

**PROVISIONS OF THIS PUBLICATION ARE NOT TO BE REGARDED AS A CONTRACT BETWEEN THE STUDENT AND MORGAN STATE UNIVERSITY.**

CHANGES ARE EFFECTED FROM TIME TO TIME IN THE GENERAL REGULATIONS AND IN THE ACADEMIC REQUIREMENTS. THERE ARE ESTABLISHED PROCEDURES FOR MAKING CHANGES, PROCEDURES WHICH PROTECT THE INSTITUTION'S INTEGRITY AND WELFARE. A CURRICULUM OR GRADUATION REQUIREMENT, WHEN ALTERED, IS NOT MADE RETROACTIVE UNLESS THE ALTERATION CAN BE ACCOMMODATED WITHIN THE SPAN OF YEARS REQUIRED FOR GRADUATION. ADDITIONALLY, BECAUSE OF SPACE LIMITATIONS IN LIMITED ENROLLMENT PROGRAMS, MORGAN STATE UNIVERSITY MAY NOT BE ABLE TO OFFER ADMISSION TO ALL QUALIFIED STUDENTS APPLYING TO THESE PROGRAMS AND/OR CLASS SECTIONS.

# **MORGAN STATE UNIVERSITY**

## **AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY POLICY STATEMENT**

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 or disability is prohibited by this 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.

Discrimination includes conduct (oral, written, graphic, or physical) directed against any person or group of persons because of race, color, national origin, religion, sex, sexual orientation, age, marital status or disability and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons.

The scholarly, educational, or artistic content of any written, oral, or other presentation or inquiry shall not be limited by this Policy. It is the intent of this paragraph that academic freedom be allowed to all members of the academic community. Accordingly, this provision shall be liberally construed but shall not be used as a pretextual basis for violation of this Policy.

Information on the implementation of this policy and/or the statutes referenced should be addressed to the Director, Office of Diversity & Equal Employment Opportunity, Morgan State University, 104 Truth Hall, Baltimore, Maryland 21251. The telephone number is (443) 885-3559.

\*The University is required by federal regulations to collect admissions and enrollment information by racial, ethnic and sex categories. The use of this information is for reporting purposes only, and is not used to determine eligibility for admission. The provision of this information is voluntary.

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## **Morgan State University holds the following: Accreditations and Certifications**

AACSB International - The Association to Advance Collegiate Schools of Business  
Accreditation Council for Education in Nutrition and Dietetics  
Accreditation Board for Engineering and Technology (ABET)  
American Chemical Society  
American Institute of CPAs  
American Society of Women Accountants  
Canadian Institute of Actuaries  
Casualty Actuarial Society  
Commission on Accreditation for Dietetics Education (CADE)  
Council on Education in Public Health  
Council on Social Work Education  
Financial Executive Institute  
Landscape Architecture Accreditation Board  
Maryland Association of CPAs  
Maryland Society of Accountants  
Maryland State Department of Education (MSDE)  
Middle States Association of Colleges and Secondary Schools Middle  
States Commission on Higher Education  
National Accreditation Agency for Clinical Laboratory Services (Medical Technology)  
National Architectural Accreditation Board (NAAB)  
National Association of Schools of Music  
National Council for Accreditation of Teacher Education (NCATE)  
Planning Accreditation Board (PAB)  
Society of Actuaries  
The American Planning Accreditation Board World  
Trade Center Institute

## **Memberships**

Advancing Minorities' Interest in Engineering (AMIE)  
American Association of Collegiate Registrars and Admissions Officers (AACRAO)  
American Association of Colleges for Teacher Education (AACTE)  
American Association of Engineering Societies (AAES)  
American Public Transit Association  
American Society for Engineering Education  
Army Alliance at Aberdeen Proving Grounds Association for  
Continuing Higher Education (ACHE)  
Association of Collegiate School of Architecture (ACSA)  
Association of Collegiate Schools of Planning (ACSP)  
Beta Alpha Psi  
Association of Schools of Public Health  
Community Campus Partnerships in Health  
Conference of Minority Transportation Officials  
Council of Educators in Landscape Architecture (CELA)  
Council of Great City Schools  
Council of Graduate Schools  
Council of Historically Black Graduate Schools  
Council of Southern Graduate Schools  
Council of University Transportation Officials  
Financial Management Association  
Fort Meade Alliance  
International Association of Black Actuaries  
Maryland Association of Colleges for Teacher Education (MACTE)  
National Association of Black Accountants (NABA)  
National Association of Graduate Admission Professionals (NAGAP)

NAFSA: Association of International Educators  
National Organization for the Professional Advancement of Black  
Chemists and Chemical Engineers (NOBCChE)  
North American Association of Summer Sessions (NAASS)  
Project Management Institute (PMI)  
Transportation Research Board  
University Continuing Education Association (UCEA)

## MORGAN STATE UNIVERSITY DIRECTORY

\*From off-campus numbers, dial area code (443) then 885-(ext. #). Unless otherwise noted, all MSU telephone numbers begin 443.885.XXXX.

