



VOLUME VII

**Student Life Policies**

January 2014

**TABLE OF CONTENTS**  
**Volume VII**  
**Student Life Policies**

---

<b>7.0</b>	<b>INTRODUCTION.....</b>	<b>6</b>
<b>7.1</b>	<b>General Student Affairs Information and Services .....</b>	<b>6</b>
7.1.1	Bookstore .....	7
7.1.2	Campus Center.....	7
7.1.3	Career Services .....	7
7.1.4	Counseling Center.....	7
7.1.5	Disability Services .....	8
7.1.6	Division of Student Affairs.....	8
7.1.7	Financial Aid Office .....	8
7.1.8	Food Services.....	9
7.1.8.1	Dining Hall.....	9
7.1.8.1.1	Hours of Operation .....	9
7.1.8.2	Snack Bar .....	10
7.1.9	Game Room .....	10
7.1.10	Health Clinic .....	10
7.1.11	Information Technology Services Department.....	10
7.1.12	New Student Orientation.....	10
7.1.13	Postal Services .....	11
7.1.14	Residence Life .....	11
7.1.15	Safety Department .....	12
7.1.16	Student Activities.....	12
7.1.17	Work Study.....	12
<b>7.2</b>	<b>General Student Policies.....</b>	<b>13</b>
7.2.1	Campus Center Rules and Regulations.....	13
7.2.2	Disorderly, Violent, Intimidating, or Dangerous Behavior to Self or Others.....	13
7.2.3	Disrespect/Non-compliance with Paine College Officials .....	14
7.2.4	False Information.....	14
7.2.4.1	False Report of an Emergency.....	14
7.2.5	Guests.....	15
7.2.6	Missing Student .....	15
7.2.7	Parental Notification .....	15
7.2.8	Personal Belongings.....	15
7.2.9	Social Networking .....	15
7.2.10	Student Dress Code.....	16
7.2.11	Student Identification Cards .....	17
7.2.11.1	Altered Identification Cards/Fake Driver’s License.....	18
7.2.12	Student Misappropriation/Misrepresentation.....	18
7.2.13	Students with Disabilities .....	18

7.2.13.1	Procedures for Receiving Academic Accommodations .....	19
7.2.13.1.1	Student Responsibilities.....	19
7.2.13.1.2	Disability Services Responsibilities.....	19
7.2.14	Student Publications.....	20
7.2.15	Student Refund Policies .....	20
7.2.15.1	Refunds .....	20
7.2.15.2	Other Refund Regulations.....	21
7.2.15.3	Refunds after Withdrawal .....	21
7.2.16	Student Theft.....	21
7.2.17	Student Travel.....	22
7.2.17.1	Definitions.....	22
7.2.17.2	Travel Requirements .....	22
7.2.18	Vandalism .....	24
7.2.19	Student Drug Use.....	24
<b>7.3</b>	<b>Student Safety, Security, and Health Policies .....</b>	<b>24</b>
7.3.1	Student Safety and Security .....	24
7.3.1.1	Assembly Hours.....	24
7.3.2	Student Health Policies .....	25
7.3.2.1	Health Services Policies and Procedures .....	25
7.3.2.1.1	Medical Procedures.....	25
7.3.2.2	Medical Emergency Transportation of Students.....	26
7.3.2.3	Filing Health Insurance Claims .....	26
7.3.2.4	Mental Health Evaluations.....	27
<b>7.4</b>	<b>Residence Life.....</b>	<b>27</b>
7.4.1	General Residence Life Information.....	27
7.4.1.1	Application for Housing .....	27
7.4.1.2	Contractual Agreement .....	27
7.4.1.3	Residence Hall Staff .....	27
7.4.2	Residence Life Policies.....	27
7.4.2.1	Abandoned Property .....	28
7.4.2.2	Alcohol and Drugs .....	28
7.4.2.3	Babysitting .....	28
7.4.2.4	Balconies and Windows.....	28
7.4.2.5	Being Present During a Violation.....	28
7.4.2.6	Change Policy - Room/Hall Change.....	28
7.4.2.7	Closing for Holidays .....	29
7.4.2.8	Computer Room.....	29
7.4.2.9	Damage to Room .....	29
7.4.2.9.1	Damage Proration Policy .....	30
7.4.2.10	Entry to Students' Rooms .....	31
7.4.2.10.1	Room Search.....	31
7.4.2.11	Fire Equipment.....	31
7.4.2.12	Keys .....	31
7.4.2.13	Kitchens .....	31
7.4.2.14	Laundry Facilities .....	32
7.4.2.15	Lost and Found .....	32

