

**Undergraduate Student Handbook
Family and Consumer Sciences
Morgan State University**

September 2019



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SCHOOL OF EDUCATION AND URBAN STUDIES

Department of Family and Consumer Sciences

Dear Students:

I would like to take this opportunity to welcome you to the Department of Family and Consumer Sciences (FACS) at Morgan State University. Whether you are a high school graduate or transferring from another college or university, FACS is ready to assist you in preparing for exciting career opportunities in areas such as Fashion Merchandising, Child Care Administration, and General Family and Consumer Sciences.

The Department offers the Bachelor of Science degree in Family and Consumer Sciences with tracks in Fashion Merchandising and General Family and Consumer Studies.

- The General Family and Consumer Studies track provides interested students with courses from each curriculum area within the Department. The curriculum is designed to prepare students for career opportunities in schools, colleges, extension services, businesses, federal programs and child care. The curriculum includes courses in child development, family and human relations, consumer education, management, housing, clothing and textiles. Students who desire to teach Grades 7 through 12 or Early Childhood Education must pass Praxis I and II to become certified. Past graduates have been hired by the Public School Systems in the State of Maryland, the Department of Social Services, Social Security Administration, Women, Infant and Children Program (WIC), and Head Start.
- The Fashion Merchandising track brings together perspectives from art, business management, computer technology, natural sciences, and social sciences. Our curriculum offers students the opportunity to learn about various aspects of the fashion industry, including design, production, evaluation, distribution, and consumption of textiles, clothing, accessories, and home furnishings within the United States and abroad. A required internship, service learning activities, guest speakers, and field trips further prepare our students for their chosen careers. At the conclusion of our program, our students will be prepared to work in entry-level management positions in the broad field of fashion, with an emphasis on retail products and services. Career opportunities are available as fashion designers, fashion accessories designers, buyers, retailers, marketing, dress designers, evening wear / bridal designers and other related occupations.

If you have any questions, please contact me at (443) 885-3949, email lurline.whittaker@morgan.edu.

Sincerely,

Lurline V. Whittaker

Lurline V. Whittaker, Ph.D., MPH
Acting Chairperson

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Morgan State University
School of Education and Urban Studies
Department of Family and Consumer Sciences
Student Handbook of Policies and Procedures

Introduction

Welcome to the Department of Family and Consumer Sciences!

This undergraduate student handbook contains the policies and procedures that govern student activities and requirements, as they pursue a course of study leading to the award of an undergraduate degree in Family and Consumer Sciences at Morgan State University. The handbook also provides information about available supports designed to ensure your success within the department, as well as information about the many support services that Morgan State University affords to all of its students. You are encouraged to become familiar with the contents of this document, as it will be an excellent reference for most of your decision-making as a student. Additional information about University policies, procedures, and programs are found on Morgan's website www.morgan.edu the University Code of Student Conduct ([Code of Student Conduct](#)), or in the MSU Catalog online at the following link:

www.morgan.edu/Academics/Academic_Catalogs.html

The Family and Consumer Sciences Department is housed in the School of Education and Urban Studies, one of the ten (10) schools and colleges in the University.

Morgan State University - Mission Statement

Morgan State University serves the community, region, state, nation, and world as an intellectual and creative resource by supporting, empowering, and preparing high-quality, diverse graduates to lead the world. The University offers innovative, inclusive, and distinctive educational experiences to a broad cross section of the population in a comprehensive range of disciplines at the baccalaureate, master's, doctoral, and professional degree levels. Through collaborative pursuits, scholarly research, creative endeavors, and dedicated public service, the University gives significant priority to addressing societal problems, particularly those prevalent in urban communities.

School of Education and Urban Studies - Glenda M. Prime, Ph.D., Dean

Mission and Organization

The mission of the School of Education and Urban Studies (SEUS) is to prepare a culturally and ethnically diverse student body to serve, with distinction, in the field of education and urban studies. The programs in SEUS provide quality teaching, research and service to:

- Meet the needs of the culturally diverse populations in urban settings.
- Provide knowledge, values, and skills for undergraduate and graduate students.
- Prepare professionals and change agents to improve the quality of life of urban

populations.

- Plan policies and programs that respond to societal problems.

The School is organized into three departments, each headed by a department chairperson. The departments are:

- Advanced Studies, Leadership and Policy
- Family and Consumer Sciences
- Teacher Education and Professional Development

The Center for Excellence in Mathematics and Science Education (CEMSE) is a special unit in the School which provides experiential opportunities for secondary teachers and students in the areas of science, engineering, technology, and mathematics. The School also offers two graduate online programs, the Community College Leadership Doctoral Program which prepares students for leadership roles and professional positions within the community college setting and the Master of Education in Community College Administration & Instruction, which equips students with administrative or teaching competencies for the community college sector.

Family and Consumer Sciences – Lurline V. Whittaker, Ph.D., Acting Chair

I. History of Family and Consumer Sciences

The Department of Family and Consumer Sciences (FACS), formerly Home Economics, was established at Morgan College in 1933 (Morgan State University Alumni Association, 2019). Throughout its years of existence at the university the name has changed from Home Economics to Human Ecology to the current name of Family and Consumer Sciences.

Mission

The primary mission of the Department of Family and Consumer Sciences is to:

- Prepare students with competencies and skills needed to cope with changes and new developments in goods and services.
- Prepare students to work with communities to implement progress to improve family life.
- Enhance the quality of family life in the communities served by the University.

Goals

The goals of the Department are to:

- Integrate the body of knowledge that defines the field of family and consumer science into the academic curriculum.
- Address societal concerns and work with communities to implement programs to improve family life.
- Provide students with the fundamental concepts and principles of Family and Consumer Sciences that are critical to effective personal and family life.
- Enable students to demonstrate a sense of social responsibility, to function interdependently, and to perform family functions effectively.

- Equip students to demonstrate the knowledge and skills necessary for professional competence.