DEPARTMENT	LOCATION	EXT.#
Academic Computer	322 Calloway	3512
Academic Affairs	300 Truth	3350
Academic Outreach & Engagement	206 McKeldin	4686
Accounting and Finance	613 McMechen	3445
Accounts Payable	217-A Montebello	3057
Ace Department	200 Banneker Hall	4498
Admissions	109 D Montebello	3000 or (800)332-6674
Alumni Relations	The Alumni House	3015
Art Department	309 Murphy	3020
Art Gallery	242 Murphy	3030
Athletic Department	Hill Field House	3050
Baldwin Hall		6004
Baltimore Urban Systemic Inst.	108 C Montebello	3304
Base Station (Police Dept.)	W.S.C. - Room 316	3103
Bear Necessity	Main Lobby Montebello	4045
Biology	G12 Spencer	3070
Blackboard.com	voice mail message	3374
Blount Towers		6001
Board of Regents	400 Truth	3086
Bookstore	New Student Ctr	3075
Budget & Planning	111 Truth	3551
Budget Office	111 Truth	3587
Bursar Office	124 A Montebello	3108
Business Administration	634 McMechen	3285
Business & Auxillary	201 D Montebello	3065
Business & Management	635 McMechen	3160
Canteen	1st Fl. New Student Ctr	3327
Career Development	223 C Montebello	3110
Carpenter	W.S.C. Yard	3188
Cashier	124 A Montebello	3673
Center for Academic Success and Achievement (CASA)	107 New Communication Ctr.	3380
Center for Excellence	101 Banneker	3134
Center for Global Studies	210 D Montebello	4027

Center for Health Disparities	1103 E. Cold Spring Lane Portage Building	4530
Center for Museums	101C Montebello	3422
Chemistry	318 Spencer	3115
Christian Center	Christian Center	443-885-5105
Civil Engineering	101 CBEIS	3098, 3903
College of Liberal Arts	231 Holmes	3090
Community College Leadership Doctoral Program	200 Banneker	1906
Community Service	209C Montebello	4328
Communication Media	304 B Banneker	3500
Computer Lab	304 Calloway	3962
<i>Engineering - Specialized Lab</i>	<i>Clarence Mitchell Bldg.</i>	<i>3231</i>
<i>English Lab</i>	<i>G 02 Holmes Hall</i>	<i>3644</i>
<i>Foreign Language Lab</i>	<i>G 03 Holmes Hall</i>	<i>3644</i>
<i>Graduate/Cartography Lab</i>	<i>G 14 Holmes Hall</i>	<i>3644</i>
<i>Mathematics</i>	<i>Carnegie Hall</i>	
Computer Science	205 Calloway	3962
Comptroller	212-A Montebello	3045
Continuing Studies	308 McKeldin Ctr	3155
C - Store	Blount Towers	3759
Counseling Center	202 C.G.W.	3130
Cummings House		6005
Dept. of Advanced Studies, Leadership & Policy	200 Banneker	3382
Design & Constr. Mgt.	312 D Montebello	3919
Development Office	201 Truth	3080
Digital Media Center	209 New Communications Ctr	4344
Economics	311 Holmes Hall	3438
Educational Talent Search Program	321 D Montebello	3069
Education/Urban Studies	301 Banneker	3385
Electrical Engineering	119 MEB	3073
Engineering	118 MEB	3231
English	202 Holmes Hall	3165
Enrollment Management Services	226 C Montebello	3042



Entrepreneurial Development	102 McMechen	3261
Equal Opportunity Office	103 Truth	3559
Estuarine Research Center	10545 Mackall Road, St. Leonard, MD	410-586-9700
Executive Assistant to the President	411 Truth	3035
Family and Consumer Sciences	403 Jenkins	3355
Finance & Management	307 Truth	3144
Financial Aid	226 A Montebello	3170
Fine Arts	214 Murphy	4336
Food Service	Rawlings	3597
Foundation	201 Truth	3040
Fulbright Program	102 C Montebello	3097
General Counsel	409 Truth	3220
Government Relations	202 Truth	3938
Graduate Studies	310 McKeldin Ctr.	3185
Grounds	W.S.C.	3049
Harper/Tubman	Front Desk	6006
Head Start Program	Northwood	410-264-1653
Health & Physical Education	208 Hurt Gym	3210
Health Services-Student	Infirmary	3236
Heating Plant	W.S.C.	3398
Helen Roberts Room	4th floor Spencer	3860
HELP Desk- Computing & Telephone Service		4357
History	326 Holmes Hall	3190
Honors Program	101 Jenkins	3429
Housekeeping	Lower Level - Montebello	3399
Human Resources	100 C.G.W.	3195
Industrial Engineering	224 MEB	3129
Information Technology Dept.	301 C.G.W.	3125
Information Systems	507 McMechen	3443
Inst. for Urban Research	216-D Montebello	3004
Inst. Advancement	208 Truth	3535
Institutional Research	105 C.G.W	3372
Internal Audit	244 C.G.W.	3091
Kuumba	209C Montebello	4328

Earl S. Richardson Library		3477
<i>Circulation Dept.</i>	Main Lobby Library	3477
<i>Computer Lab</i>	117 Library	3849
<i>Government Documents</i>	133A Library	3642
<i>Micro Media Room</i>	221 Library	3834
<i>Reference Dept.</i>	Main Lobby Library	3450
<i>Davis Room</i>	323 Library	3458
Loan Department	226 A Montebello	3637
Mathematics	251 Carnegie	3964
Medical Technology	G67 Key Hall	3611
Military Science/ROTC	115 Turner's Armory	3263
Montebello (Front Desk Security)	Montebello	3824
Motor Pool	Turner's Armory	3600
Music Department	329 Murphy	4336
National Direct Student Loan	109 A Montebello	3010
National Transportation Ctr.	327 CBEIS	3666
Nursing Program	308 Jenkins	4144
O'Connell Hall		6003
Office of International Services	210 D Montebello	3038
Payroll	210 A Montebello	3026
Philosophy & Religious Studies	309 Holmes Hall	3436
Physical Plant	301 W.S.C.	3177
Physics	G22 Calloway	3226
Planning & Information Technology	105 C.G.W.	3372
Police & Public Safety	300 W.S.C.	3100
Political Science	G05 Holmes Hall	3277
Post Office	07 C Montebello	3234/ 2036
President's Office	400 Truth	3200
Procurement/Property Control	102 W.S.C.	3074
Professional Dev. Ctr.	211 Banneker	3409
Promethean - Yearbook	234 New Communications Ctr	3464
Property Control	WSC - Loading Dock	3114
Psychology	408 Jenkins	3290
Public Relations	109 Truth	3022
Purchasing Card & Travel Administration	115C Montebello	4566
Rawlings Hall		6000

