proposed gift to the vice president for campus operations. The summary shall include the following information:

- Description of asset
- Purpose of gift
- Estimate/appraisal of fair market value of gift
- Potential use by the College
- Special arrangements concerning disposition

The vice president for campus operations will review the information provided by the development officer and will determine whether to accept
the gift. The development officer shall notify the donor, in writing, of the
decision by the College and shall advise the donor that the IRS will
require a qualified formal appraisal for gifts valued in excess of $5,000.

Treasury Form 8283 shall be forwarded to the donor, upon request.

**Revision History**

Last revision completed on 4.1.2010.
Legal/Tax Counsel IA 300.7:

Purpose

To advise officers, faculty, staff, alumni and volunteers to refer donors to their own independent legal/tax counsel.

Applicability

All officers, faculty, staff, alumni and volunteers involved in the solicitation and acceptance of gifts where a donor is requesting legal/tax counsel.

Source

The Gift Policy Manual (found in the Office of Institutional Advancement).

Policy

Employees and other representatives of the College may not provide legal/tax advice to donors or prospective donors. Such donors should always be directed to seek their own independent legal/tax counsel. The planned giving staff may provide donors with non-binding interpretations of or information regarding the potential legal/tax implications of gifts or proposed gifts.

Procedure

Representatives of the College should refer donors seeking legal/tax advice to the members of the planned giving staff within the Office of Institutional Advancement.

Revision History

Last revision completed on 4.1.2010
Donor Recognition IA 300.8:

**Purpose**

To define the College’s position on and responsibility for recognizing gifts from alumni and other individual donors, who include non-corporate and/or foundation constituents. The College’s goal is to maintain donors’ confidence and intent in recognizing all of their generosity.

**Applicability**

All officers, faculty, staff, alumni and volunteers working on behalf of the institution in raising funds for the College (*i.e.*, operating, capital, campaign, academic research, etc.) should be cognizant of the school’s policy and procedures on gift recognition and acknowledgment of individual donors.

**Source**

The *Gift Policy Manual* (found in the Office of Institutional Advancement).

**Policy**

The College recognizes gifts from any individual who supports the mission of the college through philanthropy. The gift may come in the form of cash, stock, real estate, personal[^3] property, partnership interests, or other assets, including gifts through trusts, bequests and estates. However, the College reserves the right to refuse any gift that it believes is not in the best interest of the institution or is inconsistent with the tenets of the institution. The College does not accept gifts that require the institution, or any members of its staff, to engage in any activities that are morally questionable or illegal, or to circumvent its own established policies.

Recognition is provided at various giving levels under the following categories: lifetime gifts and annual gifts. There may be opportunities to recognize donors in a campaign giving category also.

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[^3]: Certain types of giving vehicles may have different requirements.
Campaign giving includes gifts of cash, pledges, in-kind donations, stock, real estate, personal property, *partnership interests and other assets, including gifts through trusts, bequests and estates.

Normally, all gifts will be recognized via the College’s publication for donor recognition, *Carrying the Torch*, unless a donor specifies that he/she wishes his/her gift to be anonymous. In this case, the College will list only the designation of “Anonymous” within the appropriate gift level.

All gifts from family foundations are counted and recognized as foundation (i.e., not individual) gifts. Any or all of the related family members normally receive soft credit for gifts made by the foundation.

**Gifts-In-Kind**

“Gifts-in-kind” are generally defined as non-cash donations, other than real or personal property or material or long-lived assets. Refer to the CASE Management and Reporting Standards, which can be found in the Office of Institutional Advancement.

**Procedure**

Alumni and friends of the College (individual donors) are free to contribute directly to the College via whatever means is most appropriate and convenient for the donor. Some types of gifts may require additional steps and should be handled appropriately through the Office of Institutional Advancement in conjunction with the College’s Office of Business and Finance. Gifts will be received and acknowledged by the Office of Stewardship and Donor Relations in accordance with the established departmental guidelines (*i.e. letter, receipt, 3-day turnaround, etc.*).

**Revision History**

Last revision completed on 4.1.2010.
Information Technology
Information Services IT 100.1:

Purpose

As a Morehouse College employee using the Banner system, you will have access to confidential information on employees, students, and vendors. Much of the information in the Banner system is protected from disclosure by law. This information is to be used solely in the performance of your job and not for any other reason.

Applicability

User access privileges are tailored to the individual Banner username. Each user MUST obtain his or her own username and password. Usernames and passwords must NOT be shared. Reasonable security mechanisms are established in systems to prevent unauthorized access. Gaining access to information in Morehouse College’s systems by circumventing these security mechanisms will result in loss of security access or appropriate disciplinary action. Managers are responsible for employees’ appropriate use of information covered under this policy. Each manager is responsible for instructing employees on the obligations and responsibilities that accompany Banner information access.

Source

The College Policy.

Policy

An employee is not to disclose to anyone his or her access code or password to the Banner system. An employee who discloses his or her access code or password, who uses the Banner system for the purposes other than for the performance of his or her duties, or who provides information from the Banner system to any College or non-College individual for reasons unrelated to the performance of his or her job will be subjected to disciplinary action, up to and including dismissal.

Procedure
**System Security Rules**

1. Passwords are confidential. Employees are to use only the password issued to them. Using another employee’s password or allowing another individual to use your password is strictly prohibited.

2. Employees must sign out of Banner at the end of each business day and during periods when the employee will be away from his or her PC for more than fifteen minutes. An “open” student, employee or vendor record should never be left unattended on a PC.

3. An employee must have a “legitimate education interest” in order to access a student record. The Family Education Rights and Privacy Act (FERPA) of 1974 set this standard. (See “Appendix A” of SS 900.1 for more information on FERPA.) Any employee who is not completely familiar with FERPA, its purpose and the rules governing access to student records should contact the Office of Records and Registration.

4. No information concerning a College employee may be given to another College employee or an individual external to the College for any reason that is not directly related to the performance of that individual’s job.

5. An employee who discloses his or her access code or password, who uses the Banner system for purposes other than for the performance of his or her duties, or who provides information from the Banner system to any College or non-College individual for reasons unrelated to the performance of his or her job will be subject to disciplinary action, up to and including dismissal.

6. Employees will be prompted to change their Banner* password every 90 days; it is advisable to change your password at that time; waiting too close to the expiration date may result in connection errors using SQLPlus and Banner’s job submission. Failure to comply will result in your password being disabled.

*Your Banner password affects Banner, SQL, MS Access and any user created program that connects to the College’s Oracle database. This password does not affect TigerNet, WebCT, Email, or Computer log on.

- Your Banner password in the Production (MC) database is initially the same as in the Test (UBAN7) database; however, the two passwords
will become out of sync when the application prompts you to change your password in Production. Once you change your password in the Production database, you should also change your password in the Test.

- To change your password, navigate to the Password Change Form (GUAPSWD). You will be prompted to enter in your old (Oracle) password and your new password (twice). Leave the database field blank. Don't forget to click the OK button.

After you change your password and you use MS Access to connect to any tables in our databases, it is highly recommended that you re-link all of your tables.

Password rules:

1. Passwords expire every 90 days.

2. Passwords must be at least 6 characters long - no more than 10.

3. Passwords must be a combination of numbers and letters (only).

4. If you attempt to log in with an incorrect password three (3) consecutive times, your account will be locked. If you fail to change your password when prompted, your account will be disabled.

   For password resets, email bannerpassword@morehouse.edu; you will be notified via voicemail of your new password.

5. It is highly recommended that you change your reset password to something easy for you to remember (log into GWAPSWD).

**Revision History**

Last revision completed on 4.1.2010.
WIFI Acceptable Use IT 100.2:

Purpose

This policy provides guidance on the proper use of the on-campus wireless network.

Applicability

This policy pertains to all users of the Morehouse “WiFi” network and associated wireless networking resources.

Source

The College Policy.

Policy

All students, faculty, staff, and guests are expected to practice responsible computing and to adhere to these requirements for acceptable use when accessing Morehouse WiFi.

The WiFi network connection may be subject to monitoring, with cause, for security, legal, or troubleshooting purposes. This may include monitoring for bandwidth usage, security related incidents, or a request from legal/law enforcement authorities. In addition, the Morehouse College Office of Information Technology reserves the right to scan the network to assist in identifying and protecting against exploitable security vulnerabilities (e.g., viruses or worms) in efforts to preserve network integrity.

Information gathered in such scans will be used only for the explicit purpose of monitoring network security.

Procedure

1. Policy Violations:
Do not use WiFi in a way that violates state law, federal law, or the established IT policies of Morehouse College. Detailed listings of the current IT policies are located at: http://www.Morehouse.edu/oit/it_policies/.

2. Commercial Use

Your WiFi connection is for personal use only. Do not use WiFi for any commercial purpose or to host data services for other individuals or groups.

3. User Deception

Do not attempt to deceive others about your identity in electronic communications or other network traffic.

4. Improper Access

Do not access accounts, files, or other information belonging to other WiFi users or Internet users without their knowledge and explicit consent.

5. Harassment

Do not use your WiFi connection to threaten, intimidate, or harass other individuals.

6. Copyrights

You are required to comply with United States copyright law and the copyright policy of Morehouse College. Copying, downloading, or electronic transfer of copyrighted materials without the authorization of the copyright owner is against the law and may result in civil and criminal penalties, including fines and imprisonment.

7. Personal Wireless Networks

Personal wireless networks in Residential Halls are prohibited.

8. Excess Usage or Abuse
Network capacity is limited. If your WiFi connection uses excess bandwidth, sends disruptive signals, or violates any of the above policies, it will be subject to limitations or possible disconnection. Any other use or misuse of the connection that constitutes a violation of College Regulations could result in administrative or disciplinary procedures through the Office of the Dean of Students.

**Network Security Monitoring**

The WiFi network connection may be subject to monitoring, with cause, for security, legal, or troubleshooting purposes. This may include monitoring for bandwidth usage, security related incidents, or a request from legal/law enforcement authorities. In addition, the Morehouse College Office of Information Technology reserves the right to scan the network to assist in identifying and protecting against exploitable security vulnerabilities (e.g., viruses or worms) in efforts to preserve network integrity.

Information gathered in such scans will be used only for the explicit purpose of monitoring network security.

**Revision History**

Last revision completed on 4.1.2010.
Stolen or Lost Computing/Electronic Storage Devices Notification Process IT 100.3:

Purpose

To outline the steps to be taken and the procedures to follow when computing devices that can store College data, are lost or stolen.

Applicability

This process is to be adhered to by all College departments with the emphasis on quick response to the incident with the notification of the appropriate contacts as outlined below.

This process applies to any device that is College or personally owned and contains College data. Examples of devices could be laptops, USB storage devices, portable hard drives and smart phones. This process addresses a device that is lost or stolen from the campus premises, as well as from off-campus locations (homes, hotels, cars).

Departments should review this process with all parties that might use College data on portable devices as a part of their day-to-day responsibilities.

Source

The College Policy.

Policy

All College departments must report any lost or stolen computing equipment in accordance with this policy.

Procedure

Stolen or Lost On-campus

The device owner will...
  • Contact Morehouse College Campus Police
• Notify department head
• Determine the type of information stored on the device
• Campus Police contacts OIT Security via e-mail to helpdesk@morehouse.edu

If confidential/restricted data is stored on the device, OIT Security initiates the Information Security Incident Response Plan.

• OIT security officer follows the Tracking Stolen Computers procedures (an OIT internal use document) and if applicable, Computrace tracking procedures.

If no confidential/restricted data were stored on the device, an e-mail memo from the department head should be sent to the CIO to verify that such content was not stored on the lost/stolen device.

**Stolen or Lost Off Campus**

The device owner will...

• Contact local police jurisdiction
• Contact the Service Desk helpdesk@morehouse.edu
• Contact department head

**Revision History**

Last revision completed on 4.1.2010.
Active Directory Authentication IT 100.4:

Purpose

This policy specifies the approved methods of authenticating applications with the Morehouse domain Active Directory.

Applicability

This policy pertains to any application that utilizes the Morehouse domain Active Directory for authentication.

Source

The College Policy.

Policy

Any application that uses the Morehouse domain Active Directory for authentication must use a secure method of authentication to minimize exposure of user passwords.