II. Core Values

The following core values guide the promotion of student learning, success, and professional career engagement in the Department:

- diversity and recognition of the value of all people
- integrity and ethical behavior
- openness to innovation and change
- acceptance of the field of Family and Consumer Sciences as a fundamental to the well-being of individuals and society
- commitment to a holistic approach to the integration of the body of knowledge in Family and Consumer Sciences throughout the curriculum

III. Tracks of Study

The Department consists of two tracks of study:

- 1. General Family and Consumer Studies Track:** The General Family and Consumer Studies Track comprises of courses from each curriculum area within the Department. The curriculum is designed to prepare students for career opportunities in middle and secondary education, colleges, extension services, businesses, federal programs, and human services. The curriculum includes courses in consumer education, housing, clothing and textiles, and early childhood development. Resource management, FACS education, and family and human relations are additional courses in the track. Students who desire to teach grades 7 through 12 or in early childhood education must meet state certification requirements. Several of the courses also incorporate service learning activities.
- 2. Fashion Merchandising Track:** The Fashion Merchandising Track offers students the opportunity to prepare for careers in retail and wholesale organizations in buying, merchandising, fashion coordination, publicity, sales, and marketing. Course requirements in the major field cover the following: product information and characteristics, organization and operation of the fashion and textile industries, and the social, psychological, cultural, and aesthetic components of dress. Courses are designed to give students maximum exposure to business and management concepts, so as to allow qualified students the opportunity to move rapidly into diverse career pathways related to the track. Required courses in business add depth to the student's academic preparation.

IV. General Education Requirements

Students are encouraged to review the policies of the Office of Undergraduate Admission and Recruitment for specific requirements for admission. The Office of the Registrar and the

Graduation Team provide requirements for graduation. Additional departmental program requirements include:

- Completion of required courses.
- Completion of all Family and Consumer Sciences courses with a minimum grade of “C”.
- Maintaining a minimum cumulative grade point average of 2.0.
- Completion of required semester hours as listed by specific tracks.
- Acquiring one hundred twenty (120) credits required for graduation.

(See [Appendix E](#) for detailed program requirements.)

Expectations of FACS Students

Family and Consumer Sciences (FACS) students are expected to attend all class meetings for all courses in addition to the following:

- Demonstrate an excellent work ethic.
- Be adequately prepared for all classes, both face-to-face and online.
- Participate actively in class and online discussions.
- Exhibit critical thinking and self-evaluation.
- Be professional in interactions with students and faculty on and off campus.

Assignment of Advisors

Each full-time faculty member within the Department is responsible for academic advising and counseling. Academic advising and counseling is considered an integral part of the teaching function of the faculty. First year students are advised by the Center for Academic Success and Achievement (CASA). Beginning the second year, advisees are assigned to faculty members by the department chairperson.

Responsibilities of Advisors

- Utilize DegreeWorks and FACS curriculum matrix when meeting with students.
- Be available to advisees through appointments, in-person walk-ins, email, phone, or other established means of communication.
- Provide advisees ample opportunities to meet and discuss their personal and academic experiences.
- Provide accurate information about program requirements, MSU policies, and resources.
- Acquaint advisees with general and departmental requirements, college regulations, services, and opportunities.
- Assist advisees to understand the relationship of past educational achievements to their present and future educational goals.
- Ensure students are knowledgeable about advisor/advisee responsibilities;
- Maintain confidentiality of conversations and students’ records when applicable.
- Assist students in selecting courses based on intended major and academic interest;
- Maintain accurate documentation of all advising sessions.

- The following items shall be maintained in each student's folder in the department:
 - Personal data
 - Four year proposed curriculum based upon the selected track
 - Current transcript
- The advisor is required to keep a record of all conferences. Major actions taken are to be initialed or signed. Notes should be recorded in Starfish.
A copy of all conferences should be included in the student's folder.
- Advisor shall update each advisee's folder during each semester.
- Advisor and students shall discuss course selection prior to pre-registration or registration. DegreeWorks and the FACS curriculum matrix will be utilized.

Responsibilities of Advisees

- Utilize DegreeWorks and FACS curriculum to review academic progress and completion.
- Take responsibility for their educational experience.
- Learn how to access and use University e-mail, WebSIS, Canvas, Starfish, DegreeWorks and any other online student success platforms.
- Read MSU emails on a regular basis.
- Become familiar with and use campus resources.
- Maintain contact with assigned advisor throughout the semester.
- Attend each advising appointment prepared to ask questions and discuss concerns.
- Use the Undergraduate Catalog and other campus resources to become knowledgeable of academic requirements, policies, and procedures.
- Know important dates and deadlines (registration, drop/add, mid-term and final exams, etc.) as listed on the University's Academic Calendar.
- Discuss course options and selection with advisor.

Student Assessment and Evaluation

Faculty members are committed to assisting students in the attainment of excellence in their coursework. To this end, a significant role is guiding/counseling students during their course of study. Faculty members are responsible for helping students to pinpoint strengths and weaknesses at an early stage as a necessary step to providing practical assistance.

Evaluation is a shared responsibility of both faculty and students. In addition to the University guidelines, the following guidelines should assist both faculty and students in evaluating the progress of course work:

1. Each course should explain the assessment process. Additionally, the grading system must be stated on the course syllabus.
2. Students have the right to be informed of their academic standing during any given course. Advisors of students may be notified of student progress through Starfish. Advisors may be able to pinpoint contributing circumstances that cannot be easily discerned by the instructor. This insight serves as another strategy of assisting students to achieve academic success.
3. FACS students are required to earn a letter grade of "C" or above on all courses taken within the major. Students are required to repeat a class if the grade is lower than "C."
4. Students are required to prepare original work when completing assignments.

Senior Comprehensive Examination

The Senior Comprehensive Examination is taken during the senior year. It will be administered through Canvas. Students must be enrolled in FACS 001.001, to take the Senior Comprehensive Exam. A study guide for the examination may be found on Canvas. The exam is pass/fail.

Transfer Students

Morgan State University welcomes applications from transfer students from community colleges, four-year colleges, and universities accredited by Maryland and/or a regional accrediting association. Students are expected to have a cumulative average of 2.0 from all colleges attended and be “in good standing” academically and financially at the last institution attended. In all cases, the transfer student must earn the last 30 credit hours toward the desired degree at Morgan State University as a full-time or part-time student.

Applications from transfer students with an Associate of Arts (A.A.) and Associate of Applied Science (A.A.S.) degrees earned at Maryland community colleges will be evaluated as determined by the Maryland Student Transfer Policy. The Transfer Evaluation Center evaluates all transfer credits for general requirements. The Chair evaluates those courses that apply towards the major requirements. Upon completion, the Transfer Credit Evaluation Form is transcribed to the student’s permanent record.