7.4.2.16	Mail .....	32
7.4.2.17	Maintenance of Rooms and Allowable Room Furnishings .....	32
7.4.2.18	Open House .....	33
7.4.2.19	Overnight Guests .....	33
7.4.2.20	Personal Property .....	34
7.4.2.21	Pets .....	34
7.4.2.22	Private Rooms .....	34
7.4.2.23	Pregnancy Statement .....	34
7.4.2.24	Proper Use of Facilities .....	34
7.4.2.25	Propped Doors .....	34
7.4.2.26	Quiet Hours .....	35
7.4.2.27	Residents Without Roommates .....	35
7.4.2.28	Sick Trays .....	35
7.4.2.29	Sign-Outs .....	36
7.4.2.30	Smoking .....	36
7.4.2.31	Soliciting .....	36
7.4.2.32	Tattooing, Body Piercing, and Hair Cutting .....	36
7.4.2.33	Telephones .....	36
7.4.2.34	Withdrawal From Residence Halls .....	37
7.4.3	Residence Hall Emergency Procedures .....	37
7.4.3.1	Accidents .....	37
7.4.3.2	Death .....	37
7.4.3.3	Emergency Telephones .....	37
7.4.3.4	Evacuation of Residence Halls .....	37
7.4.3.5	Illnesses and Injuries .....	38
7.4.3.6	Media .....	38
7.4.3.7	Threatening/Suspicious Telephone Calls .....	38
7.4.4	Residence Hall Fees and Charges .....	38
<b>7.5</b>	<b>Student Discipline .....</b>	<b>39</b>
7.5.1	Student Code of Conduct and Responsibilities .....	39
7.5.2	Student Rights .....	39
7.5.3	The Paine College Student Disciplinary System .....	40
7.5.3.1	Authority for Student Discipline .....	40
7.5.3.1.1	The Authority of the President of the College .....	40
7.5.3.1.2	The Authority of the Vice President and Dean of Student Affairs .....	40
7.5.3.2	Reporting and Disciplinary Process .....	40
7.5.3.2.1	Judicial Board Hearing Procedures .....	41
7.5.3.2.2	Appeal .....	43
7.5.3.3	Disciplinary Sanctions .....	44
7.5.3.3.1	Expulsion .....	44
7.5.3.3.2	Indefinite Suspension .....	45
7.5.3.3.3	Suspension for One Year .....	46
7.5.3.3.4	Suspension for One Semester .....	48
7.5.3.3.5	Removal from Residence Hall .....	48
7.5.3.3.6	Strict Social Probation .....	49
7.5.3.3.7	Community Service .....	49
7.5.3.3.8	Reprimand .....	50