Applications found to be operating in a non-secure mode will be shut down.

Procedure

a. Application designers who are designing applications that require Lightweight Directory Access Protocol (LDAP) authentication with the Morehouse domain Active Directory are encouraged to contact the service desk at helpdesk@morehouse.edu for assistance.

b. Applications that use simple LDAP binds or other un-secure methods of authentication to Morehouse’s Active Directory LDAP are not allowed.

c. Scripts used to maintain Active Directory Groups or otherwise manage an Organizational Unit (OU) must use secure forms of authentication.
d. Currently approved secure authentication methods include secure LDAP, or Windows NT LAN Manager (NTLM). However, other methods may become available in the future.

Revision History

Last revision completed on 4.1.2010.
Password Management Guidelines IT 100.5:

Purpose

This policy document outlines the requirements and guidelines for the choosing, managing, and protecting strong passwords at Morehouse College.

Applicability

This policy provides guidance for the proper handling and protection of passwords used to control access to Morehouse College systems, networks, applications, accounts, and data.

This policy applies to all account based information technology systems and processes that utilize Morehouse College resources. All system administrators and users of College information technology resources are responsible for the implementation of these standards. Policies and/or standards adopted by an administrative unit must be consistent with this policy, but may provide supplemental controls, guidelines, and restrictions.

Source

The College Policy.

Policy

All members of the College community are responsible for taking the appropriate steps to select and secure their passwords.

Individuals must have a unique identifier and password on all accounts and passwords must adhere to the following requirements:

- Passwords must be stored in irreversible encryption format whenever possible.

- Passwords must contain at least six (6) characters in combination as follows:
  - At least one alphabetic character (mixed upper and lower case)
  - At least one numeric character (1, 2, 3, 4, 5 ...)
At least one punctuation or symbol character (@, $, :, # ...)
Passwords must be changed at least once every 120 days.
Administrator user accounts that have system-level privileges granted through group memberships must have unique passwords for all accounts held by that user.
System administrators must verify the identity of users when assigning or resetting passwords.
System administrators should enforce "automatic lock out rules" after five unsuccessful login attempts, when possible.
All vendor supplied default passwords must be changed prior to any application or program's implementation to a production environment.

**Procedure**

The Office of Information Technology has the responsibility to enforce this policy through systematic means, OIT system administrators, and system users. All Morehouse College employees are responsible for complying with this policy. Any employee or authorized personnel found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

**General Password Construction Guidelines**

Passwords are used for various purposes. Some of the more common uses include: user accounts, Web account, e-mail accounts, screen saver protection, voicemail passwords, and remote access logins. Since very few systems have support for one-time tokens (dynamic passwords which are only used once), strong passwords should always be selected.

- Use random, pronounceable syllables to make up words that are easy to remember.
- Use acronyms for unusual phases that you invent (e.g. WCMPE120D for "why change my password every 120 days").
- Do not select a password that is a common usage word such as "Morehouse", "Tiger".
- Do not use computer terms, names, commands, sites, or company's software titles.
- Do not use word or number patterns like abcdefg, qazxsw, 12345678.
- Do not use your account name as your password.
• Do not base your password on any items of personal information such as your name, social security number, birthday, pet names, or family member.

Protecting Your Password

Do not use the same password for Morehouse College accounts as for non-Morehouse College accounts (i.e. personal ISP accounts, brokerage accounts, benefit accounts, etc.).

Remember if one account password is compromised, all accounts may be compromised. Do not share your College password(s) with anyone, including administrative assistants, supervisors, secretaries, or co-workers. All passwords are to be treated as sensitive, confidential Morehouse College information.

Here is a list of don'ts:
  o Don't reveal your password over the phone to anyone, including your computer support personnel. Support personnel should never initiate a call requesting a password.
  o Don't talk about your password around others.
  o Don't reveal a password on questionnaires.
  o Don't share your password with co-workers while on vacation.
  o Don't use the "Remember Password" feature on applications (e.g. Netscape Messenger, Outlook, Outlook Express, Eudora, etc.).
  o Don't write passwords down or store them anywhere near your computer.
  o Don't store passwords in a file on any computer system (including PDA's or similar devices) without using strong encryption.

If you suspect your account or password has been compromised, report the event to the service desk helpdesk@morehouse.edu and change your password immediately.

If someone demands your password, refer him or her to this document, or have him or her contact the service desk.

Revision History

Last revision completed on 4.1.2010.
E-Mail
Responsible Use of Electronic Mail IT 200.1:

Purpose

This policy provides guidelines related to the responsible use of electronic mail.

Applicability

This document constitutes the College policy for the management of computer networks, all computers and other devices connected to those networks, and the resources made available thereby. Responsible, acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. The policy respects intellectual property, ownership and/or stewardship of data, system security methods, and individuals' rights to privacy and to freedom from intimidation and harassment.

Source

The College Policy.

Policy

College information technology resources exist to support the educational mission of Morehouse and must be used appropriately and in accordance with local, state and federal laws. In addition, computer resources should be used in accordance with the ethical standards of the College community. Any use of the computer for harassment, threat, or defamation is a serious and punishable offense.

Anyone using Morehouse computers and networking resources is responsible for observing the policies set forth in Responsible Use of Information Technologies at Morehouse published by the OIT. The full text of the usage policy is available in printed form in the College’s Policies & Procedures located on the HR tab of TigerNet.

Make sure that your system date and time are set correctly. Microsoft Outlook relies on this information to tell you when messages are sent or received.
Procedure

1. **Acceptable Uses:**

   **Institutional Purposes:**

   College information technology resources are to be used exclusively to advance the College’s mission of education, research, and public service. Faculty, staff, and students may use these resources only for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the College, and other College-sanctioned or authorized activities. The use of College information technology resources for commercial purposes including any sort of solicitation is prohibited, absent prior written permission of the appropriate College official(s).

   The College acknowledges that occasionally faculty, staff, and students use College information technology resources assigned to them or to which they are granted access for non-commercial, personal use. Such occasional non-commercial uses are permitted by faculty, staff, and students, if they are not excessive, do not interfere with the performance of any faculty, staff member, or student’s duties, do not interfere with the efficient operation of the College or its technology resources, and are not otherwise prohibited by this policy or any other College policy or directive. Decisions as to whether a particular use of information technology resources conforms to this policy shall be made by the Provost’s Office if the use involves faculty; by the Office of Student Affairs if the use involves students; and by the Office of Human Resources if the use involves administrators or staff.

2. **Impermissible Use:**

   Computing resources may only be used for lawful purposes, and may not be used for any of the following purposes, or any other purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the College, inconsistent with the mission of the College, or likely to subject the College to liability. Impermissible uses (some of which may also constitute illegal uses) include, but are not limited to, the following:
   - Harassment;
   - Libel or slander;
• Fraud or misrepresentation;
• Destruction of or damage to equipment, software, or data belonging to the College or others;
• Disruption or unauthorized monitoring of electronic communications;
• Unauthorized scanning of network nodes;
• Unauthorized copying or transmission of copyright-protected material;
• Use of the College’s trademarks, logos, insignia, or copyrights without prior approval;
• Violation or circumvention of computer system/network security;
• Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including e-mail addresses) assigned to others;
• Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities or bandwidth);
• Development or use of unapproved mailing lists;
• Use of computing facilities for private business purposes unrelated to the mission of the College or to College life;
• Academic dishonesty;
• Academic Honor Code violations;
• Violation of software license agreements;
• Violation of network usage policies and regulations;
• Violation of privacy;
• Posting, viewing, printing or sending obscene, pornographic, sexually explicit, or offensive material;
• Posting, viewing, printing or sending material that is contrary to the mission or values of the College;
• Intentional or negligent distribution of computer viruses;
3. General Policies

Use of information technologies has become an integral part of many College activities. While some computing occurs on individual, non-networked computers, most information and communication systems reside on central computers and use networks to exchange information.

Responsibilities of Users

- Network accounts, passwords, and other types of authorization are assigned to individual users and must not be shared.
- Follow all IT-applicable policies, including, but not limited to, the Information Security Policy and the Strong Password Standard.
- Any protective/defensive software (e.g., virus detection) provided by OIT must be used in the manner specified by that office.
- Users have the responsibility to abide by existing regulations for the protection of sensitive institutional data. Refer to the Information Security Policy for specific guidelines and information.

Privacy and Confidentiality

The College reserves the right to inspect and examine any electronic content on any Morehouse owned or operated communications system, computing resource, or other electronic device at any time. Permission must be granted by the appropriate College officials.

In addition, sources outside the College may, on occasion, request an inspection and/or examination of any Morehouse owned or operated communications system, computing resource, and/or files or information contained therein. In such cases, the College will release information only if one or more of the following conditions exist:

- When authorized by the owner(s) of the information
- When required by federal, state, or local law
- When required by a valid subpoena or court order

Warning: Users of electronic mail systems should be aware that electronic mail in its present form cannot be secured and is,
therefore, extremely vulnerable to unauthorized access and modification.

**External Networks**

Members of the College community who use networks, facilities, or computers not owned by the College shall adhere to this Responsible Use Policy when conducting College business, and shall adhere to all policies and procedures established by the administrators of non-College networks, facilities, or computers they use. Whether or not an external policy exists for non-College information technologies, the Morehouse Responsible Use Policy shall remain in effect and shall be adhered to by members of the College community at all times.

**Enforcement**

The College considers any violation of Responsible Use to be a significant offense and reserves the right to disconnect systems from the network and suspend violators’ use of network resources. Violations of Responsible Use shall subject users to the regular disciplinary processes and procedures of the College for students, staff, administrators, and faculty and may result in loss of their computing privileges, and other measures up to and including expulsion from the College or loss of employment. Illegal acts involving College information technology resources may also subject violators to prosecution by local, state, and/or federal authorities.

**Disclaimer**

As part of the services available through the Morehouse network, the College provides access to a large number of conferences, lists, bulletin boards, and Internet information sources. These materials are not affiliated with, endorsed by, edited by, or reviewed by the College of Morehouse, and the College takes no responsibility for the truth or accuracy of the content found within these information sources. Moreover, some of these sources may contain material that is offensive or objectionable to some users.
Existing College Rules and Regulations

This policy is intended to be an addition to existing College rules and regulations and does not alter or modify any existing College rule or regulation.

The College reserves the right to modify or amend this policy at any time in its sole discretion.

Web Version

This policy (along with additional supporting policies and standards) is available on the web at http://tigernet.morehouse.edu

This policy remains in effect until such time as the CIO or College Officers call for a review. Requests for exception to any portions of this policy must be presented to the College’s Chief Information Officer.

Revision History

Last revision completed on 4.1.2010.
Requesting Access to an Employee's E-Mail Attachments or Computer Files IT 200.3:

Purpose

This policy provides guidelines governing the access to an employee’s email, attachments, or computer files.

Applicability

Morehouse College has established this policy to protect employees’ electronic communications, except in situations where legal requirements take precedence.

- **Electronic Communications Files.** Electronic communications primarily consist of e-mail and attachments. If access to those electronic communications is required, the appropriate consent procedures must be followed, as described below.

- **Files Created on a Computer.** When reviewing *files created on an individual’s computer*, consent to access generally is not required because those files do not meet the College’s definition of an “electronic communication record.” When reviewing such files, colleagues have an obligation to respect the privacy of personal communications and not review e-mail messages or attachments.

Source

The College Policy.

Policy

Any review, whether limited to computer files for which no consent is required or including e-mail and attachments pursuant to authorized access, should be limited to the minimum necessary review in order to resolve the situation.  
*Note: Requests for access should be made by a manager or, in cases in which an investigation will be conducted, the Office of General Counsel or the Office of Internal Auditing.  See section 3 below.*
Procedure

Procedures for Requesting Access

1. Employees Who Have Separated or Died:

- When an individual is no longer employed at Morehouse College, and no longer has access to their e-mail account, the manager may ask the Service Desk for access to the individual’s e-mail account and computer files, without the consent of the former employee, and without requiring a formal request for nonconsensual access. **Before access is requested, the manager should make sure that the separated employee’s password has been changed so that the former employee no longer has access to the e-mail account.** See the account cancellation form and direct questions to the helpdesk@morehouse.edu.