Transfer students interested in becoming a FACS major must complete the same program admission procedures as other students. Students admitted into the Family and Consumer Sciences program that transfer from another major within the University must complete the curriculum plan that is in effect at the time of admission. Please note that this may differ from the curriculum plan in the catalog under which the student originally entered the University. There is a seven-year statute of limitations on Family and Consumer Sciences foundation courses.

Applying as a Transfer Student:

https://www.morgan.edu/enrollment_management_and_student_success/office_of_undergraduate_admission_and_recruitment/how_to_apply/transfer_applicants.html

Service and FACS Club

Family and Consumer Sciences (FACS) Club

The FACS Club is a student organization within the department. It seeks to build open-minded, well rounded, and empowered individuals. The club also serves to enrich and further the professional development of Family and Consumer Sciences students. The mission of the club is to:

- Develop an understanding and appreciation of the profession.
- Develop a sense of responsibility and leadership.
- Provide the pleasure and experience of meetings.
- To strengthen bonds among the department, the school and community.

- To train for worthy use of leisure.
- Provide opportunities for students to meet and network with Family and Consumer Sciences and Fashion Merchandising professionals.
- Provide useful tools and information needed to lead productive lives after matriculating at Morgan State University.
- Spread the passion for the Family and Consumer Sciences field to Morgan State University students and prospective students.
- Provide a platform allowing students the chance to participate in campus activities.
- Work within the community to solve practical problems and to improve the well-being of individuals and families.
- Encourage students to become individual members of the American Association of Family and Consumer Sciences.

Community Service

The Office of Community Service (OCS) was created on November 14, 1993, to develop and implement dynamic community service programs that boldly address the educational, social, cultural, and recreational needs of the under-represented and the educationally "at-risk" youth in the Baltimore metropolitan area.

OCS positively impacts the Baltimore Community by offering multi-dimensional holistic programs involving university students, faculty, staff, community organizations, youth and more. OCS impacts the community by tackling educational, social, cultural, and recreational problems of Baltimore's inner-city population. While each of the community service programs varies in size, structure, and focus, they share the same goal of remediating the educational challenges of Baltimore's urban population. For more information, contact:

<https://www.morgan.edu/communityservices>

Location: Montebello Complex, C-209, Deanna V. Ikhinmwin, Director. Phone: 443-885-4328

Department Governance

The Department Chair's office is an administrative arm within the School of Education and Urban Studies. The Department Chair maintains the responsibilities for the Unit. The Department Chair is, in turn, responsible to the Dean of SEUS and the Provost/Vice President for Academic Affairs.

Advisory Board

The membership of the Morgan State University Family and Consumer Sciences Advisory Board is composed of professionals from varied backgrounds including the following: business and industry, government, education, private/public agencies, alumni, and other stakeholders. The Board is designed to establish a mutual and/or reciprocal relationship between the Department of Family and Consumer Sciences and the related agencies/industries represented by the membership. Their mission is as follows:

The Advisory Board functions in an advisory capacity to the Family and Consumer Sciences (FACS) department at Morgan State University. The Advisory Board is an

integral part of the learning experience for all FACS students, bridging the world of the classroom with the world of continuing education and careers.

The Advisory Board enhances the viability and credibility of programs within the Department.

The primary objectives of the Board are to:

1. Collaborate with the Department to prepare students for success in college and careers.
2. Provide input on the Department strategic plan.
3. Provide instructors with curriculum/resource support and professional development.
4. Assist students with classroom projects.
5. Provide students with experiential learning experiences.
6. Serve as advocates for the Department.
7. Provide and solicit financial support from the community to ensure Department sustainability.

V. University-Wide Academic Supports

Advising and Counseling

The Academic Advisor Manual, which provides detailed information for advisors and advisees may be found at: <https://www.morgan.edu/advisormanual>

Starfish: The Starfish Enterprise Success Platform was established to design student support initiatives that enable students to engage more effectively with the campus community and achieve academic goals. The philosophy is based on four principles: (1) success is a moving target, (2) success entails academic achievement, (3) success requires engagement, and (4) success must be measured.

DegreeWorks: DegreeWorks is a web-based advisement tool utilized to assist students in their academic achievement. Students who wish to access DegreeWorks should log into their WebSIS account, select “Student”, and then select “DegreeWorks”. Students who were admitted prior to Fall 2010 or under a catalog prior to the 2010-2013 Catalog should see their advisor for degree audit information. Videos, which provide more information regarding DegreeWorks, may be found at <https://www.morgan.edu/registrar/degreeworks>.

The Center for Academic Success and Achievement (CASA) is designed to promote better academic success among MSU students in terms of academic progress and retention. CASA has focused its energies around developing a structured operational and strategic plan to support the mission, vision, and goals of the University. The Center provides a range of services whose goal is to reach students where they are and provide a bridge to where they want or need to be academically and socially. The Center's services include the CASA Academy Program, the First-Year Student Program, and the Resource/Tutoring Center, an advising unit for CASA Academy students and exploratory students (students with undeclared majors), and the development of a strengths-based education program. CASA represents a space where intellectual stimulation occurs and where students, faculty, and staff can meet to engage in dialogue/activities in a way that reciprocal learning occurs and student knowledge is enhanced.

VI. Academic Policies

1. Academic Integrity

The academic enterprise is characterized by reasoned discussion between student and teacher, a mutual respect for the learning and teaching process, and intellectual honesty in the pursuit of new knowledge. Students and teachers have certain rights and responsibilities, which they bring to the academic community. The sections that follow are foundational to the learning and teaching process. Morgan State University Academic Integrity

2. Code of Student Conduct (Approved by the Board of Regents November 3, 2014)

The primary purpose of the imposition of discipline in the University setting is to protect the campus community. Consistent with that purpose, reasonable efforts will also be made to foster the personal and social development of those students who are held accountable for violations of University regulations. All misconduct, including, but not limited to, the prohibited conduct listed hereafter, is subject to disciplinary action. Attempts to commit acts prohibited by this Code shall be punished to the same extent as completed violations.