7.5.3.3.9	Other Infractions and Disciplinary Measures .....	50
<b>7.6</b>	<b>Student Clubs and Organizations Policies.....</b>	<b>51</b>
7.6.1	Student Activities General Policies .....	51
7.6.1.1	Dances.....	52
7.6.2	Student Organizations and Club Regulations .....	52
7.6.3	Publicity Regulations for Student Activities.....	55
7.6.4	Classification and Listing of Student Organizations .....	56
7.6.4.1	Fraternities and Sororities .....	56
7.6.4.2	Honor Societies .....	56
7.6.4.3	Departmental Organizations .....	56
7.6.4.4	Governmental Organizations .....	56
7.6.4.5	General Interest and Social Organizations.....	57
7.6.4.6	Religious Organizations.....	57
7.6.5	Greek Organizations .....	57
7.6.5.1	The Pan-Hellenic Council.....	57
7.6.5.2	Hazing.....	58
7.6.5.3	Other Regulations .....	59
<b>7.7</b>	<b>Non-Academic Student Grievance Policy.....</b>	<b>59</b>
7.7.1	Informal Resolution .....	60
7.7.2	Formal Resolution.....	61
7.7.2.1	Step One.....	61
7.7.2.2	Step Two .....	61
7.7.2.3	Step Three .....	61
7.7.2.4	Step Four.....	62
7.7.2.5	Step Five .....	63
7.7.3	Ex-Parte Contacts.....	63
7.7.4	Appeal Procedures .....	63
<b>7.8</b>	<b>Intramural Sports.....</b>	<b>64</b>
7.8.1	Conditions of Participation .....	64
7.8.2	Eligibility .....	64
7.8.3	Equipment.....	65
7.8.4	Awards .....	65
<b>7.9</b>	<b>Intercollegiate Athletics.....</b>	<b>65</b>
7.9.1	Sponsored Sports at Paine College: .....	65
7.9.2	Athletics Governing Associations.....	65
7.9.2.1	National Collegiate Athletic Association - Division II.....	65
7.9.2.2	Southern Intercollegiate Athletic Conference (SIAC).....	66
7.9.3	Student Athlete Expectations.....	67
7.9.4	Student-Athlete's Responsibility .....	67
7.9.5	Conduct.....	68
7.9.6	Team Rules .....	68
7.9.7	Dress Code.....	68
7.9.8	Public Media and Social Network Policy for Student Athletes.....	69
7.9.9	Academic Policies.....	69

7.9.10	Returning/Transfer Student-Athlete Requirements .....	70
7.9.11	New Freshmen Eligibility .....	70
7.9.12	Full-Time Status.....	71
7.9.13	Designation of a Degree.....	71
7.9.14	10-Semester Limit.....	71
7.9.15	Study Hall .....	71
7.9.16	Substance abuse policy .....	72
7.9.17	Education .....	72
7.9.18	Screening and Testing Procedures .....	72
7.9.19	NCAA List of Banned Drugs, By-Law 31.2.3.4.....	73
7.9.19.1	Sanctions for Positive Test Results.....	73
7.9.19.2	First Offense.....	73
7.9.19.3	Second Offense .....	74
7.9.19.4	Third Offense .....	74
7.9.20	Medical Services .....	74
7.9.21	Pre-Participation Physical Examinations.....	74
7.9.22	Department of Athletics Responsibility.....	74
7.9.23	Health Insurance .....	75
7.9.24	Treatment and Rehabilitation Programs .....	75
7.9.25	Eyeglasses and Contact Lenses.....	75
7.9.26	Referrals for Off-Campus Consultation or Treatment .....	75
7.9.27	Transportation .....	76
7.9.28	Athletics financial aid .....	76
7.9.29	Hosting a Prospective Student Athlete .....	76
7.9.30	Gambling/Bribery .....	76
7.9.31	Outside Competition .....	76
7.9.32	Promotional Activities/Commercial Advertisements .....	77
7.9.33	Agents .....	77
7.9.34	Athletic event Complementary Admission Policy.....	77
7.9.35	Complimentary Tickets.....	77
7.9.36	Terms and Definitions: .....	77
<b>7.10</b>	<b>Federal Work Study Policies.....</b>	<b>78</b>

## Volume VII Student Life Policies

---

### 7.0 Introduction

Volume VII contains current information regarding Paine College student policies and regulations, student rights and responsibilities, student due process, and other student life information. It supersedes all previous student related policies and procedures published in prior student handbooks or publications. Academic policies appear in Volume VI of the Policy Manual. Policies pertaining to all members of the College community, including students, appear in Volume II of the Policy Manual.

Paine College has made this edition of Volume VII of the Policy Manual as comprehensive as possible; however, it is not possible to foresee every situation that may occur. Accordingly, Paine College reserves the right in its sole judgment to improve, modify, revise, supplement, rescind, suspend, terminate, or make any changes of any kind to its student life policies whenever it is deemed necessary or desirable. Moreover, circumstances not specifically addressed in any of the volumes of the Policy Manual will be handled on a case by case basis, in accordance with established practice. Any questions regarding the information contained in this Volume VII of the Policy Manual shall be referred to an appropriate senior administrative officer.