The Service desk handles requests depending on the type of records sought. Records are grouped into two categories:

- **Administrative Records.** Administrative records belong to the College. When an employee has separated from the College or died, College representatives (preferably the individual’s manager or department administrator) may be provided access to administrative records—whether e-mail or files.
  - In cases when an employee has died, the manager should be advised that, other than appropriate College personnel, only the individual’s legal beneficiary (as opposed to self-identified family members or friends) may have access to administrative records.

- **Intellectual Property.** Intellectual property may belong to the individual. Generally that individual or, in the case of death, a legal beneficiary, may access these materials (this usually applies to cases involving faculty members). In these situations, the Office of the General Counsel must be involved to manage the access request.

2. Employees on Leave:
The manager should ask an employee going on leave (maternity, sick, extended vacation, etc.) in advance for permission to access the employee’s electronic communications during the leave period to ensure business continuity as necessary. This permission also can be requested while the employee is on leave.

3. Situations Involving Criminal Investigations or Sensitive Matters

4. When a current employee has not given or cannot give permission for access, or must not be alerted to the request for access, or when an investigation will be conducted involving a separated employee, the manager must contact the Director of Internal Auditing for permission.

Revision History

Last revision completed on 4.1.2010.
User Guidelines for Separated Employees' Network / E-Mail Access IT 200.3:

Purpose

This policy provides guidelines for managing employee access to College computing resources upon termination of employment.

Applicability

This policy applies to full-time and part-time employees of the College.

Source

The College Policy.

Definitions

**Contract Faculty or Staff** – Any faculty or staff who is formally hired by the College for a specific work assignment and/or for a specified time period as outlined in a negotiated, approved contract.

**Emeritus** – Any retired Morehouse College professor granted the rights, privileges, and benefits of emeritus status with approval from the Provost and the President.

**Part-time Faculty** – Any faculty member who is serving a less than full-time appointment. **Separated Employee** – Any faculty or staff who serves employment with the College by choice, mutual agreement, and whose appointment is dismissed.

* Consult with HR for current definitions

Policy
All network and e-mail access ceases upon official separation from the College and the Office of Information Technology (OIT) locks user accounts upon receipt of separation notification through the Office of Human Resources (HR). OIT is not authorized to reinstate any separated employee’s network/e-mail access without written approval from HR, Internal Auditing or the Office of General Counsel. The following graphically demonstrates conditions where access may continue past the separation date:

<table>
<thead>
<tr>
<th>Staff</th>
<th>Access Discontinued</th>
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</thead>
<tbody>
<tr>
<td>Full-time and part-time faculty</td>
<td>Access discontinued</td>
</tr>
<tr>
<td>part-time faculty returning following semester</td>
<td>Access continues with HR approval</td>
</tr>
<tr>
<td>Emeriti</td>
<td>Access reinstated with Provost approval</td>
</tr>
<tr>
<td>Contract faculty and staff</td>
<td>Access continues with HR approval</td>
</tr>
</tbody>
</table>

Detailed explanations of these conditions, the procedures and limitations, and the required approvals are contained in this guideline.

**Procedure**

1. For security reasons, all faculty and staff network access and e-mail accounts are locked at the close of business on the last day of employment.

2. Separated employee’s e-mail accounts remain hidden from access for 60 days and, at the end of that time, are permanently deleted.

3. Once separation occurs, an employee may not use his or her e-mail account to conduct College business or act in any manner that portrays that the employee remains a representative of the College. This includes accessing e-mail accounts to retrieve any messages or information and responding to messages or requests received after the separation date.

4. Prior to departing the campus, separating employees should use the “out of office Assistant” feature to redirect incoming e-mails to the department office or other designee for action.
5. Department administrators, in preparation for an employee’s voluntary separation, should coordinate with the employee to ensure continuity of business operation.

i. Determine a department mailbox or designee to receive any future incoming messages that might require department action.

ii. Obtain written approval to access e-mail records prior to an employee’s departure if the contents are vital to the department’s operation and cannot be moved to another mailbox before departure.

iii. In the absence of written approval to access e-mail records the dean, department chair, managers or executive officers can send an e-mail to helpdesk@morehouse.edu stating the mailbox name into which access is needed, name(s) of the individual to be given temporary access, duration that access is required, and reason for access. Requests are reviewed and approved by the HR prior to access being granted.

iv. For approved request, a new password will be issued to the individual(s) given temporary access. The OIT service desk will contact the new user to pick up the password and present his or her Morehouse College identification card.

v. Under no circumstances will access be granted for longer than two weeks. Departments are responsible for moving vital communications from the separated employee’s mailbox to a new location in a quick and secure manner.

Revision History

Last revision completed on 4.1.2010.
Electronic Data Disposal IT 300.1:

Purpose

This policy provides guidance on the proper disposal of electronic data.

Applicability

This policy pertains to the disposal of all computer systems, electronic devices and electronic media or any transfer of computing equipment outside of Morehouse College.

Source

The College Policy.

Policy

All computer systems, electronic devices and electronic media must be properly cleaned of sensitive data and software before being transferred outside of Morehouse College either as surplus property or as trash.

Computer hard drives must be sanitized by using software that is compliant with Department of Defense standards. Non-rewritable media, such as CDs or non-usable hard drives, must be physically destroyed.

The primary responsibility for sanitizing computer systems, electronic devices and media rests with the units that purchase them.

Procedure

1. Deans, Directors and Department Heads are responsible for the sanitation of all Morehouse College-owned electronic devices and computer systems in their units prior to removal from the campus. This responsibility may be delegated within the college as deemed appropriate. College units may also contract with OIT Service Desk for disk sanitation services.
2. All College employees are responsible for the sanitation of non-reusable electronic media before disposal. Similar to shredding paper reports, CDs and other non-rewritable media should either be broken or defaced by scratching before disposal.

3. The Office of Information Technology is responsible for publishing this policy, associated forms, and a list of DoD-compliant disk sanitation software on the Information Technology website.

4. The Office of Information Technology is responsible for the disposition of surplus computer systems and electronic devices. Any computer system or device sent to Property Services for disposition must have an Electronic Data Disposal Verification form (available from the IT website) affixed to it indicating that the system has been sanitized, the date, the name and phone number of the person responsible for sanitizing the system. OIT will not accept any computer system without this information. If the original operating system media and certificate of license are available, they should also be sent to OIT with the computer system.

5. Any disposal of computer systems and media must comply with all environmental regulations.

Background

A large volume of electronic data is stored on computer systems and electronic media throughout the College. Much of this data consists of confidential and sensitive information, including student records, financial data, personnel records, and research information. Morehouse College is covered by several federal laws that set forth responsibilities for protecting this information, including the Family Educational Rights and Privacy Act (FERPA), the Federal Privacy Act, the Health Insurance Portability and Accountability Act (HIPAA) and the Gramm-Leach-Bliley Act. In addition, copyright laws and software license agreements protect vendor rights regarding the use of software. Much of the software at Morehouse College is licensed under special academic licensing agreements which prohibit the transfer of this software outside of the College.

Unauthorized disclosure of sensitive information may subject the College to legal liability, negative publicity, monetary penalties, and the possible loss of funding. All sensitive information and licensed software must be properly removed when disposing of computer systems with
hard drives, PDAs, and removable media, such as CDs, DVDs, USB drives, Zip disks, diskettes, tapes and smart cards.

Many studies of disk sanitation indicate that simply deleting files from the media or formatting a hard drive is not sufficient to completely erase data so that it cannot be recovered. These studies generally recommend two methods for disk sanitation.

The first method is the destruction of the media either by physical force or by electromagnetic degaussing. However, destroying a hard drive lessens the value of the computer system for any other use.

The second method of disk sanitation is overwriting all previously stored data with a predetermined pattern of meaningless information, such as a binary pattern, its complement, and an additional third pattern. This has been detailed in the US Department of Defense National Industrial Security Program Operating Manual DoD 5220.22-M. There are several commercially available software products that comply with this standard.

**Revision History**

Last revision completed on 4.1.2010.
Electronic Data Disposal – DOD - Compliant Disk Sanitation Software IT 300.2:

Notes:

1. The information listed in this table is current as of March 31, 2004. Please visit the vendor websites for the latest feature, system requirement and pricing information.

2. The software products listed in this table wipe the entire contents of a computer drive through use of a bootable diskette or CD. Since many of the products allow various levels of overwrite, be sure to select the option that is DoD-compliant.

3. There are other software products that work with an operating system to wipe individual files and folders. These products are meant for daily use and do not wipe the operating system files which may contain sensitive information such as passwords. The final cleaning of any computer system should be done with a product that wipes the entire contents of the drive.

<table>
<thead>
<tr>
<th>Product Vendor URL</th>
<th>General Information</th>
</tr>
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</table>
| **Active@ KillDisk Professional** LSoft Technologies  
  www.killdisk.com/eraser.htm | $29.95  
  Free version is not DoD compliant  
  PC |
| **Autoclave**  
  College of Washington  
  staff.washington.edu/jdlarios/autoclave | GNU General Public License  
  PC |
| **BCWipe**  
  Jetico, Inc.  
  www.jetico.com/products.htm | $39.95; 30-day free trial  
  PC, UNIX |
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<thead>
<tr>
<th><strong>Product</strong></th>
<th><strong>Vendor</strong></th>
<th><strong>Description</strong></th>
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<tbody>
<tr>
<td>cyberCide</td>
<td>CyberScrub LLC</td>
<td>Licensed per use PC</td>
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<td></td>
<td><a href="http://www.cyberscrub.com/cybercide">www.cyberscrub.com/cybercide</a></td>
<td></td>
</tr>
<tr>
<td>Darik's Boot and Nuke (DBAN)</td>
<td>SourceForge.net dban.sourceforge.net</td>
<td>GNU General Public License PC</td>
</tr>
<tr>
<td>DataEraser Professional</td>
<td>Ontrack Data Recovery <a href="http://www.ontrack.com/dataeraser">www.ontrack.com/dataeraser</a></td>
<td>Licensed per use PC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Personal version is not DoD-compliant</td>
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<tr>
<td>ta Scrubber</td>
<td>Data Devices International <a href="http://www.datadev.com/ds100.html">www.datadev.com/ds100.html</a></td>
<td>$1,995.00</td>
</tr>
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<td></td>
<td></td>
<td>PC, UNIX (SCSI drives)</td>
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<td>Mares and Company <a href="http://www.dmares.com/maresware/df.htm#DECLASFY">www.dmares.com/maresware/df.htm#DECLASFY</a></td>
<td>Licensed per use PC</td>
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<td>Disk Wipe</td>
<td>Dtidata.com <a href="http://www.dtidata.com/products_disk_wipe.asp">www.dtidata.com/products_disk_wipe.asp</a></td>
<td>$49.00 per administrator PC</td>
</tr>
<tr>
<td>Disk Wiper</td>
<td>Paragon Software Group <a href="http://www.disk-wiper.com">www.disk-wiper.com</a></td>
<td>$149.95</td>
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<td></td>
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<td></td>
<td></td>
<td>PC</td>
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<tr>
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<td>Vendor</td>
<td>Price</td>
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<tr>
<td>Drive Scrubber Professional</td>
<td>Iolo Technologies</td>
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<td>Micro 2000, Inc.</td>
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<td>UniShred Pro</td>
<td>Los Altos Technologies, Inc.</td>
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<tr>
<td>WipeDrive</td>
<td>White Canyon, Inc.</td>
<td>$39.95 (1-20 computers)</td>
</tr>
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**Revision History**

Last revision completed on 4.1.2010.
SECTION VII: OFFICE OF STUDENT SERVICES
REVISED DECEMBER 2011
Office of Student Services Organization Chart
Department of Athletics
Department of Athletics SS 200.1:

Purpose

Athletics are an essential part of the overall educational experience at the College. The College provides a comprehensive and diverse athletics program, offering opportunities to all interested students.

The Department of Athletics is committed to providing a vigorous intercollegiate sports program that encourages physical fitness, achievement and fellowship.

Morehouse student-athletes demonstrate that a pursuit of excellence on the playing field is fully compatible with the pursuit of excellence in the classroom, and the combination of those two endeavors lends itself to a comprehensive educational experience.