Research & Economic Development	102 Mitchell	4630
Records & Registration	112 A- Montebello	3300
Residence Life	114 Tubman	3217
Restricted Funds	112 C- Montebello	3025
Robert M. Bell Ctr. for Civil Rights in Education	Earl S. Richardson Library	4564
School of Architecture & Planning	104 CBEIS	3225
School of Community Health & Policy	1103 E. Cold Spring Lane Portage Building	3238
School of Computer, Math. & Natural Sciences	200 Dixon Research Ctr.	4515
School of Global Journalism & Communication	328 New Communication Ctr.	3330
School of Social Work	334 Jenkins	3537
Sociology/Anthropology	439 Jenkins	3518
Special Events	306 University Student Ctr.	4368
Speech Communication	328 New Communication Ctr.	3330
Spokesman	234 New Communication Ctr.	3464
Sponsored Programs	303 D- Montebello	3447
Sports Information	123 Hill Field House	3831
Student Activities	300 New Student Center	3470
Student Affairs	205 Truth	3527
Student Government Assoc.	203 New Student Ctr.	3454
Student Retention	318 McKeldin Ctr.	3651
Sweet Shop	University Student Center	1815
Teacher Education	211 Banneker	3409
Tele-Communication Services	07 C Montebello	3900
Theater Arts	214 Murphy	3625
Thurgood Marshall		6002
Title III Program Administration	214 D Montebello	
Transfer Center	325 D Montebello	3711
Transportation & Urb Infrastructure, Dept. of	102 CBEIS	3348
University Print Shop	Lower Level - Montebello	3063
University Student Center	303 University Student Ctr.	3120
Upward Bound	313 McKeldin Ctr	3448
Veteran's Affairs	117 A Montebello	3395
WEAA - FM	114 New Communications Ctr.	3564
Web Development Services	208 Truth	3369
Work Study	224 A Montebello	3141
Working Fund	216 A Montebello	3403
World Languages & International Studies	311 Holmes Hall	3094

## MSU Academic Calendar 2015 -2016

### **FALL 2015**

	<b><u>Start Date</u></b>	<b><u>End Date</u></b>
Advance Registration	Monday, April 13, 2015	Friday, April 24, 2015
Add/Drop	Monday, April 13, 2015	Saturday, September 5, 2015
General Registration	Saturday, April 25, 2015	Sunday, August 23, 2015
Late Registration	Monday, August 24, 2015	Saturday, September 5, 2015
New Special Student Registration	Thursday, August 20, 2015	Saturday, September 5, 2015
Last Day to Cancel Fall 2015 Registration	Sunday, August 23, 2015	Sunday, August 23, 2015
First Day of Classes	Monday, August 24, 2015	
Last day to Register	Saturday, September 5, 2015	
Last Day to Add a Course	Saturday, September 5, 2015	
Last Day for Undergraduates to Drop w/o a Grade of "W"	Saturday, September 5, 2015	
Last Day for Graduates to Drop w/o a Grade of "W"	Saturday, September 5, 2015	
Last Day for Undergraduate & Graduate Student to Apply for Fall 2015 Graduation	Monday, September 28, 2015	
Mid-Semester Examinations	Monday, October 12, 2015	Saturday, October 17, 2015
Last Day to Drop a Class with a "W"		Friday, October 30, 2015
Thanksgiving Break	Thursday, November 26, 2015	Sunday, November 29, 2015
Last Day to Withdraw from MSU for Fall 2015	Tuesday, December 8, 2015	
Last Day of Classes	Wednesday, December 9, 2015	
Study Day	Thursday, December 10, 2015	
Final Exams		Wednesday, December 16, 2015
<b>FALL 2015 COMMENCEMENT</b>		Friday, December 18, 2015

### **Fall University Convocations**

**\*All university convocations are  
scheduled during University Hour**

Matriculation Convocation	Thursday, September 10, 2015
Performing Arts Convocation	Thursday, October 8, 2015
Founders Day Convocation	Thursday, November 12, 2015
Bill of Rights/TransAfrica Day Convocation	Thursday, December 3, 2015

**Winter 2016**

First Day of Classes  
Late Registration  
Last Day to Add a Course  
Last Day to Drop a Class with a "W"  
Last Day of Classes  
Final Exams

**Start Date**

Monday, January 4, 2016  
Monday, January 4, 2016  
Tuesday, January 5, 2016  
Friday, January 8, 2016  
Wednesday, January 20, 2016  
Thursday, January 21, 2016

**End Date**

Tuesday, January 5, 2016

**Spring 2016**

Advance Registration  
Add/Drop  
General Registration  
New Special Student Registration  
Last Day to Cancel Spring 2016  
Registration  
First Day of Classes  
Late Registration  
Last day to Register  
Last Day to Add a Course  
Last Day for Undergraduates to Drop  
w/o a Grade of "W"  
Last Day for Graduates to Drop w/o a  
Grade of "W"  
Mid-Semester Examinations  
Spring Break  
Last Day to Drop a Class with a "W"  
Last Day to Withdraw from MSU for  
Spring 2016  
Last Day of Classes

**Start Date**

Monday, November 9, 2015  
Monday, November 9, 2015  
Saturday, November 21, 2015  
Monday, January 18, 2016  
Sunday, January 24, 2016

**End Date**

Friday, November 20, 2015  
Saturday, February 6, 2016  
Sunday, January 24, 2016  
Saturday, February 6, 2016  
Sunday, January 24, 2016

Monday, January 25, 2016  
Monday, January 25, 2016  
Saturday, February 6, 2016  
Saturday, February 6, 2016  
Saturday, February 6, 2016