### 7.1 General Student Affairs Information and Services

Student life and development are expanded and enhanced through programs and services focused on intellectual, moral, cultural social and healthy living experiences. Student Affairs activities are primarily supportive and individually oriented. Wide ranges of services are provided to enable students to realize their maximum educational potential. Programs are designed to:

1. Extend the students' classroom experience through seminars, workshops and discussion groups in topic areas and in formats not normally available through formal educational channels;
2. Provide opportunities for creative and cultural growth;
3. Build leadership skills;
4. Develop productive and stimulating recreational interests; and
5. Provide a quality educational environment that is conducive to learning, interaction, and study.

Social events and other activities are arranged to assist students in adjusting to their new environment. Some sessions are targeted to parents.

Below please find general student information as well descriptions of non-academic programs and services that are provided to Paine College students. Information regarding academic services provided to Paine College students is outlined in Volume VI (Academic Policies) of the Policy Manual.

### **7.1.1 Bookstore**

The Campus Bookstore is located on the first floor of the Campus Center. The Bookstore stocks all required, recommended, and requested textbooks and supplies. There is also an adequate selection of College decals and miscellaneous items available.

The College Bookstore also offers a line of Paine College clothing and gifts, and a selection of Greek and Masonic clothing and gifts.

### **7.1.2 Campus Center**

Students, faculty, staff, alumni, organizations, clubs, and guests of Paine College may use the Campus Center facilities with proper approval.

All persons and organizations who occupy the Center's facilities are subject to the rules and regulations established by Paine College governing the use of the Center. See Subsection 7.2.1 for additional information. Failure to cooperate with persons employed to enforce College rules and regulations will result in disciplinary action or expulsion from the Center. Use of the Campus Center facilities must be requested by using forms provided by the Office of Student Activities.

### **7.1.3 Career Services**

The Career Services Office provides career advising and occupational information assistance to currently enrolled students and alumni of Paine College. Some of the major services of the office include:

1. Maintaining job listings on full and part-time, seasonal and temporary job vacancies;
2. Coordinating on-campus recruiting interview visits;
3. Conducting seminars on resume writing, interviewing and preparing for the "job search;"
4. Providing a career referral and networking service for Seniors;
5. Sponsoring a Business Career Day and Education Fair;
6. Assisting students in deciding on a major and establishing long-range career plans (self-assessment) through interest inventories and the computerized guidance program, Discover and
7. Providing a resume critiquing service.

The Career Services Office assists students to develop realistic career and educational goals and be personally resourceful. Students are urged to make use of the free services of the Center early in their College career so as to maximize the many benefits to be derived in planning for their future.

### **7.1.4 Counseling Center**

The services provided by the Counseling Center are not restricted to a specific group of students. The Center is available to all students (full- and part-time), faculty, and staff of Paine College. The services provided include individual and group counseling, motivational assessment surveys, tutorial referrals, international student advisement, special orientation activities and special



activities to improve basic learning skills. In addition to these services, special assistance and appropriate referrals are available as needed.

Many kinds of tests and inventories are available for individual and group administration by the Counselors in the Counseling Center. These tests and inventories are used to assist a student in gaining a better understanding of values, aspirations, vocational choices, personality, interests and aptitudes. As in all counseling services, test information and scores are confidential and are retained by the Counseling Center, unless the student signs a written release of said test information and/or scores.

In addition to the above services, the Counseling Center also has the responsibility of providing official documentation for all class absences. Please refer to Volume VI, paragraph 6.6.3.1 for a listing of the Center's policies regarding excused absences.

### **7.1.5 Disability Services**

Paine College strives to provide students with disabilities equal and integrated access to all academic, social, residential, and recreational programs and activities. The College adheres to the Federal laws set forth in the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA), which prohibits discrimination against students with disabilities. Please refer to Subsection 7.2.13 for the College's Student with Disabilities Policy.