Applicability

All faculty, staff and students are welcome to attend all intercollegiate sporting events. The services of the athletics department are utilized by more than 200 Morehouse student-athletes. These student athletes compete in seven intercollegiate sports. These students must be approved by the National Collegiate Athletic Association Clearinghouse and must meet stringent academic requirements, which they must maintain, to remain eligible for intercollegiate competition.

Source

- College Policy
- Department of Athletics Compliance Manual
- Morehouse College 2006-2008 Course Catalog
- Morehouse College Student Handbook
- National Collegiate Athletic Association (NCAA) Legislation and Governance
- Southern Intercollegiate Athletics Conference (SIAC)

The Department of Athletics adheres to the policies and procedures outlined in the Morehouse College Policies and Procedures Manual and in the
Morehouse College Student Handbook, approved by the College for all students. The athletics department is also governed by the policies and procedures outlined by the NCAA because the College is a member institution. The NCAA publishes and updates a manual, which it distributes to its members and posts on its website.

The athletics department is further guided by the rules and regulations set forth by the Southern Intercollegiate Athletic Conference, of which the College is a member. The SIAC publishes and distributes a policies and procedures handbook, which is revised annually and spells out specific rules related to scheduling, post-season play, athletic awards and compliance to the NCAA.

**Policy**

In addition to being governed by the policies outlined in the Morehouse College Policies and Procedures Manual and the Morehouse College Student Handbook, the Department of Athletics adheres to the rules and regulations described in its departmental compliance manual. The guidelines contained therein relate specifically to all areas of intercollegiate competition.

If differences occur between the policies and procedures in the compliance manual and those within the College’s manuals and handbooks, the College’s policies and procedures will prevail.

The Department of Athletics manual spells out specific rules and regulations for student-athletes and their coaches, managers and trainers. For example, it includes information related to conduct on and off the field, competition, fitness, drug-use, and sports wagering. All student-athletes must adhere to the policies and procedures outlined in the athletics department manual.

The manual also provides regulations for prospective students, coaches, alumni and boosters regarding recruitment, admissions, eligibility, scholarships, and other benefits for student-athletes.

**Procedure**

Academically eligible students may seek participation in intercollegiate competition during open tryouts for various sports at the places and times designated by the head coach of that particular intercollegiate sport. The
athletics department encourages student participation and involvement. Any additional questions or concerns should be directed to the director of athletics.

Revision History

Last revision completed on 1.1.2008.
Counseling Resource Center
Counseling Resource Center SS 300.1:

Purpose

The overall mission of the Counseling Resource Center is to support the mission of the College in “fostering understanding and appreciation of the specific knowledge and skills needed for the pursuit of professional careers and/or graduate study” and in “cultivating the personal attributes of self-confidence, tolerance, morality, ethical behavior, humility, a global perspective, and a commitment to social justice.” This is accomplished by providing individual and group counseling, coaching, seminars and workshops for growth and personal development, career planning and placement, and services for persons with physical and/or educational challenges.

Applicability

Students may utilize any and all services provided by the Counseling Resource Center. In addition, consultation is available for administrators, faculty and staff.

Source

- College Policy
- Morehouse College 2006-2008 Course Catalog
- Morehouse College Student Handbook
- Federal and state laws regarding confidentiality and Health Insurance Portability and Accountability Act (HIPAA)
- Family Educational Rights and Privacy Act of 1974 (FERPA)
- Professional guidelines, standards, and best clinical practices

Policy

The Counseling Resource Center seeks to have the greatest impact on the College environment by being proactive. Interacting with the administration, faculty and students to create changes that foster growth and development in all students. Hence, staff must assume roles as counselor, consultant, educator, group leader, program development professional, and trainer.
If differences occur between the policies and procedures in this manual and those within a department, the College manual’s policies and procedures will prevail.

**Procedure**

The Counseling Resource Center is open between the hours of 9:00 a.m. and 5:00 p.m., Monday – Friday. Students may contact the center to schedule an appointment. Walk-ins are welcome.

Referrals are accepted from faculty, administrators, and/or staff.

For an after-hours emergency, dial “911” or contact Campus Police at (404) 215-2666.

**Revision History**

Last revision completed on 1.1.2008.
Office of Housing and Residential Life
Office of Housing and Residential Life SS 400.1:

Purpose

The Office of Housing and Residential Life is committed to developing a safe and inclusive residential community that assists in fostering the development of Morehouse men. Programming, services and policies are intentionally designed to facilitate intellectual and personal growth, cultural awareness and appreciation, social responsibility, ethical leadership and academic excellence. It is our responsibility to create a challenging yet supportive residential community that promotes and cultivates conscientious men to lead in a global society.

Applicability

Students and other college community members.

Source

- College Policy
- *Housing and Residential Life Manual*
- *Morehouse College 2006-2008 Course Catalog*
- *Morehouse College Student Handbook*
- Family Educational Rights and Privacy Act of 1974 (FERPA)

Policy

It is the policy of the Office of Housing and Residential Life to assign housing to new and continuing students.

Procedure

*Housing Assignments--New Students*

1. Applicant applies for admission to Morehouse College.

2. If the applicant is admitted, the newly admitted student is required to live on campus.
3. The new student must remit a $500.00 acceptance fee. The acceptance fee allows the student to be temporarily assigned to a room in one of six new student/freshman residence halls.

4. The new student must remit the balance of room, board and tuition by July 1 to be officially assigned to a room.

5. If the new student does not pay the balance of his college bill by July 1, the new student will be placed on a wait list.

**Housing Assignments—Continuing Students**

1. Notification of the dates should begin at the beginning of the first semester and continue throughout the year. There are several key days—the **Deposit Period, Room Selection Number Distribution, Room Selection, Reassignment of Forfeitures, and Final Verification**.

   - The **deposit period** runs from March 1 through April 1, until the close of business. The late payment period begins on April 2 at the start of the business day.
   - **Room selection number distribution** usually occurs two to three days following the conclusion of the deposit period.
   - **Room selection** usually occurs during the third week of April—sometime around the 15th-19th—on the Monday, Tuesday, and Wednesday of that week.
   - **Reassignment of Forfeitures** occurs the week following the week of the initial payment, sometime around July 8.
   - **Final Verification**—Letters are distributed to students notifying them of their housing for the fall; this usually occurs during the third week of July, around the 20th.

2. The number of available spaces is determined by need for the upcoming year, minus new student, scholarship, athlete, RA, and ADA requirements.

3. Interested students pay the **room selection deposit** (amount to be determined—$250.00) to the cashier’s office, where they will receive receipts. This deposit period lasts from March 1 to April 1 (or the next business day as applicable) to allow all students ample opportunity to pay. This is a crucial portion of the process because it provides the approximate number of students interested in housing for the next semester as well as encourages students to adhere to housing decisions.
4. As payments are made to the cashier’s office, students must then proceed
to the housing office to **log in their applications before the deposit period ends on April 1.** They may pay at any time before they submit their applications, but they cannot submit applications prior to making their payments. Housing applications are available either from the residence life staff in students’ current halls or from the housing office. The housing office staff is responsible for initialing each record and entering applications into the Banner system as they come in. No application should be accepted without the housing deposit being prepaid, but the responsibility for prepayment lies with the student.

5. The Daily Log is part of the checks and balances of the room selection system. Students may receive room selection numbers only if the deposit payment is made, and even though a student may attempt to circumvent the system, he will not be assigned a room selection number if the deposit is not on the account. (All applications will be entered as soon as they are turned in; however, during the last days of the deposit period, it may be impossible to input all of the applications at the high rate of submission. This is where a student may attempt or have the chance to circumvent the system, but nonpayment will be evident at the time of Banner input, and even though the application has been accepted and the student has departed, no room selection number will be given.)

6. Assignment of numbers occurs by any random process, including 1. placing numbers in a container and assigning them to each qualified application; 2. placing applications in a container and assigning them numbers randomly based on order of drawing; 3. using available computer resources to assign numbers randomly; 4. or any random process the administrator can invent or utilize. The process should continue until all students who have paid the deposit have received a number.

7. On the room selection days, which traditionally have occurred over the course of three days or as many as needed, all students who have received a number will assemble in designated area (King Chapel, Sale Hall, Dansby 201, or any place with the capacity to hold a crowd).

8. Beginning with the priority numbers, students are allowed to choose from the allotted selection of rooms (certain rooms in each residence hall will be restricted for obvious reasons—RA’s, athletes, ADA requirements,
etc.). Students do not have to be present (housing applications are filled out with housing selections and non-present applicants will receive assignments based on the availability of choices, or as close as possible to them) at the room selection to receive consideration for a room selection. Once a student makes a selection, the only changes allowed are cancellations until a certain date for room changes once students report in the fall.

9. Any student not receiving an assignment at this time will be wait listed until a vacancy becomes available.

10. Once selections are made, students receive correspondence indicating their selections and explaining the remaining portion of the process.

11. Immediately after the close of school (no later than May 30), verification letters are sent to all students applying for housing regardless of their status; these letters indicate to students their selections (or their wait statuses) and remind them of the impending dates for initial fee payment;

12. Students must pay initial fees by or before the date required by the business office to secure housing selection. If a student fails to make payment by the deadline, his space is returned to the general pool and the next student on the wait list from his classification receives the option. In order to claim a room, a wait listed student must have previously paid the advance deposit by the deadline.

13. Accounts are checked routinely by housing office staff, and those students successful in meeting all deadlines are relocated from the “room selection file” to the “okay to house” file. All others remain in the file until paid.

14. A student’s failure to make the scheduled payment results in his assignment being purged and made available for reassignment. A letter indicating this occurrence is sent to the student as soon as verification of status allows.

15. Once accounts are checked following the July deadline, confirmation letters will be sent immediately to students verifying their housing selections.

**Aspects of the Housing Selection System**
Please refer to the Morehouse College Student Handbook for information on the following aspects of the housing selection system: the deposit, scholarship students, roommate selections, late payments/applications, the waiting list, the purge list, room changes, the financial aid factor, housing deposit exceptions, housing assignment “holds,” cancellation of room assignments, and non-participation in room selection.

**Revision History**

Last revision completed on 1.1.2008.
Office of Student Activities SS 500.1:

Purpose

The mission of the Office of Student Activities at the College is to serve the student body and greater collegiate community by providing co-curricular programs and experiences that promote the spiritual, physical, intellectual, cultural, educational, and social growth of each student. The Office of Student Activities takes a holistic approach to student development and encourages each student to participate actively in all aspects of the College, whereby he may become a better citizen and leader in the community.

Applicability

Every member of the student body, faculty and staff has the right to participate freely in College-sponsored activities without facing discrimination or bias based on any classifications that deprive him/her of consideration as an individual.

Only students who are academically ineligible or who have sanctions with the Office of Student Conduct are prohibited from participating in services and programs.

Source

- The Office of Student Activities follows all the guidelines and procedures outlined in the Morehouse College Student Handbook. The handbook is the College’s official notification of its policies, rules, regulations, and standards of conduct and decorum. Each student is responsible for knowing these policies, rules, regulations, and standards of conduct. The enrollment status of each student is dependent upon his compliance with all the conditions specified in the handbook.
- The Office of Student Activities also follows all guidelines and procedures outlined in the Morehouse College Policies and Procedures Manual and in the Morehouse College 2006-2008 Course Catalog.

Policy
The Office of Student Activities is committed to the holistic growth of each student through co-curricular involvement at the College. The Office of Student Activities oversees many areas of campus life, including the Student Government Association, Greek Life, Homecoming, Friends and Family Weekend, and student organization advisement. The primary goal of the Office of Student Activities is to provide quality programs and services to College students and the surrounding community.

Procedure

Members of the College community gain access to various College-sponsored services and programs through the College website, approved flyers, and email correspondence. Students are also referred to the Office of Student Activities by other offices and units on the campus.