Saturday, February 6, 2016

Saturday, February 6, 2016

Monday, March 14, 2016  
Monday, March 21, 2016  
Friday, March 25, 2016  
Wednesday, May 11, 2016

Saturday, March 19, 2016  
Friday, March 25, 2016

Wednesday, May 11, 2016

Study Day  
Final Exams

Thursday, May 12, 2016  
Friday, May 13, 2016

Thursday, May 19, 2016

**Spring 2016 COMMENCEMENT**

Saturday, May 21, 2016

**Spring University Convocations**

Mitchell - Quarles Convocation  
Fredrick Douglass Convocation  
Martin Luther King/Malcolm X  
Convocation  
Women's History Month Convocation  
Honors Convocation

**\*All university convocations are  
scheduled during University Hour**

**Start Date****End Date**

Thursday, February 4, 2016  
Thursday, February 11, 2016  
Thursday, February 18, 2016

Thursday, March 10, 2016  
Thursday, April 7, 2016

**Summer Session I**

General Registration  
First Day of Classes  
Late Registration  
Last Day to Add a Course  
Last Day to Drop a Class with a "W"  
Last Day of Classes  
Final Exams

Monday, March 21, 2016  
Tuesday, May 31, 2016  
Tuesday, May 31, 2016  
Thursday, June 2, 2016  
Monday, June 6, 2016  
Thursday, June 30, 2016  
Friday, July 1, 2016

Monday, May 30, 2016  
  
Thursday, June 2, 2016

**Summer Session II**

General Registration  
First Day of Classes  
Late Registration  
Last Day to Add a Course  
Last Day to Drop a Class with a "W"  
Last Day of Classes  
Final Exams  
Summer Session I Ends

Monday, March 21, 2016  
Monday, July 11, 2016  
Tuesday, July 12, 2016  
Thursday, July 14, 2016  
Wednesday, July 22, 2015  
Friday, August 12, 2016  
Monday, August 15, 2016  
Wednesday, August 17, 2016

Friday, June 24, 2016  
  
Thursday, July 14, 2016

# **Vision, Mission, and Core Values of Morgan State University**

**Approved August 2, 2011**

Morgan State University's vision and mission statements as well as its core institutional values are consistent with the University's Carnegie Foundation classification as a doctoral research university and are intended to direct Morgan's strategic growth over the next decade.

## **Vision Statement**

Morgan State University is the premier public urban research university in Maryland, known for its excellence in teaching, intensive research, effective public service and community engagement. Morgan prepares diverse and competitive graduates for success in a global, interdependent society.

## **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.

## **Core Values**

The following institutional core values guide the promotion of student learning and success, faculty scholarship and research, and community engagement at Morgan:

**Excellence.** Excellence in teaching, research, scholarship, creative endeavors, student services, and in all aspects of the University's operations is continuously pursued at Morgan to ensure institutional effectiveness and efficiency.

**Integrity.** At Morgan, honest communications, ethical behavior, and accountability for words and deeds are expected from all members of the University community.

**Respect.** Each person at Morgan is to be treated with respect and dignity and is to be treated equitably in all situations.

**Diversity.** A broad diversity of people and ideas are welcomed and supported at Morgan as essential to quality education in a global interdependent society. Students will have reasonable and affordable access to a comprehensive range of high quality educational programs and services.

**Innovation.** Morgan encourages and supports its faculty, staff, and students in all forms of scholarship including the discovery and application of knowledge in teaching and learning and in developing innovative products and processes.

**Leadership.** Morgan seeks to provide rigorous academic curricula and challenging co-curricular opportunities to promote the development of leadership qualities in students and to facilitate leadership development among faculty, staff, and students.

# STUDENTS' RIGHT TO KNOW

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, gives students the right to: (1) inspect and review their educational records; (2) consent to release educational records to a third party; (3) challenge information included in the educational records; and (4) be notified of their rights under FERPA. It is the policy of Morgan State University to comply with the terms and conditions of FERPA.

### **Inspection and Review of Educational Records**

FERPA requires that a college or University have procedures for allowing students to inspect and review their educational records. With certain important exceptions, the term "educational record" means any record (in handwriting, print, tapes, film, computer, or other medium) directly related to a student and maintained by the University. Among the information that may be compiled on a student, but is not defined as an educational record under FERPA are personal records kept by faculty members and/or University officials for their own use; records made by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional used in connection with the treatment of the student; the records compiled and maintained by campus security for the purpose of law enforcement; certain employment records; and certain alumni records. Students do not have the right to inspect and review the financial statement of the students' parents; letters of recommendation for which the student waived his or her right of access; records maintained before January 1, 1975; records related to an application to the University where the applicant was denied admission; and/or any other information excluded from FERPA's definition of educational record. Students may inspect and review their educational records upon written request to the Registrar in the Office of Records and Registration. The Registrar will direct the written request to the appropriate records custodian and within a reasonable period of time, but in no case longer than 45 days, the appropriate records custodian will provide the student with an opportunity to inspect and review the requested records, so long as the requested records are covered by and are not exempted under FERPA. The University may charge a fee for copying and is under no obligation to certify every record requested by or copied for a student.

### **Consent to Release Records**

Morgan State University will disclose information from a student's educational record only with the written consent of the student. Except that a student's educational record may, even in the absence of the student's express written consent, be disclosed to parents of students who are "dependent" as defined by the Internal Revenue Code; to court or law enforcement officials in compliance with a judicial order or lawfully issued subpoena; to accrediting organizations; to appropriate parties in a health or safety emergency; to officials conducting studies for the University; federal, state, and local educational authorities who audit or regulate educational programs; officials of another school in which a student seeks to enroll; and University officials including faculty, administrators, staff, trustees, members of University judicial bodies, including students, who have a "legitimate educational interest" in the record. A University official has a legitimate educational interest if such official is performing a task related to the discipline of a student; performing a service or benefit relating to the student or the student's family; or the official is maintaining the safety and security of the campus. The University may also disclose the results of any disciplinary proceeding against an alleged perpetrator of a violent crime to the alleged victim of that crime.

