

Section IX: Revisions of the Student Code of Conduct and Judiciaries

1. Periodic Review

The Office of Student Conduct & Community Standards will conduct a full formal review of the *Code* no less than every five (5) years or at other times as it deems appropriate to determine if the *Code* should undergo a full revision.

2. Procedure for Revision

If it is determined that the *Code* is in need of full revision, the procedure for developing a new document for recommendation to the Board of Trustees will be as follows:

A. The Associate Vice President for Student Affairs will form a committee composed of faculty, administrative staff and students to review the “*Code*” and to make recommendations for changes. The pool of those eligible to serve will come from names submitted by university officers, Deans of the schools and colleges, the Faculty Senate, the Howard University Student Association (HUSA), and other authorized and approved undergraduate and graduate student governing bodies using their own internal policies for such selections. In the event that after appropriate notice, names are not submitted, the Associate Vice President for Student Affairs shall unilaterally make appointments.

B. An open forum for students, appropriately advertised, will be held to allow for discussion of proposed changes to the *Code*. Comments and concerns will be considered in completing the final draft.

C. After receipt of all recommendations, the draft of the revised *Code* will be completed by the Associate Vice President for Student Affairs and forwarded to the Vice President for Student Affairs and the Provost for review and comment.

D. The final draft will be submitted for review to the General Counsel.

3. Forwarding for Approval

After review by the General Counsel, the final document will be forwarded through the Vice President for Student Affairs and the Provost, to the President for final review and presentation to the Board of Trustees for final approval.

4. Amendments

Amendments to the *Code* deemed necessary by the Associate Vice President for Student Affairs during periods between formal full reviews and revisions will be prepared by the Associate Vice President for Student Affairs and forwarded through the Vice President for Student Affairs, the Provost and General Counsel, to the President for approval and implementation.

HISTORY: Approved by the Board of Trustees on April 17, 2015

Conforming Amendments: February 2020, September 2022, August 2023