The areas of service and programs directly under the scope of the Office of Student Activities are organized into the following major sections:

I. **Student Government Association**

The College’s Student Government Association (SGA) is elected by and from the student body. In its representation of the student body, the SGA is committed to assessing the needs of students and ensuring that their concerns are properly communicated to the staff and faculty of the College. Through continuous collaboration with students, faculty, and administrators, the SGA helps to facilitate an environment that is conducive to providing a positive collegiate experience for the entire student body. SGA membership offers students an opportunity to develop sound judgment, maturity, and leadership skills by taking an active role in issues that govern student life at the College. The SGA is composed of an Executive Board, Student Court and Student Senate.

In addition, the SGA influences the College's decision making process by serving as a liaison between the students and the governing bodies presiding over policies and procedures for the College. The SGA will also encourage and provide opportunities for student involvement to develop in each student a lifetime relationship with Morehouse College.

II. **Greek Life**
All aspects of fraternity life are overseen by the Office of Student Activities. Morehouse College fraternities are organizations based on a lifelong commitment to scholarship, achievement, service, citizenship, friendship, and leadership. Through Greek rush and a process of selection and recruitment by each chapter on the campus, students have the opportunity to meet and interact with the members of each fraternity.

**List of Fraternities**

*Alpha Phi Alpha Fraternity, Incorporated Alpha Rho Chapter*

**Alpha Phi Alpha (ΑΦΑ)** is the first intercollegiate fraternity established by African Americans. Founded on December 4, 1906, on the campus of Cornell University in Ithaca, New York, as a social fraternity, Alpha Phi Alpha has initiated over 175,000 men into the organization and has been open to men of all races since 1945. The fraternity utilizes motifs and artifacts from ancient Egypt to represent the organization and preserves its archives at the Moorland-Spingarn Research Center.

*Kappa Alpha Psi Fraternity, Incorporated Pi Chapter*

**Kappa Alpha Psi (ΚΑΨ)** is the second-oldest collegiate Greek-letter fraternity with a predominantly African American membership and the first black intercollegiate fraternity incorporated as a national body. Since the fraternity’s founding in 1911 at Indiana University–Bloomington, the fraternity has never limited membership based on color, creed or national origin. The fraternity has over 105,000 members with 700 undergraduate and alumni chapters in every state of the United States, and international chapters in the United Kingdom, Germany, Korea, Japan, the West Indies and South Africa.

*Omega Psi Phi Fraternity, Incorporated Psi Chapter*

**Omega Psi Phi (ΩΨΦ)** is a national fraternity, and was the first black national fraternal organization to be founded at a historically black college. Omega Psi Phi was founded on November 17, 1911, at Howard University in Washington, D.C., by three undergraduate students and one faculty advisor. From its inception, the fraternity has worked to build a strong and effective force of men dedicated to its cardinal principles of manhood, scholarship, perseverance, and uplift. In 1927, at the urging of fraternity member Carter G. Woodson, the fraternity
made National Negro Achievement Week an annual observance, and it continues today as Black History Month.

**Phi Beta Sigma Fraternity, Incorporated Chi Chapter**

**Phi Beta Sigma (ΦΒΣ)** is a predominantly African American fraternity founded at Howard University in Washington, D.C., on January 9, 1914, by three young African American male students. The founders—A. Langston Taylor, Leonard F. Morse, and Charles I. Brown—wanted to organize a Greek letter fraternity that would exemplify the ideals of brotherhood, scholarship, and service.

**Iota Phi Theta Fraternity, Incorporated Alpha Pi Chapter**

**The Iota Phi Theta Fraternity (ΙΦΘ)** is a nationally incorporated, predominantly African-American social/service fraternity. Founded at Morgan State University in Baltimore, Maryland, Iota Phi Theta presently consists of 30,000 members. There currently exist approximately 200 undergraduate and alumni chapters, as well as colonies located in over forty U.S. states, the District of Columbia, the Bahamas and South Korea.

**Eligibility to Participate in Greek Life**

Students who wish to participate in fraternity life must:

- Adhere to the mission of the College

- Not engage in any form of hazing as stated in the Georgia Hazing Law, inserted below:

  § 16-5-61. Hazing

  (a) As used in this Code section, the term:

  (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.

  (2) "School" means any school, college, or university in this state.
(3) "School organization" means any club, society, fraternity, sorority, or a group living together which has students as its principal members.

(4) "Student" means any person enrolled in a school in this state.

(b) 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.

(c) Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

- Have a minimum grade point average of 3.0
- Attend Greek rush at the beginning of each semester
- Be in good standing with the Office of Student Conduct
- Be full-time undergraduates with at least 26 Morehouse credits
- Have at least 15 Morehouse credits if they are transfer students.

Once students become members, Greek letter organizations offer them an array of opportunities for learning and growing as undergraduate students at the College. By taking a leadership position in the chapter, students learn life skills that will be invaluable upon graduation. They will also have a unique opportunity to form a bond with other men that will last a lifetime. The College hopes that the legacy of Greek life at Morehouse is communicated through progressive students who are serious about the principles by which each fraternal organization was founded.

**III. Homecoming**
Homecoming at Morehouse College is an exciting time! It is a week filled with concerts, tailgating events, a coronation, a step show, a football game, a parade, and a variety of social programs for students, alumni, faculty and administrators. There are numerous events planned to get everyone in the school spirit! Morehouse College homecoming is rich in tradition, and the Office of Student Services along with the Office of Student Activities ensures that all events are planned properly. Homecoming usually includes activities for students and alumni that allow all parties involved to create new memories and reminisce about old ones. We seek to provide an opportunity for everyone at the College to enjoy the safe and fun-filled festivities of the week and to promote the bond of brotherhood and family at Morehouse College.

- The Office of Student Services will have a steering committee to determine what events will take place for parents, faculty, staff, alumni, and students during the week of homecoming.

**IV. Friends and Family Weekend**

Sponsored by the Office of Student Activities, Family Weekend at Morehouse College is a phenomenal opportunity for family and friends to visit the campus to actively engage and celebrate their student’s accomplishments. Family Weekend also allows participants to experience the rich tradition of undergraduate life at the College and allows parents to become more familiar with the many resources available to their students at the College. Morehouse College welcomes each student and their family members to take full advantage of the programs and activities offered throughout the weekend. Pre-registration is required to attend Family Weekend.

- The Office of Student Services will have a steering committee to determine what events will take place for parents, faculty, staff, and students during the weekend.
The Office of Student Services will send out save-the-date cards and registration forms to parents during the first semester to determine how many participants will take part in Family Weekend.

V. Student Organizations

Student organization advisement is a critical part of the Office of Student Activities, whose goal is to promote student involvement through membership in student-led organizations. Student organizations are a fundamental part of the co-curricular experience. The Office of Student Activities registers student organizations, and provides to them services, information, support, and advisement to assist with the development and strengthening of all students individually and collectively. The Office of Student Activities works closely with the College and the community, including faculty and staff advisors for student groups. Its mission is to provide leadership development, organizational management, and skill development opportunities. Ultimately, the Office of Student Activities wants to support quality co-curricular learning experiences that encourage high levels of student involvement on the Morehouse campus. Student groups at the College are expected to abide by the College’s policies and procedures.

Any group of College students who wish to register an organization with the Office of Student Activities must meet certain requirements. Specifically, they must:

- Design an organization with a purpose that 1) is consistent with the mission, regulations, and policies of the College and 2) does not duplicate the mission or purpose of another registered student organization at the College.
- Have at least two officers, a president and a treasurer. Creating other officer positions is encouraged, but not required. Both the president and the treasurer of an organization must be Morehouse College students.
- Choose a faculty or staff advisor from the College faculty or administrative staff. A newly registered student organization is
required to have a faculty/staff advisor. The responsibilities of the faculty/staff advisor are designated by the student organization itself, but often take the form of attending meetings and events, providing guidance on programmatic endeavors, and providing advice and ideas that will enhance the overall productivity of the organization. The advisor should be consulted about any fiscal affairs, transition of officers, or changes in the constitutional by-laws.

- Fill out and return certain chartering forms on which they list information including the following: their advisor’s role and responsibilities, the names of their officers, their programmatic calendar, and their constitution.

- Submit a constitution. This document may be brief, but its length depends upon the goals and objectives of the student organization. The constitution should contain the objectives of the organization, a mission statement, a brief description of the officers, and the duties of each office. The by-laws of the organization also need to be included with the registration documents and should include a plan to replace officers if they do not fulfill their duties.

- Admit members on the basis of the requirements set forth in their constitution and NOT on the basis of race, sex, religion, age, disability, veteran status or sexual orientation. Student organizations must display the College’s commitment to affirmative action.

_Student organizations need to charter only once, but they must register every year to remain an active organization._

**Revision History**

Last revision completed on 1.1.2008.
Office of Student Development
Office of Student Development SS 600.1:

Purpose

The Office of Student Development supports the mission of the College and the Office of Student Services by providing a framework for holistic growth. The mission of the student development office is to inspire and engage students through the strategic integration of co-curricular and experiential learning opportunities. The student development office also promotes brotherhood among students and helps them to evolve into transformational leaders with a social conscience. Finally, the Office of Student Development supports the institutional goal of retaining students by leading and coordinating life skills workshops that ease the adjustment to college and that increase students’ success in transitioning through the College process.

Applicability

All students and faculty.

Source

The College Policy and the *Morehouse College Student Handbook*.

Policy

The Office of Student Development provides support services to students by offering co-curricular programs, academic support programs and services, and strategic planning for academic and post-graduate success. In addition, the student development office teaches Student Development Seminars and facilitates opportunities for students to participate in excursions and life skills workshops.

The Office also supports academia through partnerships with faculty to reinforce student- learning outcomes through co-curricular programs and life skills workshops.
Procedure

For information about obtaining or becoming a mentor, attending a Student Development Seminar, or registering for the Student Success Program, schedule an appointment with the director of student development.

**Mentoring Program**

**To obtain a mentor, students must:**

- Type all application materials.
- Respond to all statements/questions.
- Attach a resume.
- Return completed application materials to Kilgore Center, Suite 200.
- Indicate a preference for a faculty member, administrator, or upperclassman to serve as your mentor.
- Please note: Freshmen will be assigned to a mentee group.

**To serve as mentors, upperclassmen must:**

- Type all application materials.
- Respond to all statements/questions.
- Attach a resume.
- Complete the Student Development Seminar.
- Return a completed application to the Office of Student Development. (Be sure to complete ALL forms attached to the application, especially the self-assessment forms. Students may keep the job description.)
- Indicate a preference to be either 1) a first-year mentor for an individual or a group (please indicate which one), or 2) an upperclassman mentor for an underclassman.
**Student Development Seminar**

- Register in the Office of Student Development, Student Services for the seminar.
- Students must attend and successfully complete the Student Development Seminar in order to qualify to serve as mentors of first-year students.

**Student Success Program**

_Students must complete the following:_

- Registration forms
- A personal mission statement paper
- A student success plan (involving participation in programs focused on social success and academic success/retention)
- Community service requirements
- A confirmation checklist

**Revision History**

Last revision completed on 1.1.2008.
James B. Ellison Sr. Student Health Center
James B. Ellison Sr. Student Health Center SS 700.1:

Purpose

The mission of the James B. Ellison Sr. Student Health Center is to provide medical services to and promote healthy lifestyles among our young men. To provide these young men with the best possible healthcare, the student health center continues to stay informed of constant changes in healthcare services.

Applicability

Students of Morehouse College, and Spelman cheerleaders who have received cheerleading-related injuries.

Source

- College Policy
- Morehouse College Student Handbook
- HIPAA – Health Insurance Portability and Accountability Act
- OSHA – Occupational Safety and Health Act
- CDC – Centers for Disease Control

Policy

Policies of the James B. Ellison Sr. Student Health Center include the following:

- The center is open 24 hours a day, 7 days a week, with 24-hour on-call coverage/physician. After 5:00 p.m. and on the weekends, students must report to Campus Police for admittance to the facility. The center is closed for school holidays.

- The center services only currently enrolled Morehouse students and Spelman cheerleaders who have received cheerleading-related injuries.

- Students are not required to pay for diagnosis, treatment, or medications dispensed from the drug formulary. The center does not, however, provide continuous refills of medications for any chronic medical conditions, such as asthma, diabetes, hypertension, etc. These medications are the
responsibility of the student; also they are not charged for confinement to the inpatient facilities.

- Before enrollment, all students must submit the required documents for their school physicals, immunizations and personal health insurance.