Finally, the University may disclose without a student's consent certain "directory information" such as a student's name, photograph, parent's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and/or awards received, participation in officially recognized activities, height and weight of members of athletic teams, and most recent educational institution attended. A student who objects to the disclosure of "directory information" must provide annual written notice to the Registrar in the Office of Records and



Registration within three weeks of the first day of Fall semester classes not to disclose any or all of the categories of directory information related to that student. There may be circumstances where students will want to grant an individual or organization access to their records. Frequent examples include employers, employment agencies, counselors, attorneys, and honorific societies. Requests for disclosure of educational records should be made in writing to the Registrar in the Office of Records and Registration. Within a reasonable period of time, but in no case longer than 45 days, the appropriate University official will disclose to the individual or organization identified by the student as having permission to review the requested records, so long as the requested records are covered and are not exempted under FERPA. The University may charge a fee for copying and is under no obligation to certify every record disclosed at the request of or on behalf of a student.

### **III. Correct Information in the Record**

With the exception of grades, an instructor's procedure or judgment in awarding grades, students have the right to ask to have educational records corrected that they believe are inaccurate, misleading, or otherwise in violation of their privacy rights. Students at the University who wish to challenge information in their educational record that they believe is inaccurate, misleading, or in violation of their privacy rights must submit a written request to the Registrar in the Office of Records and Registration. The Registrar will direct the request to the University official responsible for the record in question. After reviewing the request within a reasonable period of time, the University will communicate to the student in writing a decision about whether the University will amend the record.

If the decision of the University is not to amend the record, a student has the right to appeal by writing to the Vice President for Academic Affairs (VPAA), requesting a hearing on the matter. The VPAA will notify the student in writing of the time, place, and date of the hearing. The hearing officer will be a University official appointed by the VPAA. The student shall have a full and fair opportunity to present evidence related to the matter and/or educational record in question. Within a reasonable period of time following the hearing, the student will be notified in writing of the University's decision. If the University finds as a result of evidence presented at the hearing that the educational record contains inaccurate, misleading information or that the record as presently constituted violates the privacy rights of the student, the University will amend the record. On the other hand, if the University decides after its review of the evidence presented at the hearing that the information in the student's record is not inaccurate, misleading, or in violation of privacy rights, the student has a right to include in his or her record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The student's statement will be maintained as part of the educational record and shall be disclosed whenever the University discloses the contested portion of the record.

### **IV. Notice of Privacy Rights**

The preceding review of rights and procedures is meant to inform students of the rights accorded to them by the Family Educational Rights and Privacy Act. Pursuant to §99.7 of the FERPA regulations, students at the University are provided with annual notification of their FERPA rights via the University website. For a full understanding of the terms, conditions, rights, and exceptions found in FERPA, students are encouraged to read the entire act which is found in 20 United States Code Annotated (USCA) §1232g et. seq. Students who believe that their rights under FERPA have been abridged by the University may file a written complaint with the Director, Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-5920.

May 3, 2011

## POLICY ON STUDENT RESIDENCY CLASSIFICATION FOR ADMISSION AND TUITION PURPOSES

### POLICY

#### Purpose

To extend the benefits of higher education while encouraging the economical use of the State's resources,<sup>1</sup> it is the policy of the Board of Regents of Morgan State University to recognize the tuition categories of in-state and out-of-state students for the purpose of admission and assessing tuition at the University.

#### Burden of Proof

The person seeking in-state status shall have the burden of proving by clear and convincing evidence that he or she satisfies the requirements and standards set forth in this Policy. Assignment of in-state or out-of-state status will be made upon a review of the totality of facts known or presented to it.

#### In-state Status

To qualify for in-state tuition, a student must demonstrate that, for at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status, the student had the continuous intent to:

Make Maryland his or her permanent home; and

Abandon his or her former home state or domicile; and

Reside in Maryland indefinitely; and

Reside in Maryland primarily for a purpose other than that of attending an educational institution in Maryland.

Satisfying all of the requirements in Section II (and Section III, when applicable) of this policy demonstrates continuous intent and qualifies a student for in-state tuition.

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<sup>1</sup>Annotated Code of Maryland, Education Article, §14-101 and §14-104.

Students not entitled to in-state status under this policy shall be assigned out-of-state status for admission and tuition purposes.

### Presumption

Either of the following circumstances raises a presumption that the student is residing in the State of Maryland primarily for the purpose of attending an educational institution and therefore, does not qualify for in-state status under this policy:

A student is attending school or living outside Maryland at the time of application for admission to the University, or

A student is Financially Dependent on a person who is not a resident of Maryland.

This presumption may be rebutted. The student bears the burden of rebutting the presumption. See "III. Rebuttal Evidence" below.

### REQUIREMENTS

Before a request for classification to in-state status will be considered, a student must comply with all of the following requirements for a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status. The student must demonstrate he or she:

Owns or possesses, and has continuously occupied, including during weekends, breaks and vacations, living quarters in Maryland. The student must provide evidence of a genuine deed or lease and documentation of rent payments made. In lieu of a deed or lease, a notarized affidavit from a landlord showing the address, name of the student as occupant, term of residence, and history of rent payments made will be considered. As an alternative, a student may demonstrate that he or she shares living quarters in Maryland which are owned or rented and occupied by a parent, legal guardian or spouse.

Has substantially all of his or her personal property, such as household effects, furniture and pets in Maryland.

Has paid Maryland income tax on all taxable income including all taxable income earned outside the State and has filed a Maryland tax return.