Example violation case: Classroom Disruption - The primary responsibility for managing the teaching and learning environment rests with the instructor, which includes faculty, teaching assistants, laboratory assistants, librarians or any other person acting in a supervisory capacity over the instructional forum. Students who engage in unlawful or prohibited conduct in those which includes any behavior prohibited by the instructor (including, but not limited to, use of cellular phones, bringing unregistered persons to class, smoking, persistently speaking without being called upon, refusing to be seated, disrupting the class by leaving and entering without authorization, etc.), may be directed by the instructor to leave the class for the remainder of the class period. Depending on the severity and frequency of the conduct, the University may impose any other sanction available to it at law, or under sanction section of this Code. Code of Student Conduct

3. Policy on Academic Dishonesty

Faculty at Morgan State University make a concerted effort to promote honest academic conduct among students to ensure that their evaluation of students' academic performance accurately reflects each student's true merit. Academic dishonesty is, therefore, among the most egregious offenses a student can commit because it interferes with the University's primary mission of educating and evaluating students. Thus, academic dishonesty will not be tolerated at the University. Some of the more common forms of academic dishonesty are listed below. This list, however, is not intended to be an exhaustive representation of all the possible forms of academic dishonesty. Any student who is found to have engaged in academic dishonesty shall fail the assignment and may fail the course. The student may also be referred to the chairperson of the Department or College or School in which the student's major is located for additional disciplinary action by the University. All instances of academic dishonesty shall be subject to the full range of penalties at the University's disposal. For

additional information regarding academic integrity and related forms visit <file:///Applications/A-1%20Academic%20Integrity.pdf>

4. Grading

The Morgan State University grading system is based on a 4.0 quality point scale. An “A” is four (4) quality points, “B” is three (3) points, “C” is two (2) points, and a “D” is one (1) point. An “F” is zero (0) points and the course must be repeated if credit is desired. If some phase of the work is incomplete at the time grades are reported, a grade of “I” may be given. Consult your instructor or advisor regarding this.

Other grades that may be reported on the transcript include:

- PS = Pass
- PT = Pass credit by examination
- FL = Failed for proficiency exam
- S = Satisfactory completion of course
- NG = No Grade reported
- W = Official Withdrawal
- TW = Term Withdrawal
- NA = Never attended the class

Contact the Office of the Registrar for additional grading policies.

5. Repeating a Failed/ Unsatisfactory Grade

Students should repeat only courses in which a grade of “D” or “F” has been earned. When students repeat courses, each grade will be recorded on the transcript and the computed cumulative grade point average will be based on the grade earned most recently (even if it is lower than the previous grade earned). There may be significant financial aid implications of repeating courses that have been previously passed.

6. Request for Incomplete Grade

“Incomplete” (“I”) is given in exceptional cases to a student who has completed the majority of the work satisfactorily but due to documented illness or other documented emergencies beyond their control was not able to complete the complete course requirements. The student must complete the work by the end of the next semester of enrollment. Otherwise, the “I” grade is changed to “F.” The form utilized to petition for an “I” is available online. The instructor, chairperson, and the Dean must approve the recording of the “I” grade.

7. Official Withdrawal

The withdrawal policy applies to undergraduate students who wish to drop all their courses and cease attending at the University for a semester. Students admitted to Morgan State University are expected to make regular and consistent progress toward the completion of their degree. There may be exceptional circumstances that require a student to drop all classes and withdraw from school. The University considers such interruptions to be a serious matter as they delay a student's progress toward the degree.

8. Undergraduate Student Request to Pursue a Course Off-Campus

The University will typically accept for credit college-level courses (*i.e.*, non-remedial and/or non-developmental courses) in which the student has earned grades of “C” or better from a regionally accredited college or university. **Students must receive permission prior to taking courses at other colleges or universities in the United States or abroad.** Graduating seniors in their last year will be prohibited from taking courses at other colleges or universities unless they have obtained authorization for a waiver of the 30-hour rule from their Dean’s Office. **To earn credit for a course in which a student has received a failing grade (“D” or “F”), the course must be repeated at Morgan State University.** In extraordinary circumstances the Dean may approve exceptions at his or her discretion. For more information and to apply for taking an off-campus course visit:

[https://www.morgan.edu/enrollment_management_and_student_success/office_of_the_registrar/transfer_evaluation_and_articulation_services/off_campus_permission_course_approval_instructions_and_information_\(undergraduates\).html](https://www.morgan.edu/enrollment_management_and_student_success/office_of_the_registrar/transfer_evaluation_and_articulation_services/off_campus_permission_course_approval_instructions_and_information_(undergraduates).html)

9. Classification

All matriculating students, full-time or part-time, shall be classified as follows:

- Freshman: 0-24 credits
- Sophomore: 25-55 credits
- Junior: 56-89 credits
- Senior: 90 credits and above

It is the student’s responsibility to ensure that the credits earned will count toward his/her major. Consult your academic advisor and catalog each time you register.

10. Summer Program

The Summer Sessions offer courses in selected fields of study. All credits earned will be applied toward the appropriate degree, provided all other requirements are met. The maximum number of credits that may be pursued at Morgan State University per Summer Session is eight (8). Currently, Morgan State University offers two (2) Summer Sessions with course offerings in the day and evenings to accommodate a variety of schedules. Prior authorization for loads in excess of eight credits must be secured from the Dean of the school or college in which a student is enrolled.

VII. Student Grievances and Concerns

What is a Grievance?

A grievance is an official complaint filed by a student if they are dissatisfied with the actions of faculty, staff, or other individuals at Morgan State University. Primarily, the Grievance Committee handles this part of the process. Examples of possible grievance issues include:

- Grades
- Dismissal/Termination
- Problems in field instruction
- Other adverse situations

Evidence

Evidence consists of supporting documents, *i.e.*, graded papers, grade books, contracts, etc. that all parties provide to inform decisions on the issue at hand. A student must come prepared with evidence to support their claims. A faculty or staff involved must also be prepared with evidence to support their claims.

Role of Faculty Advisor

The role of the advisor is to guide students in the process and requirements for an appeal or grievance request. These include evidence, communication channels to understand and follow chain of command (faculty, advisor, Chair, Dean), timelines and plan of actions. If the person being grieved is the assigned faculty advisor, then the student will be reassigned to a different faculty advisor until the situation has been resolved.

Role of Faculty/Staff/Individual Involved

Individuals for whom the grievance is against will have the opportunity to respond when the Grievance Committee requests evidence. The evidence will be submitted to the chair of the committee.