- All full-time Morehouse students and Spelman cheerleaders who have received cheerleading-related injuries are covered by the school’s insurance plan. However, there are limitations and exclusions in the school’s insurance; therefore, it is strongly recommended that students have sufficient personal insurance coverage.

- When the required health care for our students exceeds the capacity and scope of the College’s student health center, they are referred to other facilities or health care practitioners. Students using the school insurance are referred from student health’s list of practitioners and Beech Street practitioners or facilities. Those students using personal insurance have the choice of using their own practitioners or facilities.

- For emergencies, once the student checks out of the hospital, he is to follow up the next day with the school physician and administrative assistant.

- All Morehouse College intercollegiate athletes are to receive physicals each semester before participating in any school-related sports activities.

- For injuries, all athletes are seen by the school’s orthopedic surgeon.

- For excuses, students are given a note to take to the Office of Student Conduct, which then provides the official excuse.

**Procedure**

Here is the process by which students gain access to the services of the James B. Ellison Sr. Student Health Center:

- A student visiting the James B. Ellison Sr. Student Health Center for the first time must present his school ID card (it must have the current sticker). If he does not have his ID, a staff member checks the roster
to find his name. If he is not listed on the roster, a staff member calls the registrar’s office to verify his enrollment.

- The student may then sign in, after which his medical record is pulled. If this is his first visit, the student will fill out the center’s medical history forms, after which a medical record is made for him.

- The student is triaged by the nursing assistant and can then see the doctor or the nurse, depending on the time he comes in and his diagnosis.

**Revision History**

Last revision completed on 1.1.2008.
Student Leadership Development Program
Student Leadership Development Program SS 800.1:

Purpose

Aligned with the mission of the College and its Office of Student Services, the mission of the Student Leadership Development Program (SLDP) is to coordinate, facilitate, and evaluate leadership-learning opportunities on campus. Leadership learning is the continual process of a student’s acquisition, practice, reflection, and application of leadership knowledge, skills, and values.

Applicability

The services and programs of the Student Leadership Development Program are open to the campus community, although they are geared primarily towards students.

Source

The College Policy and the *Morehouse College Student Handbook*.

Policy

It is the policy of the Student Leadership Development Program to provide co-curricular initiatives through which students (freshmen through seniors) can gain leadership knowledge, skills, and values. Students have open access to all Student Leadership Development Programs and may participate in these programs on a voluntary basis.

Procedure

Students gain access to the services and programs of the Student Leadership Development Program through various channels, including brochures, office visits, and presentations made by the Student Leadership Development Program. Students then voluntarily choose to attend and utilize the various offerings of the SLDP. Students have open access to the programs and services of the SLDP.

*The Path to a Leadership Certificate*
1. Obtain a certificate packet from the Office of Student Services and meet with an advisor

2. Submit a statement of intent along with a resume

3. Attend a leadership certificate informational session

4. Meet with a leadership certificate advisor to discuss the leadership certificate plan

5. Create a portfolio to keep track of certificate requirements, signatures, reflections, etc.

6. Check in periodically with certificate advisor to assess progress

**Individual Advisement**

To obtain individual advisement, make an appointment with the director of the Student Leadership Development Program.

**President’s Council**

- All organization presidents gain membership upon election/installation and the submission of their organization’s executive officer list to the Office of Student Activities.

- Attendance is mandatory for presidents. If a president cannot attend, another executive officer must attend to represent the organization.

**All Other Services**

No set procedures apply. These services are open for participation on a voluntary basis.

**Revision History**

Last revision completed on 1.1.2008.
Office of Student Conduct
Office of Student Conduct SS 900.1:

Purpose

To support the mission of the College and its Office of Student Services in preparing students for leadership and service through instructional programs and extracurricular activities.

Applicability

Students, faculty, staff and parents.

Source

• College Policy
• Morehouse College Student Handbook
• TigerNet
• Family Educational Rights and Privacy Act of 1974 (FERPA)

Policy

The conduct and discipline system affects and applies to all currently enrolled students at the College. Its major purpose is to maintain the integrity of the College and members of the College community. It is also designed to promote and preserve an orderly environment, exercise proper control over disciplinary matters, and implement established student conduct procedures designed to afford “process” to all students accused of violating College policies, rules, and regulations.

The conduct and discipline system is a developmental tool with two main objectives: 1) to provide a safe, secure, and hospitable environment for all students and visitors, and 2) to permit “no tolerance” for lewd, rude or hostile behavior toward anyone by any Morehouse student. The conduct and discipline system attempts to modify those behaviors deemed unacceptable by the College.

Procedure

Ethical Standards for Student Conduct Review Bodies
Discipline is a sensitive issue that may affect the involved student(s) profoundly. Consequently, all members of student conduct review bodies must adhere to the following ethical practices:

- Student conduct review body members are not allowed to discuss any case among themselves prior to the student conduct review. (See Appendix A, “FERPA,” at the end of SS 900.1.)

- Student conduct review body members are not allowed to speculate about the outcome of a hearing with any referred student prior to a conduct review.

- Each student conduct review hearing will be conducted with an open mind.

- Student conduct review body members who might be biased for any reason will be disqualified for that particular hearing.

- Student conduct review body members will express a respectful attitude toward the referred student(s) at all times.

- All information is to be treated as confidential. While a referred student may make public comments about the student conduct process and the outcome of the student conduct review hearing, student conduct review body members are not allowed to make any comments about the review to anyone.

- During a deliberation, student conduct review body members will state their opinions fully, even when they may differ from the majority point of view. Full participation is critical to sound decision making.

**Communicating Student Concerns about Policy**

There may be times when students encounter a College policy or adjudication process that they do not understand or with which they disagree. There may be times when students may feel unsure about what is expected of them, or they may have an idea for a constructive change in the judicial process. Students are urged to share all such concerns with the dean of students/student conduct administrator.
The Student Conduct and Discipline System

A. Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises or which adversely affects the college community and/or the pursuit of its objectives.

B. Conduct Code—“Rules and Regulations”

Any student found to have committed misconduct as outlined in the Morehouse College Student Handbook is subject to disciplinary sanctions as outlined in the same handbook.

C. Violation of Laws

If a student is in violation with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct, which demonstrates flagrant disregard for the College community.

D. Conduct Code Violation and Review Process

1. Any member of the College community may file or bring conduct violation(s) against any student for misconduct. Violation(s) shall be prepared in writing and directed to the Student Conduct Administrator responsible for the administration of the College system. Also, conduct code violation(s) should be submitted as soon as possible after the incident takes place, preferably within five (5) business days.

2. The student conduct administrator may conduct an investigation to determine if the violation(s) have merit and/or if they can be disposed of administratively. Such disposition shall be final and there shall be no subsequent proceedings. If the violation(s) cannot be disposed of by mutual consent, the student conduct administrator may later serve in the same matter as the judicial body or a member thereof.

3. All violation(s) shall be presented to the accused student in written form. A time shall be set for a student conduct review hearing, not
less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for the scheduling of a student conduct review hearing may be extended at the discretion of the student conduct administrator.

4. The student conduct review hearing shall be conducted by a student conduct body according to the following guidelines:

a. The student conduct review hearing normally shall be conducted in private. Subject to the discretion of the chairperson or chief justice, a representative of the student press may be admitted but shall not have the privilege of participating in the review process.

b. Admission of any person to the student conduct review hearing shall be at the discretion of the student conduct body and/or student conduct administrator.

c. In a student conduct review hearing involving more than one accused student, the chairperson or chief justice of the student conduct body, at his/her discretion, may permit the student conduct review hearing concerning each student to be conducted separately.

d. The complainant and the accused have the right to be assisted by an advisor of their choice; however, this advisor cannot be an attorney. The complainant and/or the accused are responsible for presenting their own cases and, therefore, advisors are not permitted to speak or to participate directly in any student conduct review hearing before a student conduct body.

e. The complainant, the accused and the student conduct body shall have the privilege of presenting witnesses, subject to the right of question by the student conduct body.

f. Pertinent records, exhibits and written statements may be accepted as information for consideration by a student conduct body at the discretion of the chairperson or chief justice.
g. All procedural questions are subject to the final decision of the chairperson or chief justice of the student conduct body.

h. After the student conduct review hearing, the student conduct body shall determine (by majority vote if the student conduct body consists of more than one person) whether the student has violated the student code, based upon the specified allegations.

5. There shall be a single verbatim record, such as a tape recording, of all reviews before a student conduct body. The record shall be the property of the College.

6. Except in the case of student violations with failing to obey the summons of a student conduct body or College official, no student may be found to have violated the Conduct Code solely because the student failed to appear before a student conduct body. In all cases, the information in support of the violation(s) shall be presented and considered.

E. Disciplinary Sanctions

The sanctions that may be imposed as a result of disciplinary proceedings include, but are not limited to, warnings, disciplinary probation, suspension, and dismissal.

1. The following sanctions may be imposed upon any student found to have violated the conduct code:

   a. WARNING- A notice in writing to the student that he is violating or has violated institutional regulations.

   b. PROBATION- A written reprimand for the violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. Students on disciplinary probation are not allowed to:

      1. Represent the College or their classes;
2. Take part in extracurricular activities involving events before or as a representative of the College community;

3. Participate in a selection/induction program of a fraternity or participate in any fraternity activities;

4. Occupy any position in a club or organization or serve on a College committee or board;

5. Attend or participate in any social club or organization affairs, functions or activities; or,

6. Participate in any Morehouse College program abroad

c. FINES- Previously established and published fines may be imposed.

d. RESTITUTION- Comprehension for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

e. DISCRETIONARY SANCTIONS- Work assignments, service to the College or other related activities.

f. REFERRAL TO COUNSELING- In cases where students being disciplined manifest behaviors and/or attitudes that inhibit their ability to function effectively as members of the College community, they may be referred to counseling services available at the College.

g. RESIDENCE HALL SUSPENSION- Separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.

h. RESIDENCE HALL EXPULSION- Permanent separation of the student from the residence halls.

i. COLLEGE SUSPENSION- Separation of the student from the College for a definite period of time, after which the student is
eligible to return. Students who are suspended must leave the campus within forty-eight (48) hours of suspension.

j. COLLEGE EXPULSION- Permanent separation of the student from the College. Dismissal constitutes a student’s involuntary separation from the College with no recourse to return. Dismissal generally is used for very serious infractions, which include, but are not limited to, violations of College policy on drugs and alcohol; physical altercations or abuse; theft; fraud; forgery; and violations of other criminal laws.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. Other than College expulsion, disciplinary sanctions shall not be made a part of the student’s permanent academic record, but shall become a part of the student’s confidential record. Upon graduation, the student’s confidential record may be expunged of disciplinary actions other than residence hall expulsion, College suspension or College expulsion, upon application to the student conduct administrator. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension or College expulsion shall be expunged from the student’s confidential record two years after final disposition of the case.

F. Student Conduct Appeals

An appeal is defined as a review of the original case. Students and/or student organizations subject to suspension or dismissal may submit an appeal, in writing, to the student conduct administrator within four (4) business days after they are notified of the decision and the sanction imposed. Appeals submitted after the fourth business day will not be accepted.

If a student and/or student organization chooses to appeal a student conduct review decision rendered by a student conduct body, the burden is placed on the appealing student or organizational representative to demonstrate why the finding should be changed. An appeal must challenge a decision based on procedural and/or substantive grounds. Students who seek a reversal of a decision on procedural grounds must
present information that could clear them of the offenses for which they were disciplined.

The student conduct administrator will submit the appeal to the College Appellate Committee (CAC) for review. The committee will review the appeal. After reviewing the case file, and depending upon the demonstrated grounds for appeal, the committee may take any of the following actions:

1. Sustain the original finding and/or sanction.

2. Increase or decrease the sanction based on the information presented in the appeal.

3. Refer the case for a new student conduct review hearing.

The action of the CAC will be communicated to the student conduct administrator in writing. This is the final step in the appeals process.

G. Student Disciplinary Records

Disciplinary case records are confidential and will not be released outside the College without the student’s written permission or an order from a court of law. Exceptions are noted below. A copy of disciplinary case materials will stay in the student’s file until approximately two years after graduation, at which time it will be destroyed. Student disciplinary records are maintained in the Office of Student Conduct.