Has registered all owned or leased motor vehicles in Maryland.

Possesses a valid Maryland driver's license, if licensed.

Is registered to vote in Maryland, if registered to vote.

Receives no public assistance from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland.

Has a legal ability under Federal and Maryland law to live permanently without interruption in Maryland.

Has rebutted the presumption that he or she is in Maryland primarily to attend an educational institution, if the student's circumstances have raised the presumption.

## REBUTTAL EVIDENCE

Satisfying the requirements listed in paragraphs A through I of Section II, does not rebut the presumption that a student is in Maryland primarily to attend an educational institution. To overcome the presumption, a student must present additional evidence.

To determine a student's intent, the University will evaluate evidence of a student's objectively verifiable conduct. Evidence that does not document a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status is generally considered an unfavorable factor under this policy. Evidence of intent must be clear and convincing and will be evaluated not only by the amount presented but also based upon the reliability, authenticity, credibility and relevance of the evidence.

The absence of objective, relevant evidence is generally considered an unfavorable factor. A student's statement of intent to remain in Maryland in the future is generally not considered to be objective evidence under this policy.

Additional evidence that will be considered includes, but is not limited to, the following:

Source of financial support:

Maryland employment and earnings history through sources beyond those incident to enrollment as a student in an educational institution e.g., beyond support provided by work study, scholarships, grants, stipends, aid, student loans, etc. (Tuition costs will be considered as a student expense only to the extent tuition exceeds the amount of any educational scholarships, grants, student loans, etc.), or

Evidence the student is Financially Dependent upon a person who is a resident of Maryland.

Substantial participation as a member of a professional, social, community, civic, political, athletic or religious organization in Maryland, including professionally related school activities that demonstrate a commitment to the student's community or to the State of Maryland.

Registration as a Maryland resident with the Selective Service, if male.

Evidence showing the student uses his or her Maryland address as his or her sole address of record for all purposes including on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.

An affidavit from a person unrelated to the student that provides objective, relevant evidence of a student's conduct demonstrating the student's intent to live permanently in Maryland.

**NON-RESIDENTS WHO MAY TEMPORARILY QUALIFY FOR IN-STATE STATUS** In addition, persons with the following status shall be accorded the benefits of in-state status for the period in which they hold such status:

A full-time or part-time (at least 50 percent time) regular employee of the University.

The spouse or Financially Dependent child of a full-time or part-time (at least 50 percent time) regular employee of the University.

An active duty member of the Armed Forces of the United States whose home of residency is Maryland or one who resides in, or is stationed in, or is domiciled in Maryland, or the spouse or a Financially Dependent child of such a person. Students that qualify under this provision will retain in-state status for tuition purposes as long as they are Continuously Enrolled regardless of a change in military assignment or status of the active member of the military.

A veteran of the United States Armed Forces who presents documentation that he or she was honorably discharged, and currently resides, or is domiciled, in the State.

A graduate assistant appointed at the University for the semester/term of the appointment.

An active duty member of the Maryland National Guard (MNG) who is stationed, resides or is domiciled Maryland who joined or subsequently serves in the MNG to provide a Critical Military Occupational Skill or to be a member of the Air Force Critical Specialty Code as determined by the MNG. A "member" of the MNG is defined as one who is regularly enlisted or holds a commission in the MNG as an officer in the grade of major or below or a warrant officer. This section F of the Policy shall be effective as of July 1, 2009.

A spouse or financially dependent child shall continue to be exempt from paying nonresident tuition if the active duty member no longer meets the requirements of this section IV of this Policy and the spouse or financially dependent child remains continuously enrolled at Morgan State University.

The son or daughter of a State or Maryland county public safety employee who is eligible for a scholarship in accordance with §18-601(d)(3)(iii) of the Education Article of the Annotated Code of Maryland which provides for a scholarship for the offspring of a public safety employee killed in the line of duty.

Effective July 1, 2011, an undocumented immigrant individual (not including non-immigrant aliens within the meaning of §1101(A)(15) of the Aliens and Nationality Title of the United States Code) is eligible to pay a tuition rate equivalent to the resident tuition rate at the University, if the individual:

Has attended a community college not earlier than the 2010 fall semester and met the requirements of §15-106.8(B)(2011) of the Education Article of the Annotated Code of Maryland (except the requirement set forth in this section that provides that an individual must register as an entering student in a community college in the State not earlier than the 2011 Fall Semester);

Was awarded an associate's degree by, or achieved 60 credits at a community college in the State;

Provides the University with a copy of the affidavit that was submitted to the individual's community college which stated the individual will file an application to become a permanent resident within thirty (30) days after the individual became eligible to do so;

Provides to the University documentation that the individual or the individual's parent or legal guardian has filed a Maryland income tax return;

Annually while the individual attended community college in the State;

Annually during the period, if any, between graduation from or achieving 60 credits at a community college in the State, and registration at the University; and

Annually during the period of attendance at the University; and

Registers at the University not later than four (4) years after graduating from or achieving 60 credits at a community college in the state.

## PROCEDURES

An initial determination of in-state status will be made at the time of admission. The determination made at that time, and any determination made thereafter, shall prevail for each semester/term until the determination is successfully challenged in a timely manner.

A change in status must be requested by submitting a "Petition for Change in Classification for Tuition Purposes". A student applying for a change to in-state status

must furnish all evidence that the student wishes the University to consider at the time the petition is due which is the last published date to register for the forthcoming semester/term for which the change in classification is sought.

The student shall notify the University in writing within fifteen (15) days of any change in circumstances which may alter in-state status.

In the event incomplete, false, or misleading information is presented, the University may, at its discretion, revoke in-state status and take disciplinary action provided for by the University's policies. Such action may include suspension or expulsion. If in-state status is gained due to false or misleading information, the University reserves the right to retroactively assess all out-of-state charges for each semester/term affected.