Role of Grievance Committee

The role of the Grievance Committee is to review and make recommendations on a formal complaint initiated by students. The Committee only makes recommendations based on the information provided. The plan of action that follows will be discussed with the department chair, student and advisor.

Steps to File a Grievance

If a student wishes to file a grievance the following steps in the order listed shall be followed:

1. Contact advisor/faculty for action (as appropriate).
2. File grievances with department chairperson in writing using the department Student Grievance Form. See [Appendix A](#).
3. Contact the Dean of SEUS if grievance is not resolved at the departmental level.
4. Contact the office of Provost/Vice-President for Academic Affairs if the grievance is not resolved at the School level.

Students are encouraged to express their concerns regarding any aspect of all courses in the FACS department. A variety of channels may be utilized including advisors, suggestion boxes, course/faculty evaluations, and the department chairperson.

VIII. Other University Support Services**Counseling Center**

The division of Student Affairs at Morgan State University provides learning opportunities and environments that advance the holistic development of all students. This occurs through purposeful engagement that inspires students to excel in and out of the classroom while maintaining standards of excellence in leadership and citizenship that transform the campus and beyond. This Counseling Center provides students with concerns related to safety, counseling

and related topics. It is located in the Carter Grant Wilson building, Room 202 (443-885-3130). For more information visit https://www.morgan.edu/student_affairs/overview.html.

To schedule a first appointment (also referred to as an “intake appointment”), call 443-885-3130 or stop by the office in Carter Grant Wilson 202. If you are a first time client or if this is an urgent crisis, you may also visit the Counseling Center to request a same-day consultation appointment. The services are free of cost and are for currently enrolled Morgan State University students.

Psychiatric Consultation and Off-Campus Referrals

Psychiatric Referrals

The Counseling Center provides referrals to off-campus psychiatrists, with whom we have an established relationship, for all currently enrolled students. The cost may vary depending on the student's insurance.

Other Off-Campus Referrals

At times, students may elect to seek services off campus, or a clinician may recommend that a student seek services off campus. Students seeking counseling/psychological services from a community provider may find the following link helpful in finding a provider by specialty and location: <https://therapists.psychologytoday.com/rms/>

Services for Students with Disabilities

The Services for Students with Disabilities program coordinates services to ensure that students with learning, emotional, and physical disabilities have equal access to University programs. Individualized plans are developed to assist students with specific needs, including, but not limited to:

- Special registration
- Reader services
- Equipment
- In class support (*e.g.*, note takers)
- Testing accommodations
- Escorts and guides on campus
- Other needs to remove barriers to academic success

Students with disabilities must contact the Disabilities Coordinator in the Counseling Center and provide documentation in order to receive services.

Harriet A. Woolford Health Center

The University Health Center, located in the Woolford Infirmary, is operated by the University to provide general medical care for all students. The Woolford Health Center is specifically equipped to handle most routine and some non-routine ambulatory care problems. When specialized care is needed, the student will be referred to a private physician or hospital at the student's expense. The student insurance offsets some of the expenses.

When the University is in session, mid-level practitioners and nurses are on duty under the supervision of a physician. The physician is available during specific hours for consultation and “on call” 24 hours for telephone coverage. For additional information see <https://www.morgan.edu/healthservices>.

Student Insurance

All full-time undergraduate students of the University are eligible for care upon the presentation of a completed entrance medical record, including requisite tests, when admitted to the University. If a completed Health Form is not filled in the Health Center, registration will be withheld. When a student returns to the University after withdrawal for health-related or any other reason, a new medical record must be submitted to be eligible for care. Services will be rendered upon the presentation of one’s current and valid MSU Identification Card.

Center for Career Development

The Center for Career Development provides assistance to students and alumni in the career decision-making process. We provide assistance through career assessments, counseling (individual advising/counseling) and experiential learning opportunities, a career resource center for obtaining career information and researching employers, developing job-seeking skills through seminars and individualized preparation; planning and executing a targeted job search; providing opportunities to interview with employers; access to job fairs and career days sponsored by Morgan State University and other organizations in the region. We also assist students and alumni with graduate school planning and connecting job seekers to employers, while providing the tools needed to be competitive and successful in today's global market. For more information see <https://www.morgan.edu/careerdevelopment>.

IX. Professional Organizations

These organizations support the tracks in the Unit which students are encouraged to be familiar with.

- [American Association of Textile Chemist and Colorists \(AATCC\)](#)
The American Association of Textile Chemist and Colorists meets annually on a national basis and holds regional meetings. This association is the world’s largest society for individuals and companies that specialize in textile chemistry, dyeing, chemical treatments, and other wet processing such as laundering and processing. It publishes a monthly refereed journal, *Textile Chemist and Colorist*, and annual index of dyes, finishes, etc., and yearly technical manual that lists AATCC test methods.
- [Costume Society of America \(CSA\)](#)
The Costume Society of America fosters an understanding of appearance and dress practices of people across the globe through research, education, preservation, and design. Our network of members studies the past, examines the present, and anticipates the future of clothing and fashion.

- International Textile and Apparel Association (ITAA)
The International Textile and Apparel Association is a professional educational association composed of scholars, educators, and graduate students focused on the textile, apparel, and merchandising disciplines in higher education.
- National Coalition for Black Development in Family and Consumer Sciences (NCBDFCS)
The National Coalition for Black Development in Family and Consumer Sciences was borne of the need to fill a void in recognizing and recording the myriad contributions of individuals of African descent to the family and consumer sciences profession, and indeed the nation and world. Founded in January 1980, the mission of NCBDFCS is to enhance and strengthen the presence of family and consumer sciences programs in traditionally black institutions, to coalesce with other organizations to ensure the continued advancement of the profession, to provide support and career development for the next generation of black professionals, and to recognize and record the contributions of professional of African descent.
- Textile Society of America (TSA)
Textile Society of America meets biennially on a national basis. The organization provides a forum for the exchange and dissemination of cultural, historic, socio-economic, artistic, and technical aspects of textiles. The TSA Newsletter is published three times a year. Members also receive a CD copy of the conference proceedings.