In the case of suspension or dismissal, notification is sent to the provost/senior vice president for academic affairs, dean of student services, vice president for business and finance, vice provost for admissions and enrollment management, dean of the registrar’s office, director of housing and the parents of the suspended student(s).

The Informal Review

A. When & Why?

One of the major goals of the conduct and discipline system is to provide a fair student conduct review for all parties involved in an incident that
may have violated the student conduct code. Another goal is to assist students in developing a high degree of integrity and moral character by encouraging the acceptance of personal responsibility for behavior. The informal review is designed specifically with this in mind. This conference is held to make sure that all parties fully understand the allegations(s) of misconduct and the College student conduct process. The informal review is scheduled when the “notification of code of conduct violation” is prepared and sent to the referred student(s).

B. Procedures for Informal Review

**Step 1** The student conduct administrator reviews with the student the incident report filed by the complainant and the violation connected with the incident.

**Step 2** The student conduct administrator asks if the student wishes to assume personal responsibility for the incident. If the student agrees to take personal responsibility, the appropriate administrative sanction(s) are explained and the student is reminded that any future conduct violations may affect his student status. If the student is not willing to take personal responsibility, the informal review continues.

**Step 3** If the informal review continues, the student conduct administrator reminds the referred student of the “rules of fairness” and asks if there are any questions about the student conduct process.

**Step 4** The student conduct administrator then asks the referred student to make an opening statement or explain his involvement in the incident. If students admit responsibility, they should be asked to comment on the negative effects of their behavior as a way of processing the incident and helping them to learn from their mistakes. If a student continues not to take responsibility, the following step may occur.

**Step 5** The student conduct administrator may take administrative action by imposing a sanction and/or referring the case for a formal review. The student conduct administrator also maintains the right to investigate any misconduct incident further before taking administrative action.

*Types of Formal Conduct Review*
Student Conduct action may be taken as a result of two types of formal review: 1) the College Judicial Committee (CJC) or 2) the Honor and Conduct Review Board (HCRB). Students who choose not to assume individual responsibility for their behavior through this process are required to have a formal hearing.

CJC – The student conduct administrator may refer students to the College Judicial Committee. In this type formal review, a group of faculty and staff members and students review the case using the same procedures outlined for informal hearings. The CJC can only make recommendations to the student conduct administrator. The student conduct administrator is responsible for administrating the conduct and discipline system and serves as the advisor to the CJC and will notify student(s) of the final decision made.

HCRB – Students may be referred to the student court by the student conduct administrator to have their cases reviewed by their peers. In this type of review, student justices will review the case using the same procedures for an informal hearing. The HCRB can only make recommendations to the student conduct administrator. The student conduct administrator is responsible for administrating the conduct and discipline system and serves as the advisor to the HCRB and will notify student(s) of the final decision made.

Revision History

Last revision completed on 1.1.2008.
APPENDIX A:
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records, within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, academic department chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the records as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the College in administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an
education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue,
SW Washington, DC  20202-4605
Office of International Student Services
Office of International Student Services. SS 1000.1:

Purpose

To deliver support services and programs to students attending the College on a nonimmigrant (F-1) student visa.

Applicability

All college departments, administrative units, faculty, staff and students.

Source

- College Policy
- *The Morehouse College Student Handbook*
- *The Morehouse College 2006-2008 Course Catalog*
- The Student and Exchange Visitor Information System (SEVIS)
- The Internal Revenue Service

Policy

To enrich international students’ college experience, the Office of International Student Services provides these students assistance with and support on their immigration status, visas, employment (on and off campus), taxes, health insurance, academic requirements and other related areas of international student life.

Procedure

New international students are required to participate in a special orientation program for new international students provided by the OISS, and to report to the OISS upon first arriving at the college in order to complete the immigration check-in process and comply with SEVIS reporting. The new international student is not permitted to move into on-campus housing or finalize course registration until the check-in process with the OISS is completed.
Continuing international students are required to report to the OISS to receive clearance for employment, academic major changes, transfers, reduced course loads, and other matters regarding maintenance of status.

**Revision History**

Last revision completed on 1.1.2008.
SECTION VII: INTELLECTUAL PROPERTY POLICY

REVISED DECEMBER 2011
**Intellectual Property Policy:**

**Purpose**

Morehouse College’s Intellectual Property policy defines the ownership of patents and copyrights, collectively "intellectual property created by College employees and students. The terms of this policy can be varied by specific contracts executed by the owner of the intellectual property under this policy. This policy reflects judgments that are based on governing law, existing technologies, and the current goals, culture, programs and teaching practices of Morehouse College (the “College”). The appropriate policy may evolve as these factors change over time. In particular, practices involving the role of course software and related technologies are currently in a period of rapid change, and appropriate intellectual property policy in that area may change as well. As a result, the Provost and Senior Vice President of Academic Affairs (hereafter the “Provost”) will guide a process to review the policy every five years.

The purpose of this policy is to define the ownership rights in copyrightable works of authorship and patentable inventions that are created by employees and students of the College. The policy specifies conditions under which the College claims ownership of intellectual property.

**Applicability**

This policy applies to all employees and students of the College. The Provost or another designated official will serve as the College’s agent for matters of applying this policy.

**Definitions**

1. **Administrative Activity** - An administrative activity is one that relates to the management or administrative functions of the College. Such activity typically excludes teaching or scholarship. Administrative activities include preparing budgets, policies, contracts, maintaining a personnel system, keeping inventories of equipment, developing long-range plans and preparing brochures, etc. Administrative activities also include activities that are not found outside educational institutions, but support teaching and scholarship indirectly, such as preparing a
database of student information, printing a course description catalogue, designing and constructing classrooms, or writing a College policy. There is no hard and fast line between administrative activities and teaching or scholarship activities. Therefore, the question is whether an activity is predominantly one or the other, not whether it is entirely one or the other.

2. **Assigned Duty** - An “assigned duty” is an undertaking of a task or project as a result of a specific request or direction to create an item of intellectual property. An assigned duty is narrower than the “scope of employment.” A general obligation to do research, to teach, or to produce scholarly publications, even if it results in a specific end product such as a vaccine, a published article, lecture notes, teaching materials, or computer software is not a specific request and hence is not an assigned duty.

3. **College** – Morehouse College

4. **College Funds** - All public and private funds administered by the College

5. **Copyright** - Protection of an original work of authorship fixed in any tangible medium of expression.

6. **Creator(s)** - Either an inventor in the context of patentable inventions, or an author in the context of copyrightable works of authorship. Hereafter in this document the singular form will be used (creator/inventor, author, etc.). The singular form will henceforth refer to both the singular and plural forms.

7. **Employee** - Any individuals employed by the College, including full- and part-time faculty, 12-month faculty, classified employees, and administrative staff. “Employee” also includes adjunct professors; visiting faculty; visiting scientists; and students who receive salaries or assistantships, work study funds, stipends, or hourly wages while they are acting within the scope of their employment at the College.

8. **Intellectual Property** - A collective term identifying work that may be protected by copyrights and/or patents.

9. **Invention** - Any patentable invention.
10. **Inventor** - Sole or joint inventors.

11. **License** - A permission to use an intellectual property under defined conditions.

12. **Marketing** - Activities surrounding the identification of a commercial partner(s) for a particular intellectual property.

13. **Net Revenues Received** - Revenues received from the licensing and developing of an intellectual property less documented College-borne expenses identified with protecting, prototyping, marketing, and licensing the intellectual property.

14. **Patent** - A United States or foreign national patent grant.

15. **Reporting Period** - The period of one year, July 1 through June 30.

16. **Revenues Received** - Any value received, including cash payments as well as the fair market value of any property or services received, in consideration for a license of any intellectual property to which the College has an ownership interest. This includes license execution fees, option fees, milestone payments, and royalty payments.

17. **Significant Use of College Funds** - This phrase means that College funds provided $10,000 or more of the identifiable resources used to develop a particular intellectual property. A reasonable cost will be assigned to those resources for which a cost figure is not readily available, such as a portion of salary, support staff, and other equipment and resources dedicated to the creator’s efforts. Resources such as libraries that are available to all employees will not be counted in the assessment of the use of College funds. The interpretation of “significant use” will be made based on the facts and circumstances of each case.

18. **Sponsor** - Any agency outside the College who supplies funds or facilities for research conducted under an agreement with the College.

19. **Sponsored Research Agreement** - Either a Master Agreement related to a Memorandum of Agreement or an intellectual property agreement specific to a grant or contract.

20. **Students** - Persons enrolled in courses at the College.
21. **Work** - “An original work of authorship fixed in a tangible medium” as used in the Copyright Act.

**Policy**

I. **Ownership of Intellectual Property:**

A. **Employees**

   i. **Copyrights**

   Copyrights in traditional works of academic scholarship, i.e., textbooks, literary works, artistic creations, computer software, and artifacts, will be owned by the creator(s), regardless of whether or not there was a significant use of College funds, and provided the work was not a result of an administrative activity or an assigned duty.

   ii. **Other Intellectual Property**

   The College owns all other intellectual property, including but not limited to patentable inventions and, more specifically, patentable computer software, created by its employees when:

   - The intellectual property results from an administrative activity; or
   - The intellectual property results from an assigned duty; or
   - A significant use of College funds was involved in the creation/development of the intellectual property.

   When the above circumstances apply, the creator of any potential intellectual property that the College may own will promptly disclose the intellectual property to the College. The creator will also sign the appropriate legal assignment documents upon request by the College. When the conditions outlined above and in section 3.2.2 of this policy do not apply, ownership resides with the employee or student responsible for creating the intellectual property. In these circumstances, the creator may pursue intellectual property protection, marketing, and licensing activities.
without involving the College. If such a decision is made, the creator is

B. Grants, Contracts and Other Funding Arrangements

Whenever the College provides, accepts or administers a grant, it may vary the terms of this policy if it provides notice to the principal investigator(s) at the time the grant is applied for. In the absence of that notice, the following paragraphs will apply:

i. Federally Sponsored Research

Ownership of intellectual property resulting from research sponsored in whole or in part by a federal agency will be treated in accordance with Federal Law, which currently includes Public Law 96-517, Bayh-Dole Act (1980), and amendments included in Public Law 98-620 (1984), wherein the federal agency is granted a non-exclusive, non-transferable royalty-free license to any patent generated by the research, provided the College advises the agency in a timely manner of the intent to elect title to the invention and seek patent protection. The inventor will disclose any potential patentable invention(s) to the College. In accordance with the Bayh-Dole Act, the College will own the invention(s). Therefore, the inventor will be required to sign the appropriate legal assignment documents upon request.

ii. Non Federally Funded Research

Ownership of intellectual property resulting from research that is funded wholly or in part by an Industrial Partner; Philanthropic or Other Organization, including Non-Federal Government Agencies; or by an individual will be determined in the Sponsored Research Agreement between the College and the funding source.

iii. Other External Funding

Ownership of intellectual property and the distribution of royalties resulting from research that is funded wholly or in part by an entity not dealt with elsewhere in this policy will be determined in the agreement with that entity.

C. Contracts with Third Parties
The College sometimes has intellectual property that results from a contract with a third party who is not an employee or student of the College. Rights in these situations will be governed by a combination of federal law, state law, and the contract with the third party.

D. Consulting

Employees who perform consulting work for outside organizations and do not use the College’s facilities to do so are not acting as employees when they do so, and the terms of this policy are therefore inapplicable. Outside employment must be approved beforehand by the College, as specified in the Faculty and Staff Handbooks and state law.

E. Students

Students can act in two capacities: as students, or as employees. When acting as employees, students can be agents of either the College or an individual College employee (their “principal”). When they act in the capacity of students, they own the IP rights to the contributions to works and inventions they have created. When they act as agents, ownership of their works and inventions accords with the rules of this policy that would apply if their principal had created the works and inventions.

Examples:

Students own the IP rights to their contributions to exam answers, research papers written as course assignments, and laboratory work products completed as part of normal course instruction.

A faculty member has a student working as a research assistant. Both student and faculty member contribute equally to what proves to be a patentable invention. The student is acting as an agent of the faculty member. The determination of College ownership of the resulting intellectual property is made as if the faculty member had created the intellectual property alone.