The University shall develop and publish additional procedures to implement this Policy. Procedures shall provide that on request the President or designee has the authority to waive any requirement set forth in Section II if it is determined that the application of the requirements creates an unjust result.

## DEFINITIONS

**Financially Dependent:** For the purposes of this policy, a financially dependent student is one who is claimed as a dependent for tax purposes.

**Parent:** A parent may be a natural parent, or, if established by a court order recognized under the law of the State of Maryland, an adoptive parent.

**Guardian:** A guardian is a person so appointed by a court order recognized under the law of the State of Maryland.

**Spouse:** A spouse is a partner in a legally contracted marriage.

**Child:** A child is a natural child or a child legally adopted pursuant to a court order recognized under the law of Maryland.

**Regular Employee:** A regular employee is a person employed by the University who is assigned to a State budget line or who is otherwise eligible to enroll in a State retirement system. Examples of categories NOT considered regular employees are graduate students, contingent employees, and independent contractors.

**Continuous Enrollment:**

**Undergraduate Student** - An undergraduate student who is enrolled at the University for consecutive fall and spring semesters, until completion of the student's current degree program or unless on an approved leave of absence or participating in an approved program off-campus.

**Graduate and Professional** - Continuous enrollment for a graduate or professional student is defined by the University in accordance with program requirement.

## VI. IMPLEMENTATION

This policy as amended by the Board of Regents May 3, 2011 shall be applied to all student tuition classification decisions made after this date, unless stated otherwise in this policy.



# **PROCEDURES FOR STUDENT RESIDENCY CLASSIFICATION FOR ADMISSION, TUITION AND CHARGE-DIFFERENTIAL PURPOSES**

## **General Guidelines**

An initial determination of in-state status will be made by the University at the time a student's application for admission is under consideration. The determination made at that time, and any determination made thereafter, shall prevail for each subsequent semester until the determination is successfully challenged in a timely manner.

A student may request a re-evaluation of the student's residency status by filing an Application for Change in Residency Classification for Admission, Tuition and Charge-Differential Purposes (hereinafter referred to as "Application").

A STUDENT MUST MEET THE REQUIREMENTS FOR IN-STATE STATUS AND SUBMIT A COMPLETED APPLICATION (INCLUDING ALL DOCUMENTS REQUIRED THEREIN) BY THE LAST DAY OF LATE REGISTRATION FOR THE SEMESTER THE STUDENT WISHES TO ESTABLISH IN-STATE STATUS (HEREINAFTER REFERRED TO AS DEADLINE). NO CHANGE IN STATUS REQUESTED BY A STUDENT SHALL BE GIVEN RETROACTIVE EFFECT PRIOR TO THE SEMESTER FOR WHICH AN APPLICATION WAS FILED BY THE STUDENT. ONLY ONE APPLICATION PER SEMESTER MAY BE FILED BY A STUDENT.

A determination of in-state status is valid only if the student actually enrolls in the semester for which the student applied. Determinations which are made in cases where the student does not actually enroll are not valid for a subsequent semester.

It is the student's responsibility to demonstrate to the satisfaction of the University that the student meets all requirements of this Policy and that an in-state classification is appropriate. The student applying for in-state status must furnish appropriate documentation as required by the University. Within the sole discretion of the President or the President's designee's, upon the student's written request, a waiver of a residency requirement may be considered.

In the event that incomplete, inaccurate, false, and/or misleading information is presented, the University may at its discretion, revoke any subsequent

assignment of in-state status. In such cases, the student shall be required to pay all cost differentials between in-state and out-of-state status beginning with the semester for which in-state status was obtained. In the event in-state status is assigned as a result of administrative or clerical error, the University may, at its discretion, revoke this assignment. In such cases, the student may be required to pay all cost differentials between in-state and out-of-state status beginning with the semester for which in-state status was erroneously assigned.

During the time when requests for reclassification are being considered, fees and charges based on the previous out-of-state determination must be paid. The student is responsible for the payment of any late charges, severance fees, and collection charges assessed for the unpaid out-of-state differential during that time. If in-state status is granted, the out-of-state differential will be refunded for the semester in which a timely application was filed.

The student shall notify the University in writing within fifteen (15) days of any change of circumstances which may affect the student's residency status.

## APPEALS

To the Vice President for Academic Affairs (VPAA) or designee - A student who has been denied in-state reclassification following the submission of an Application may request a personal interview with the VPAA or designee in order to present any and all evidence relevant to the student's residency classification, and to answer questions which may have been raised about the student's status. Such request must be in writing and must be received by the University no later than fifteen (15) working days from the date which appears on the University's written denial of the Application

To the President or President's designee - If the decision of the VPAA is adverse to the student, a written appeal may be filed with the President or designee. Such written appeal must be received by the President or designee no later than fifteen (15) working days from the date of the written adverse decision of the VPAA and should present any information upon which the appeal is based and of which the student would like the President or designee to be aware. The written appeal shall be considered by the President or designee which shall reach a decision in the case. Unless otherwise specifically requested by the President or designee, information and arguments not presented by the student to the Director of Records and Registration shall not thereafter be considered on appeal. It is the student's responsibility to provide complete and timely responses to requests for information by the University. Failure to do so may result in a denial of the appeal.