### **7.1.6 Division of Student Affairs**

The primary objective of the Division of Student Affairs program is to provide supportive and individually oriented services that enable students to realize their maximum educational potential.

The Division of Student Affairs includes Career Services, Counseling, Student Activities, Residence Life (Housing), New Student Orientation, Health Services, Special Events, Athletics, and Student Government, Campus Safety, Food Services, and Judicial Affairs.

Many programs are designed to extend students' classroom experience through workshops, seminars and discussion groups and to create leadership enhancement, and social development.

### **7.1.7 Financial Aid Office**

The Financial Aid Office at Paine College is committed to developing and implementing procedures and guidelines regarding financial aid that will offer resources to complement the students' academic experience and uphold the College's academic programs which are designed to enhance the students' overall educational experience.

The Financial Aid Office seeks to engage modern methods to improve the management and development of staff and automation that will enhance the enrollment, thus creating a process that will promote timely awards to students and provide quality service to a diverse population. Please refer to the current Catalog as well as the Financial Aid website for additional information.

## 7.1.8 Food Services

### 7.1.8.1 Dining Hall

The cafeteria is designed to provide food services for students, staff, faculty, administrators and invited guests. Nutritious, attractive meals are planned, prepared and served daily, except when school is officially closed. All special services, banquets, luncheons, receptions, etc., should be requisitioned and approved at least five (5) days in advance. Faculty, staff, students and visitors may eat in the Dining Hall by paying for individual meals as follows:

Breakfast .....	\$3.00	Lunch .....	\$4.00
Dinner .....	\$4.00	Specials .....	\$5.00

#### 7.1.8.1.1 Hours of Operation

Meal	Monday - Friday	Saturday-Sunday <sup>1</sup>
Breakfast	7:30 - 9:00 a.m.	
Brunch	11:00 a.m. - 1:30 p.m.	
Lunch	11:30 a.m. - 2:00 p.m.	
Dinner	5:30 p.m. - 6:30 p.m.	3:00 p.m. - 5:00 p.m.

Persons who utilize the services of the Dining Hall automatically come under the jurisdiction of all cafeteria regulations as developed, approved, posted and specified clearly under the Student Code of Conduct and Responsibility. The Dining Hall reserves the right to refuse service to anyone who disrupts or interferes with the normal operation of service. All boarding students must obtain a valid Paine College Student ID Card each semester. Anyone who cannot present the appropriate Paine College ID Card before entering the serving line will be denied service. Students are prohibited from the following:

1. Unauthorized entry into the kitchen and serving line;
2. Cutting line;
3. Wearing hair rollers, bedroom slippers, hats, etc.;
4. Leaving trays on tables;
5. Using another student's ID Card to gain access into the cafeteria.<sup>2</sup>

All persons are encouraged to report any complaints or suggestions to the Dining Hall Managers or Vice President and Dean for Student Affairs.

For the benefit of all resident students, the following policies will be adhered to:

1. Proper attire must be worn in the dining area at all meals. Semi-formal dress is required for special meals.

---

<sup>1</sup> Holiday meal hours are posted. All hours are subject to change.

<sup>2</sup> It is important to note that all students who vacate the Residence Halls can no longer eat as on-campus students. Violators of these regulations and those stated in the College's Dress Code are subject to disciplinary action.

2. Headgear, caps, hats, etc., must be checked at the door.
3. To enter the dining area, students must have a valid Paine College Student ID card, or pay the casual rate for that meal period.
4. Beverage containers will not be allowed in the dining area.
5. Food and beverages are not allowed to be carried out of the dining area.
6. Large totes and book bags must be left at the door.
7. The Food Services Office will be open Monday through Friday, 9:00 a.m. to 4:00 p.m., for students who have questions.

#### **7.1.8.2 Snack Bar**

The Snack Bar is located on the first floor at the west end of the Campus Center. The hours of operation are 11:00 a.m. - 8:00 p.m., Monday – Friday. These hours are subject to change.