A faculty member hires a student research assistant, paid from College funds, as part of the faculty member’s general obligation to do research. The research assistant is acting under an assigned duty from the faculty member; the faculty member is not acting under an assigned duty. Any IP the student creates is treated as though the
faculty member had created it as part of the general obligation to do research.

II. Administrative Responsibilities

The Provost or a designee is responsible for the implementation and administration of this intellectual property policy and will:

- Develop amendments and guidelines appropriate for the implementation of this policy.
- Consider all notifications of intellectual property and determine the conditions of ownership, as provided in Section 3.2.
- Implement Section 3.4 when the College owns the intellectual property, as provided in Section 3.2.
- Implement Section 3.5 when the College does not own the intellectual property, as provided in Section 3.2.
- Determine whether to seek intellectual property protection on behalf of the College.
- Determine whether the intellectual property in which the College holds an interest is marketable, and if so, take appropriate steps on behalf of the College for marketing and licensing the property, including transferring the College’s rights to another entity established to manage intellectual property on behalf of the College.
- Distribute revenues received as a result of the implementation of this policy.
- Advise the creator in writing whenever the College does not claim ownership of or interest in an intellectual property of which the creator has notified the College.
- Interpret the Intellectual Property policy subject to review of the Provost.

The Provost will:
Conduct periodic assessments of this intellectual property policy with the Director of Sponsored Research and Programs and guide a process to review this policy every five years.

Review and approve the standards and guidelines and any amendments to them developed by the Director of Sponsored Research and Programs for the implementation of the intellectual property policy.

At the request of any interested party or on his or her own, review any determination of the Director of Sponsored Research and Programs. The Provost may affirm, modify, or reject any determination of the Director of Sponsored Research and Programs. If appropriate, the Provost may appoint a faculty advisory committee.

The Office of Sponsored Research and Programs or another office appointed by the Provost will:

- Maintain records on all requirements regarding patents and copyrights in any grant or contract accepted by the College;
- Provide patent, copyright and other pertinent information as required by the terms of a grant, contract, or agreement to which the College is a party; and
- Submit appropriate reports as required by the College.

The President of the College may reassign the administrative responsibilities of administering this policy.

**III. Conditions that Apply When the College Owns Intellectual Property As Provided in Section I.**

**A. Employee Responsibilities**

The employee will promptly disclose in writing any potential intellectual property that the College may own as provided in Section 3.2 to the Provost or his or her designee. The Provost or a designee will determine whether, and to what extent, the College has a proprietary interest in the intellectual property, and whether there was a significant use of College funds in the creation and/or development of the intellectual property. If more than one individual contributed to the creation and/or development of the intellectual property, the
disclosure will identify and be signed by all of the creators. The creator will furnish additional information and execute documents from time to time as the Director of Sponsored Research and Programs or the designee may reasonably request. Responsibility for timely and responsible disclosure of intellectual property rests with the creator. Disclosure forms are available electronically, in the Office of Sponsored Programs, or in another designated office. Guidance is available from the Director of Sponsored Research and Programs or a designee on the steps to be taken to protect the interests of the creator and the College. The determination of ownership will normally occur within 30 days after the creator submits a completed disclosure form to the Provost. The Provost or his or her designee will advise the creator in writing if the College claims no ownership of the intellectual property. If the College owns the intellectual property, the creator and all participants will execute an assignment of the invention or copyright and will cooperate in applying for a patent or registering a copyright to the work, whether requested by the College, or an agent or assignee of the College. If, at any point in the process, the College decides that it is no longer desirable to pursue intellectual property protection, the College will notify the creator within 30 days of the decision. When this is the case, the College may transfer full or limited ownership in the invention or copyright back to the creator at this time or at a later date.

B. Protection and Commercialization

Although nothing in this policy requires the College to sell, license or use any intellectual property, the College will use diligence for those Intellectual Properties in which it has interest. Institutional agreements between the College and an outside patenting firm must be approved by the Provost, and the Vice-President for Business and Finance. The President will determine whether the agreement is in the College’s interest.

C. Distribution of Revenue

i. Principles

The creation, disclosure, protection, marketing and development of intellectual property owned by the College is a cooperative effort that involves close coordination among schools and departments,
inventors and the technology transfer program. The policy for distributing proceeds from licensing revenues seeks to provide an appropriate balance of funding and incentives for all those participants. The technology transfer program must operate on a financially viable basis over time and provide support to all parties required to make the whole process successful. Experience from technology transfer efforts reveals that only a small portion of disclosures ultimately lead to license revenues, either because the disclosure is not unique, not patentable, not licensed or does not lead to ultimate product sales. The technology transfer program must cover the costs of those efforts as well as those that lead to revenues. Departments commit time and resources to the effort so they should participate in the distribution of resulting revenues. Inventors should have appropriate incentives and rewards for both creating the intellectual property and cooperating in disclosure, protection, development and marketing efforts.

ii. Distribution Formula

Subsequent to the College’s recovery of funds that were invested in patenting, marketing or developing the intellectual property, the creator(s) and the College will share in the net revenue received from the creator’s intellectual property(ies) owned and licensed by the College. The inventor(s) will receive 40% of the net revenues, 20% will be credited to an account for the inventor(s) research; 20% will be credited to the inventor’s academic department; and 20% shall be credited to a restricted fund managed by the Provost, in his or her discretion, to support development of new patents and for other appropriate purposes. If the inventor’s organization is an independent center, or if the inventor has multiple organizational affiliations, the Provost will determine the appropriate distribution of the organization share. All distributions will be made semi-annually.

iii. Net Revenues

Net revenues are defined as revenues received from the licensing and developing of an intellectual property less documented College-borne expenses identified with protecting, prototyping, marketing, and licensing the intellectual property. Net revenues from the following sources are subject to distribution: option fees; up-front
licensing fees; licensing payments; milestone payments; or proceeds from the sale of stock or other equity in the licensee company.

iv. Investors’ Share

In the case of multiple inventors, the inventors’ share will be distributed among inventors in accordance with a written agreement signed by all inventors; or, if there is no such agreement, all inventors will receive an equal share. The organization’s share will be divided using the same formula used for the inventors. If inventorship is shared among College inventors and inventors at other institutions, the College will negotiate with the other institutions concerning exclusive licenses and distribution of revenues. College revenues from such agreements will be distributed to inventors at the College using the distribution formula discussed above. The inventors’ share will be personal income to the individual inventors, and they will be personally responsible for the payment of all taxes due on their portion of the inventors’ share. If an inventor leaves the College, the inventor will still be paid the appropriate portion of the inventors’ share. Should an inventor die, the share will be paid to the inventor’s estate. If the inventor or the inventor’s estate administrator cannot be located, the funds will be held for one year and then revert to the College.

v. Grants or Contracts

Grants or contracts for sponsored research with a granting agency such as an Industrial Partner; Philanthropic or Other Organization, including Non-Federal Government Agencies; or by an individual may specify a different assignment of patent or copyright ownership or a different distribution of revenues received.

IV. Condition that Apply When the College Does Not Own Intellectual Property as Provided in Section I.

A. Employee and Student Options

As noted in Section I, included here are various forms of intellectual property produced by faculty or produced by students during their
training at the College. The creator of intellectual property has two options:

- To pursue investment in the intellectual property without the involvement of the College and retain all revenues received; or
- To seek assistance from the College in finding a commercial licensing partner and share any revenues received.

If the creator desires to seek assistance from the College, the process will be initiated by the submission of a disclosure form completed by the creator to the College. The disclosure form will be accompanied by a written petition to the College requesting assistance in finding a commercial licensing partner. If more than one individual participated in the creation and/or development of the invention or work, the disclosure form will list and be signed by all of the creators.

B. College’s Options

Upon receiving a completed disclosure form, the College has two options:

- The College may refuse to assist the creator in finding a commercial licensing partner and, if so, this decision will be timely reported in writing to the creator;

- The College may opt to assist in finding a commercial licensing partner and, if so, the procedures as specified below in Sections that follow will apply.

C. Producers

The Provost or another designated official will act as the College’s agent in any negotiations related to assisting a creator in finding a commercial licensing partner. Thus, any formal disclosure and petition for the College’s assistance should be sent by the creator to the Provost or another designated office. In evaluating the technical merits or licensing potential of the invention or work disclosed by the creator, and with the concurrence of the creator and the Provost, the Provost or a person designated by the Provost may consult with the College’s General Counsel, Director of Sponsored Research and Programs, faculty and/or staff having expertise in the associated area of teaching or research,
and/or other inside or outside entities that specialize in intellectual property. If the College decides to refuse to assist the creator in finding a commercial licensing partner, the decision will be timely reported in writing by the Provost or a designee to the creator. A favorable decision to assist the creator in finding a commercial licensing partner will take the form of a written contract from the College to the creator. The contract will include the following:

- Definition(s) of ownership rights;
- Responsibilities and cost sharing relationships related to securing intellectual property protection, marketing the intellectual property, licensing the intellectual property, and/or otherwise investing in the intellectual property;
- Plan of action and a timetable for assisting in finding a commercial licensing partner for the intellectual property; and
- Distribution of revenues received from the license of the intellectual property.

The contract is negotiable. If the creator decides to reject the College’s final offer, this decision will be promptly reported in writing to the Director of Sponsored Research and Programs or a designee. Alternatively, a decision by the creator to accept the College’s final offer will also be promptly reported in writing so the plan of action and timetable can be implemented as soon as is practicable. Nothing in this section of the policy requires the College to protect, market, license, or use the intellectual property created by employees or students of the College.

D. Distribution of Revenues Received

Sequent to the College’s recovery of its funds that have been invested in the protection, prototyping, marketing, and licensing of the intellectual property, any revenues received from the licensing of the intellectual property will be distributed as defined in the College’s final contract.

V. Appeal of Action by the Director of Sponsored Research and Programs

Any creator adversely affected by an action of the Director of Sponsored Research and Programs may appeal in writing to the Provost within 10
calendar days of notification of the action. Grounds for appeal include a failure of the Director of Sponsored Research and Programs or the designee to comply with the intellectual property policy for the College. An appeal must be submitted to the Provost by the creator. The Provost must be satisfied that the creator, as a preliminary matter, has made a reasonable effort to resolve the complaint with the Director of Sponsored Research and Programs. Proceedings will be informal, and all parties will have adequate notice and an opportunity to be heard. After considering all of the relevant information, the Provost will decide the merit of a creator grievance and advise the Director of Sponsored Research and Programs and the creator of the decision. Review of appeals will take no longer than 30 days from the date they are filed unless an extension of time is mutually agreed upon by both parties or if additional time is authorized by the Provost for cause.

VI. Transfers

The College has the right to transfer any intellectual property in which it claims an interest, in compliance with applicable laws.

VII. Revision

This policy is subject to revision at any time by written recommendation from the Provost, and acted upon by the President and the Board of Trustees.

VIII. Digitized Course Materials

Computer technology and the Internet make it possible to take materials that were traditionally only available in paper form and make them available to a large audience by digitizing the works. Whether or not the copyrights to these types of materials should be owned by the College or retained by the creator is a matter of ongoing debate within the academic community throughout the United States. Since this is a new and evolving area in academia, the debate presently remains unresolved. Under this intellectual property policy, ownership of digitized course materials will remain with the creator. However, this issue will be revisited by appropriate committees of the College every three years and the College’s position with respect to ownership of these types of materials may change.
A. Computer Software Copyrights

Computer software that was traditionally only protectable by copyrights can now be protected with patents. Under the present policy, a copyright for computer software will remain with the creator of the software. However, if the fundamental process underlying the computer software is patentable, the College will require the creator to transfer the patent rights to the College, provided a significant use of College funds has occurred in creating the work or that the software was a result of an assigned or administrative duty. As with the issue relating to digitized course materials, the ownership of a copyright for computer software is the subject of ongoing debate within the academic community throughout the United States. Under this policy, the ownership of a copyright with respect to computer software will remain with the creator. The ownership of copyright with respect to computer software will be an issue that will be revisited by appropriate committees of the College every three years and the College’s position with respect to copyright ownership of computer software may change.

Revision History