# CAMPUS SECURITY

## CURRENT FACILITIES

Current policies concerning security and access to campus facilities, including residential halls, and security considerations used in the maintenance of campus facilities:

Morgan State University is designated as Maryland's public urban university. As such, the university is situated on an open campus in the northeastern portion of Baltimore City. The university comprises approximately 158 acres and is impacted on its boundaries by surrounding residential communities and retail activities. The overall security program of the university is focused on providing police protection and security services to a population which includes approximately 7,000 students and 1,500 faculty members and other employees. Access to campus facilities and activities is accomplished by means of an identification card which is issued to each member of the community. This is the primary means of identifying community members on the campus and the display of the card on an outer garment is consistently encouraged and, upon request of an officer of the university, the identification card must be shown. Residential life facilities are staffed by employees of the Office of Residence Life, who assume responsibility for controlling access to on/off campus residential facilities. In addition, continuous exterior security is provided during the hours of darkness by dedicated security officers, regular police patrols, plainclothes officers and a camera system. The university makes every effort to ensure that campus facilities, buildings, and grounds are designed and maintained in such a manner as to promote safety and security, and reduce the opportunity for criminal activity. In this light, emphasis is focused on protective lighting, landscaping and grounds keeping, and identifying areas of the campus which may contribute to crime conducive conditions. In addition to this effort, security alarm systems are employed in buildings throughout the campus, as well as security officers in selected facilities and continuous foot/motorized police patrols.

## CAMPUS LAW ENFORCEMENT

Current policies concerning campus law enforcement:

The Department of Police and Public Safety is charged with the responsibility for the delivery of security, law and order, and police services at Morgan State University. The Department employs approximately forty (40) sworn police officers along with 15 non-sworn support staff. Police officers must successfully complete a minimum standards entry level police training academy course as mandated by the State of Maryland Police Training Commission, which includes such subjects as criminal law and procedures, patrol and investigation practices and techniques, firearms, first-aid, emergency vehicle operations, use of force, and physical training. In addition, police officers must successfully complete in-service training on an annual basis to maintain their certification as police officers in the State of Maryland. Finally, an array of in-service training and specialized training programs are presented to update and enhance the professional skills of the officers.

University police officers are vested with all the powers, authority, and responsibilities of any police officer of the State of Maryland on property owned or operated by the university and the surrounding area. The Department of Police and Public Safety cooperates fully with local, federal and state law enforcement agencies in cases which involve both on-campus and off-campus jurisdictions, or when the resources of another agency can be used to facilitate the resolution of an investigation or public safety issue.

Members of the university community are urged to notify the Department of Police and Public Safety immediately of any criminal activity or other public safety concern or issue. In addition, emergency security telephones ("blue phones") are installed at selected locations throughout the university campus.

The Department of Police and Public Safety publishes news safety and security brochures, and provides oral presentations to all segments of the campus community on a frequent basis to educate community members on police policies and procedures. Students and employees are reminded of recurring or significant crime problems

being experienced on the campus and their role and responsibility in reducing their vulnerability in becoming crime victims.

The Department of Police and Public Safety publishes pamphlets on various topics of Crime Prevention which are available to all students, faculty, and staff members. Topics include: Police Protection and Security Services, General Crime Prevention Techniques, Campus Watch, Operation I.D., Rape and Sexual Assault, Date Rape, and Drug and Alcohol Abuse. The Department of Police and Public Safety holds sessions each semester on the above topics. Information on safety and security is provided to students, faculty, and staff members regularly through seminars, films, bulletins, crime alerts, posters, brochures, university staff and student newspapers, other university periodicals and the university website.

Moreover, it should be noted that specific criminal statistics information pertaining to crime within this campus community is available to all prospective students and employees as well as current students and work force personnel. Requests for such information should be directed to Police Headquarters either in person or via telephone (443) 885-3100 or via correspondence to the following address: **Police and Public Safety Department, Morgan State University, 1700 East Cold Spring Lane, Baltimore, Maryland 21251.**

## UNIVERSITY COMMUNICATIONS WITH STUDENTS

### YOUR OFFICIAL EMAIL ACCOUNT

Upon admission to Morgan State University, all students are assigned e-mail accounts. Morgan State University's e-mail use is required for all official University communications. Your e-mail account is the means by which administrators, faculty, and staff communicate official University information to you. Your e-mail account may be used to inform you of the following:

- Matters concerning your financial aid, such as
- Missing FASFA information
- Award notifications
  
- Matters concerning your account with the Bursar, such as
- Refund Information
- Payment schedule and deadlines
- Bill payment confirmation (for online payments only)
  
- Matters concerning Academic and/or Student Affairs, such as
- School closings
- Campus emergencies
- Housing confirmation notices
- Various student and cultural events
- Problems concerning your borrowing privileges at the Morgan Library
  
- Matters concerning other departments such as: the offices of your school/college dean, and your department chairperson, the Honors Program, the Counseling Center, and the School of Graduate Studies.

Newly admitted students receive a Morgan e-mail address along with password instructions from the Office of Planning & Information Technology. This information is sent in the mail shortly after you receive your admittance letter. The student user name and password for e-mail is also used for Blackboard and for accessing any computer on campus.

The Morgan e-mail address is also found within your WebSIS account under the Personal Information Menu, by selecting "View E-mail Addresses." Your user name is the portion before the @ sign (username@morgan.edu). WebSIS will NOT display your e-mail password. If you do not know your password, or you do not see a Morgan email account in WebSIS, contact the HELP desk at 443-885-4357.

Morgan e-mail is accessed at <http://email.morgan.edu>. Upon graduation, Morgan graduates may have an alumni e-mail account. Please contact the Morgan HELP desk at 443-885-4357.

## **INCLEMENT WEATHER POLICY**

In the event of inclement weather, the administrative decision regarding classroom activities and support operations will be announced on the University's official webpage, Morgan State University's radio station, WEEA (88.9 FM), the official station for accurate information. Also, information may be provided on local radio stations, some of which include: WBAL (AM/FM), WCAO (AM/FM), WFBR, WWIN, WBGR and WEBB; on the University's main telephone line, (443) 885-3333; and on Morgan's Web Page ([www.morgan.edu](http://www.morgan.edu)). Information will be provided by text to those who have signed up for this service.