#### **7.1.9 Game Room**

The Game Room is open daily for all students who are currently enrolled at the College. All other individuals must be cleared through the Director of Student Activities. Students are required to have their ID cards in their possession while using the facilities. The Game Room is open and under supervision during the posted hours.

#### **7.1.10 Health Clinic**

Medical assistance is provided to students, faculty, and staff through the College's Health Clinic, which is staffed by a full time nurse. The College physician is within immediate proximity to the campus and is available for consultation, emergency or other priority health-care situations.

It is also the responsibility of this department to provide preventive medical programs in workshop settings designed to promote good physical, mental, and emotional health. See Subsection 7.3.2 for policies pertaining to student health issues.

#### **7.1.11 Information Technology Services Department**

The Office of Information Technology Services (ITS) maintains the College's campus-based computer and networking resources. These resources include a variety of labs, which are open to the entire Paine community. All students are encouraged to make use of these facilities in accordance with the Acceptable Use Policy located in Volume II, Section 2.4. Detailed information on the computing and networking resources can be found in Volume II, Section 2.4.

#### **7.1.12 New Student Orientation**

All freshmen and transfer students are required to participate in all activities planned and designated as New Student Orientation. Readmit students may be required to attend some sessions. During the first week of each semester, all new students are provided an opportunity to become familiar with College rules and regulations, student clubs and organizations, and to become acquainted with the staff and facilities of the College. Social events and other activities are offered to assist new students in adjusting to their new environment.

### **7.1.13 Postal Services**

The Post Office is located on the first floor of the Campus Center. United States mail, parcel post packages, and campus correspondence are received and dispatched there. The Campus Post Office is not a part of the United States Postal Service and no facilities are available for purchasing or cashing money orders. Stamps may be purchased at the Campus Post Office.

Hours of operation are:

9:00 a.m. - 5:00 p.m. ....Monday - Friday

9:00 a.m. - 12:00 Noon .....Saturday

Each day at a designated time, mail is distributed to the Residence Halls. Non-boarding students are asked to check periodically for mail. Students are requested to include the following in their return address:

Name

Residence Hall Name and Room Number

Paine College

1235 15th Street

Augusta, Georgia 30901

Packages may be picked up by the student at the Post Office by showing positive ID.

Mailboxes are available at a minimal cost on a first-come, first-served basis to students currently enrolled.

Students should request that parents or other persons not send cash through the mail. The College will not be responsible for loss of money which results from such an action.

Note: Individuals who are no longer enrolled or who do not reside on-campus should forward their mail to their residence. Any mail that cannot be forwarded because of an inaccurate address will be returned to the sender.

### **7.1.14 Residence Life**

The College provides on-campus **housing** facilities for registered students. Four residence halls for women and four for men provide a home away from home for boarding students. Each residence hall is administered by a director who is responsible for management and supervision, programming, advisement, emergency intervention, and counseling. Resident assistants help the directors with the administration of the buildings.

Residence hall programming involves the creation, planning, implementation, and evaluation of a variety of activities in order to provide social interaction and educational enrichment. Emphasis is placed on maintaining a living-learning environment that stimulates the social, intellectual, athletic, and cultural development of students. Residents have opportunities to interact with and learn from each other and become more involved and responsible members of the residence hall community as they gain more awareness of self and others. Please refer to Section 7.4 for specific policies and procedures regarding the Residence Life program.

### **7.1.15 Safety Department**

For the safety and security of the students, faculty, staff and property, Paine College has established an on-campus Campus Safety Department. The mission of the Campus Safety Department is to provide a “safe and secure educational environment for the students, faculty and staff.” For a complete description of the department and a listing of those security and safety related policies that pertain to all members of the campus community please refer to Volume II, Section 2.3. A listing of the department’s policies, which apply only to students, is provided in Section 7.3 below.

### **7.1.16 Student Activities**

The Student Activities staff plans and implements diverse social, cultural, educational, recreational, leadership development, and governance programs which extend and enhance the classroom experience. Registered student organizations, including the Student Government Association, are also instrumental in sponsoring a broad range of activities throughout the year.