Unit Organizations

- American Association of Family and Consumer Sciences (AAFCS)
The American Association of Family and Consumer Sciences is an educational and scientific organization founded in 1909 to improve individual and family life through education, research, cooperative programs, and public information. The Student Unit of AAFCS is the umbrella professional organization for students enrolled in Family and Consumer Sciences.
- Family and Consumer Sciences Club
The MSU Family and Consumer Sciences Club was established in 1965 by Hattie P. Carter, former chairperson of the Department. The organization is open to any student enrolled or taking electives in the Unit.
- Kappa Omicron Nu (KON)
Kappa Omicron Nu, the National Human Sciences Honor Society, was initiated at Morgan State University in April 1987. The Society emphasizes scholastic, professional, and intellectual excellence. It is open to students enrolled in the Department of Family and Consumer Sciences who have completed 45 semester hours or equivalent, and show evidence of superior personal qualities and leadership potential. The student must have a GPA of 3.0 on a 4.0 scale, and rank in the top 25% of their class in the unit.

- Maryland Association of Family and Consumer Sciences (MFACS)
The Maryland Association of Family and Consumer Sciences is the local affiliate body under AAFC. Student members of AAFC are automatically members of the Maryland Association of Family and Consumer Sciences.

Discrimination and Harassment Policy

It is the policy of Morgan State University that all employees and students should be able to enjoy and work in an educational environment free from discrimination. Discrimination against any person or group of persons on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status, disability, genetic information, gender identity, or any other applicable protected basis under applicable law is prohibited by this Nondiscrimination Policy.

Any employee, student, student organization, or person privileged to work or study at Morgan State University who violates this Policy will be subject to disciplinary action up to and including permanent exclusion from the University.

Additional information is found at: https://www.morgan.edu/faculty_handbook/section_40.html.

X. Financial Assistance

Financial Aid

The Office of Financial Aid is a conduit for several scholarships. The University facilitates diverse opportunities to assist with financial aid through various sources including federal and state, agencies, colleges, foundations, and corporations. The amount of aid that a student receives is varied and determined through federal, state, and institutional guidelines. *Grants include aid the student receives that need not be repaid; loans must be repaid.* Interest rates and repayment terms vary by program. Scholarship awards are available on a limited basis to new and continuing Morgan State University students and they are based on need and academic average with amount of awards varying. Student employment is aid based on an hourly rate for work performed. Visit the Office of Financial Aid website for additional information at <https://www.morgan.edu/financialaid>.

To apply for work-study in the Department of Family and Consumer Sciences students must abide by the following:

- The student **MUST** be awarded Financial Aid.
- The student **MUST** qualify and be awarded Federal Work-study.
- The student **MUST** be enrolled at least half-time or more.

If you have met all of the above qualifications and are eligible for work-study, you may proceed with the application process. To obtain an application, you have the option of visiting the Work Study Office and picking up an application and/or downloading the application off-line at https://www.morgan.edu/enrollment_management_and_student_success/office_of_financial_aid/federal_work_study/how_to_apply.html.

Scholarships

The Department facilitates the following scholarships for students in need of financial assistance. They include:

- The LaGreta Williams Scholarship Endowment
- The Melissa Perdue Memorial Scholarship Endowment
- Morgan State University Foundation, Inc.
- Bernard Osher Scholarship
https://www.morgan.edu/academic_outreach_and_engagement/center_for_continuing_and_professional_studies/scholarships_/2019/2020_bernard_osher_scholarship_application.html
- Morgan State University Women's Scholarship

Other scholarship opportunities may be found at <https://www.morgan.edu/finaid/scholarships>.

Those students who achieve junior and senior status are encouraged by faculty members and through email to apply for the scholarships. See [Appendix C](#).

XI. Study Abroad

Students have the opportunity to participate in Study Abroad programs on the Department and University level offering a wide range of opportunities. The Study Abroad Office assists students to find a study/intern/volunteer abroad program that meets their needs and interests. Many programs also offer financial assistance. More information can be found at: <https://www.morgan.edu/studyabroad>.

XII. Equipment and Student Use

Equipment acquired through grant funding will be retained for use by the principal investigator(s) during and after the period of the grant. Other faculty and undergraduate students who wish to borrow the equipment should contact the principal investigator directly. Once the grant is completed, the equipment will be placed in the Department and may be borrowed according to the following procedures. Equipment acquired through grant funding will be retained for use by the principal investigator(s) during and after the period of the grant. Other faculty and undergraduate students who wish to borrow the equipment should contact the principal investigator directly.

XIII. University Safety and Security

In case of emergency, when you need immediate help or after normal business hours, use the following numbers: **911** for fire, police, and medical emergencies. Morgan State University utilizes and maintains a full-time Campus Police and Public Safety Department. All uniformed officers and dispatchers have gone through extensive training and provide patrol of all residence halls, academic buildings and campus parking areas.

MSU Police Contact Information

Emergency: 443-885-3103, Phone: 443-885-3100, FAX: 443-885-8302

Email: msupolice@morgan.edu

Important Contact Resources

- Emergency Preparedness
- Mobile Alert System
- University Police
- Threat Assessment Team

XIV. Computer Labs on Campus

Campus Computer laboratories are located throughout Morgan State University's campus in the following halls and buildings: Calloway Hall and Carnegie Hall (Science Complex), Engineering Building; Holmes Hall; Jenkins Hall (BSSC); Portage; Communications (SGJC); University Student Center; the Center for Built Environment & Infrastructure Studies; Turner Armory; Hill Field House; Murphy Fine Arts Center; Banneker Hall; the new Behavioral and Social Sciences Complex, and the Earl S. Richardson Library. Some labs are also located in residence halls. For more information regarding the days and times computer labs are open, please call 443-885-1508, or see <https://www.morgan.edu/ComputerLabs>.

XV. Morgan State Library Policies and Regulations

- Service is the main function of the Library Policies and regulations have been made to ensure equitable access for all.
- Except for some specialized materials that may be restricted, the entire resources of the Library are available for use within the building. The presentation of identification is required for use of some collections or materials.
- A current University identification card entitles students to borrowing privileges at Morgan State University and at the libraries of other Maryland Public Colleges and Universities. The safekeeping and proper use of the identification card is the responsibility of the owner. Students are responsible for all materials borrowed on their cards. The last day of the loan period is shown on a sticker attached to the front cover of each book borrowed.
- Loan periods should be strictly observed. Fines incurred are to be paid promptly at the cashier's window on the first floor of the Montebello Complex. A fine of twenty-five (\$0.25) cents per day is charged for each day a book is overdue. Failure to receive notices of overdue materials is an unacceptable excuse for not returning the items promptly nor does not exempt the borrower from the fine(s) incurred.