### **7.1.17 Work Study**

The Paine College Financial Aid Office is the designated central clearinghouse for all federal and institutional student employment. The Financial Aid Office selects, on the basis of financial need, as many students for the work study program as funding allows. Employment positions are available on campus or in approved non-profit, off-campus organizations.

The Work Study Program provides valuable experiences to students both in and outside of their field of study. Paine College focuses on all work that is beneficial to the student since employers generally seek prospective employees with relevant work experience. The student employee is expected to be responsible, dependable, and conscientious. Please refer to Volume III, Section 3.7 for a listing of specific employment related policies pertaining to work study employees.

Students are afforded equal opportunity without regard to race, color, national or ethnic origin, are, gender, religion, sexual orientation or physical or mental disability. Student employees are extended the same privileges of appeal regarding terms and conditions of employment, according to due process procedures, as are full-time College employees. The Financial Aid Committee shall serve as the final board adjudication.

To be offered Work Study, a student must apply for financial aid on or before the priority deadline, March 1, and must demonstrate sufficient financial need. Work study funding may not be available for all eligible students, since funds are awarded from a limited annual allocation; once that allocation is committed, new awards cannot be made.

In order to qualify for employment under any Work Study Program, a student must be enrolled for at least 12 hours Fall and Spring Semesters. Only students who have been awarded Work Study funding by the Paine College Financial Aid Office can be hired for Work Study positions. Since Work Study is financial aid, a student’s eligibility and earnings limit are based on factors that are not job-related. Work Study funds are awarded to the student, not to the employer. We cannot guarantee that all requests for Work Study student employees will be filled.

## **7.2 General Student Policies**

The policies in this section identify many, but not all, of the important policies and regulations that apply specifically to students. Students are to be reminded that as members of the Paine College community, they are expected to adhere to all published rules, regulations, and policies, including those set forth in the Catalog and Volumes II (Community Policies), VI (Academic Policies), and VII (Student Life Policies) of the Paine College Policy Manual. Students also are obligated to adhere to the laws of the city, county, state, and nation. Failure to comply with Paine College policies and regulations may subject a student to disciplinary action as defined in the Student Code of Conduct and Responsibility in Section 7.5 below.

### **7.2.1 Campus Center Rules and Regulations**

1. Pets and animals are not allowed in the Campus Center building.
2. The Office of Student Activities must approve posters, notices, handbills, and announcements. The College reserves the right to refuse to post or take down such postings which are not in good taste, vulgar, or contradictory to the mission or goals of Paine College.
3. Organizations and clubs are not permitted to solicit funds in the Campus Center, unless permitted by the Director of Student Activities or Vice President and Dean of Student Affairs. The Vice President of Administrative and Fiscal Affairs must approve all solicitations by off-campus persons.
4. Narcotics and intoxicating beverages will not be permitted in the Campus Center (or anywhere on-campus). Students exhibiting behavior of being under the influence of drugs or intoxicating beverages will be asked to leave the premises. Paine College reserves the right to do drug testing of all students.
5. Equipment and furnishings assigned to the Campus Center cannot be removed for any reason, except with the written permission of the Dean of Student Affairs.
6. Damage to the building, equipment, or furnishings will be charged to the individual or organization causing the damage.
7. Excessive noise and profanity will not be permitted in the Campus Center. Failure to abide by this stipulation will result in disciplinary action.

Young men must remove hats upon entrance to the building and any other building on-campus (See Dress Code).

### **7.2.2 Disorderly, Violent, Intimidating, or Dangerous Behavior to Self or Others**

Students are not to engage in behavior that threatens, harms, or causes to place in harm themselves or other persons, or to exhibit behavior that is illegal, destructive, lewd, indecent, obscene, or disorderly. The types of conduct that this policy is designed to cover include, but are not limited to, the following examples:

1. Intentionally inflicting bodily harm upon any person; taking any action for the purpose of inflicting physical harm upon any person; taking reckless action that results in physical harm to any person; taking any action that creates a substantial risk of physical harm to any person;

or threatening by any means of transmission the use of force to physically harm or injure any person.