XVI. Faculty and Staff Directory

School of Education and Urban Studies Department of Family and Consumer Sciences Faculty and Staff Directory

NAME	POSITION/AREA	LOCATION	PHONE	E-MAIL
Ms. Kimberly Asante	Adjunct/General	N/A	N/A	kimberly.asante@morgan.edu
Dr. William Blake	Adjunct/General	N/A	N/A	william.blake@morgan.edu
Ms. Barbara Briscoe	Adjunct/General	N/A	N/A	barbara.briscoe@morgan.edu
Dr. LaPorchia Davis	Assistant Professor/ Fashion Merchandising	Historic Jenkins 403	3905	laporchia.davis@morgan.edu
Mrs. Cassandra Dickerson	Lecturer/Fashion Merchandising	Historic Jenkins 403	1996	cassandra.dickerson@morgan.edu
Ms. Stacie Dunlap	Adjunct/ Fashion Merchandising	N/A	N/A	stacie.dunlap@morgan.edu
Ms. Pamela Fraling	Administrative Assistant I	Historic Jenkins 403	3355	pamela.fraling@morgan.edu
Dr. Jacqueline M. Holland	Associate Professor/General	Historic Jenkins 402	3360	jacqueline.holland@morgan.edu
Ms. Najma Jamaludeen	Lecturer/Fashion Merchandising	Historic Jenkins 403	1516	najma.jamaludeen@morgan.edu
Dr. Glenda Lindsey	Lecturer/General	Historic Jenkins 403	N/A	glenda.lindsey@morgan.edu
Ms. LaTisha Price	Lecturer/General	Historic Jenkins 419	N/A	latisha.price@morgan.edu
Dr. Lurline Whittaker	Associate Professor, Acting Chairperson	Historic Jenkins 403	3949	lurline.whittaker@morgan.edu
Ms. Monique Williams	Adjunct/General	N/A	N/A	monique.williams@morgan.edu
Dr. Ruthdasia Lanier-Williams	Adjunct/General	N/A	N/A	ruthdasia.williams@morgan.edu

Morgan State University Alumni Association (2019). Traditions. Retrieved September 8, 2019 from <http://www.alumni.morgan.edu/s/1192/16/interior.aspx?sid=1192&gid=1&pgid=323>

Appendices

Appendix A - Student Grievance Form

Appendix B - Committee Grievance Report and Recommendation Form

Appendix C - Change of Major/ /Minor Change Form

Appendix D - Scholarship Application

Appendix E - FACS Programs of Study

Appendix B

**Committee Grievance Report and Recommendation Form
Morgan State University
Department of Family and Consumer Sciences**

Issue Grieving

- Grades
- Dismissal/Termination
- Problems in field instruction
- Student/faculty relationship
- Other _____

Student Name: _____ Student ID _____

FACS Track: General Fashion Semester: _____ Year: _____

Address: _____
Street City State Zip code

Phone: _____ Email _____

Faculty/Staff involved in grievance: _____

Please attach a written report clearly indicating the Committee's Recommendation and the Basis for the Recommendation.

Recommendation:

- Uphold (explain)
- Overturn (explain)
- Defer (explain)

Basis for the Recommendation:

Summary of evidence upon which the recommendation is based.

Supporting Documents:

Attach supporting documents, evidence that supports the Committee's recommendation.

Appendix C – Change of Major/Minor Form

Morgan State University



Undergraduate Change of Major/Minor Form

Enrolled degree-seeking undergraduate students may use this form to declare their intention to complete a major, minor, and/or certificate program. To declare a major, please complete the form using the program codes on the reverse side of this form. When declaring a major program, please check the appropriate degree (BA, BFA or BS) associated with the program. Note that approval by an chairperson in the responsible department is required for all changes of major. Completed forms should be forwarded to the Office of the Records & Registration in the Montebello Complex, Room A-112.

Name: _____
Last First M.I. Student Identification Number

MSU Email: _____ Student Signature: _____ Date: _____

Check one of the following:

I am pursuing one major only- I understand that I must complete a minimum of 120 academic credits and all general education requirements associated with my major type

I am pursuing Multiple Majors- I understand that I must complete a minimum of 120 academic credits and the general education requirements associated with my primary major. I will earn one diploma with my primary major listed on it; my additional majors will be listed on my official transcript.

I am pursuing Multiple Degrees- I understand that I must complete 30 extra credits beyond the required 120 academic credits for each degree in addition to the general education requirements for each degree. I will earn one diploma for each degree earned.

Major Program(s)- I wish to have the following MAJORS listed on my records. Please indicate BA/BS/BFA

(Please see the back of this form for a complete list of majors and programs)

Primary Major: _____ Track/Concentration: _____ BA BS BFA Second Major: _____
 _____ Track/Concentration: _____ BA BS BFA

Minor Program(s)- I wish to have the following MINORS listed on my records.

(Please see the back of this form for a complete list of majors and programs)

Primary Minor: _____ Track/Concentration: _____
 Second Minor: _____ Track/Concentration: _____ **Deleting**

Major, Minor- I wish to have the following removed from my records:

Major: _____ Track/Concentration: _____

Minor: _____ Certificate: _____

This portion of the form is to be filled out by current and new chair person only

Chairperson Signature

(Current Chair)

Name (please print)

Signature

Chairperson Signature

(New Chair)

Name (please print)

Signature

Appendix E - FACS Programs of Study

MORGAN STATE UNIVERSITY
DEPARTMENT OF FAMILY AND CONSUMER SCIENCES
BACHELOR OF SCIENCE DEGREE IN FAMILY AND CONSUMER SCIENCES
CURRICULUM SEQUENCE
2018-2020

FASHION MERCHANDISING TRACK

FRESHMAN YEAR (FALL SEMESTER)			FRESHMAN YEAR (SPRING SEMESTER)		
ENGL 101	ENGLISH COMP I (EC)	3	ENGL 102	ENGLISH COMP II (EC)	3
MATH 109	MATH FOR LIBERAL ARTS	4	***BIOL 101	BIOLOGY (BP)	4
NUSC 160	INRO TO NUTRITION (HH)	3	INSS 141	INFORMATION SYSTEM (IM)	3
FASC 101	INTRO TO BUS OF FAS	3	XXX	FREE ELECTIVE	3
ORED 103	ORIENTATION TO SEUS	1	XXX	FREE ELECTIVE	1
FACS 120	ORIENTATION TO FACS	1			
		15			14

SOPHOMORE YEAR (FALL SEMESTER)			SOPHOMORE YEAR (SPRING YEAR)		
*ECON 211	PRIN OF ECON (SB)	3	XXX	FREE ELECTIVE	3
PSYC 101	INTRO TO PSYCH (SB)	3	**XXX	ARTS/HUMANITIES (AH)	3
SPCH 101	PRIN OF SPEECH COMM	3	XXX	PHYSICAL SCI. ELEC (BP)	3
XXX	ARTS/HUMANITIES (AH)	3	FACS 110	TEXTILES	3
NUSC 161	SCIE PRIN OF FOOD PREP	3	FACS 112	PRIN OF CLOTH	3
			PHEC XXX	PHYSICAL EDUC	1
		15			16

JUNIOR YEAR (FALL SEMESTER)			JUNIOR YEAR (SPRING SEMESTER)		
PHIL 109	INTRO TO LOGIC (CT)	3	FACS 311	HISTORY OF COSTUME	3
MKTG 331	PRIN OF MARKETING	3	FACS 250	CONSUMER EDUC	3
HIST 350	AFRICAN DIASPORA (CI)	3	FACS 335	CROSS CULTURAL DESIGN	3
ACCT 201	PRIN OF ACCOUNTING	3	FACS 232	INTERIOR DESIGN	3
FACS111	FUND OF COLOR DESIGN	3	FACS 411	ADV. CLOTHING CONSTR.	3
		15			15

SENIOR YEAR (FALL SEMESTER)			SENIOR YEAR (SPRING SEMESTER)		
XXX	FREE ELECTIVE	3	FACS 380	FASHION MERCHAN	3
FACS 381	FASHION PROMOTION	3	XXX	FREE ELECTIVE	3
FACS 472	FASHION MERCH PRACT	3	FACS 410	CLOTH/HUMAN BEH	3
MGMT 324	PRIN OF MGMT/ORG. BEH	3	FACS 420	COM AIDED DES IN FACS	3
FACS 412	FLAT PATTERN	3	FACS 421	EXIT SEMINAR IN FACS	3
			FACS 001	SENIOR COMPREH EXAM	0
		15			15

TOTAL CREDITS 120

*ECON 211 – Students are **REQUIRED** to pass with a C or better.

ART 308 – **COLOR AND DESIGN. ART AND HUMANITIES RECOMMENDED

***BIOL 101 – **Recommended for General and Fashion Merchandising Tracks**

Appendix E (con't) - FACS Programs of Study

MORGAN STATE UNIVERSITY
DEPARTMENT OF FAMILY AND CONSUMER SCIENCES
BACHELOR OF SCIENCE DEGREE IN FAMILY AND CONSUMER SCIENCES
CURRICULUM SEQUENCE
2018-2020

FAMILY AND CONSUMER STUDIES GENERAL TRACK

FRESHMAN YEAR (FALL SEMESTER)			FRESHMAN YEAR (SPRING SEMESTER)		
ENGL 101	ENGLISH COMP 1 (EC)	3	XXX	FREE ELECTIVE	3
FACS 120	ORIENTATION OF FACS	1	ENGL 102	FRESHMAN COMP II (EC)	3
MATH 109	MATH FOR LIBERAL ARTS	4	COSC 110	INTRO TO COMPUTING	3
NUSC 160	INTRO TO NUTRITION (HH)	3	FACS 250	CONSUMER EDUCATION	3
ORED 103	ORIENTATION TO SEUS	1	XXX	PHYSICAL SCIENCE ELEC (BP)	3
FACS 101	INTRO TO BUS FASHION	3			
		15			15

SOPHOMORE YEAR (FALL SEMESTER)			SOPHOMORE YEAR (SPRING YEAR)		
NUSC 161	SCI PRIN OF FOOD PREP	3	*XXX	INTRO TO BIOLOGY (BP)	4
XXX	SOC/BEHAV SCI (SB)	3	XXX	SOC/BEHAV SCI (SB)	3
XXX	ARTS/HUMANITIES (AH)	3	XXX	ARTS/HUMANITIES (AH)	3
**EDUC 222	SEMINAR / PRAXIS	3	FACS 110	TEXTILES	3
SPCH 101	PRIN OF SPEECH COMM	3	FACS 112	PRIN OF CLOTH	3
		15			16

JUNIOR YEAR (FALL SEMESTER)			JUNIOR YEAR (SPRING SEMESTER)		
PHIL 109	INTRO TO LOGIC (CT)	3	EDUC 301	HUMAN LEARNING	3
FACS 342	EARLY CHILDHOOD DEVELOPMENT	3	***XXX	FREE ELECTIVE	3
HIST 350	AFRICAN DIASPORA (CI)	3	FACS 341	ALCOH/FAM/SSUBS/ABUSE	3
FACS 231	MARRIAGE & FAMILY RELATIONS	3	FACS 360	HUMAN SEXULITY & BEH.	3
EDCU 200	FOUND OF EDUC TEACHING	3	FACS 351	FAMILY RESOURCE MGMT.	3
			XXX	FREE ELECTIVE	1
			PHEC XXX	PHYSICAL EDUCATOIN	1
		15			17

SENIOR YEAR (FALL SEMESTER)			SENIOR YEAR (SPRING SEMESTER)		
FACS 355	PARENTING	3	FACS 001	SENIOR COMPREH EXAM	0
XXX	FREE ELECTIVE	3	FACS 421	EXIT SEMINAR IN FACS	3
FACS 473	ENTREPRENEURSHIP IN FACS	3	FACS 452	FAM HOUS/&URB. DEV.	3
XXX	FREE ELECTIVE	3	FACS 454	METH/OBSER IN FACS	3
XXX	FREE ELECTIVE	3	XXX	FREE ELECTIVE	3
		15			12

TOTAL CREDITS 120

*BIOL 101 – Recommended for General and Fashion Merchandising Tracks

**EDUC 222 – ELED 316 May be substituted for EDUC 222

***EDUC 334 – SPECIAL EDUCATION. FREE ELECTIVE RECOMMENDED