2. Disrupting the peace, impeding classes, and/or endangering the safety, health or life of any person on campus through actions or words.
3. Obstructing fire escape routes such as hallways or stairwells.
4. Committing acts of an indecent or lewd nature.
5. Climbing or scaling the exterior of any Paine College building.
6. Production of sound through amplification or other means (including voices) that unreasonably disturbs or disrupts the peace of others.

Student who violate this policy are subject to appropriate discipline as outlined in Section 7.5.

### **7.2.3 Disrespect/Non-compliance with Paine College Officials**

Failure to comply with the reasonable requests of Paine College staff, administrators, or faculty members acting in performance of their duties is prohibited. Moreover, disciplinary sanctions may be applied in situations where students disrespect Paine College staff, administrators or faculty members. Examples of such disrespect can include but are not limited to, the following:

1. Abusive or obscene language towards Paine College officials acting in performance of their duties.
2. Obscene gestures towards Paine College officials acting in performance of their duties.
3. Providing fraudulent or false information Paine College officials acting in performance of their duties.
4. Intentionally and significantly interfering with teaching.
5. Hindering the investigation of an incident.
6. Failure to comply with a directive given by a College official.

See Section 7.5 for information regarding student discipline.

### **7.2.4 False Information**

Students are not to intentionally provide false information in any form to Paine College officials. Students are not to knowingly misuse, misrepresent, or falsify any Paine College record, I.D. card, form, computer resource, or procedure. Students who assist others in providing false information as described in this expectation will be considered in violation and subject to appropriate discipline as outlined in Section 7.5. Students are not to take any action (verbal, written, or behavior), based on known incorrect data, with the direct intent to deceive or defraud Paine College.

#### **7.2.4.1 False Report of an Emergency**

The intentional false reporting of a bomb, fire, attack or other emergency by a student on any Paine College-owned or -controlled property is strictly prohibited. Students who violate this policy are subject to appropriate discipline as outlined in Section 7.5.

### **7.2.5 Guests**

Students and student organizations are responsible for the conduct of their guests and all guests are subject to the rules of Paine College. Paine College students and organizations assume the responsibility for all guests in all situations, whether on Paine College property or off-property at an officially sanctioned Paine College event.

### **7.2.6 Missing Student**

See Volume II, paragraph 2.3.3.6.

### **7.2.7 Parental Notification**

As required by the Family Educational Rights and Privacy Act (FERPA) of 1974, Paine College cannot disclose a student's education records without the written consent of a student or without proof that the student is the tax dependent of the parent (see Volume II, Subsection 2.1.9). However, Paine College will disclose information to parents, without written consent from the students, when notification is determined to be necessary to protect the health or safety of the student or others. This notification may occur due to a medical emergency, an incident of imminent danger, or another situation in which Paine College deems such action necessary.

Additionally, Paine College has the discretion to disclose, to any parent or legal guardian of a minor student, information about a violation of any federal, state or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance, if the institution has determined that the student has committed a disciplinary violation with respect to such use or possession.

### **7.2.8 Personal Belongings**

Paine College does not assume responsibility for the personal belongings of students. Property stolen from any Paine College location shall be reported to Campus Safety. Students are strongly encouraged to purchase property insurance for their belongings. Information about property insurance is available in the Office of Residence Life.

### **7.2.9 Social Networking**

Paine College students must be concerned with any behavior that might reflect badly on themselves, their families, and Paine College. Such behavior includes any activities conducted online.

Students are not restricted from using any online social network site and/or digital platform. However, users must understand that any content they make public via online social networks or digital platforms (i.e., cell phones, PDAs, etc) is expected to follow acceptable social behaviors and also to comply with federal and state government laws and Paine College policies, procedures, rules, and regulations.

Please keep the following guidelines in mind when participating participate on social networking web sites:

1. Before participating in any online community, students must understand that anything posted online is available to anyone in the world.



2. Students should not post information, photos, or other items online that could reflect negatively on themselves, their family, their team, the athletics department, Paine or Paine College.
3. Students should not post their home address, local address, phone number(s), birth date, or other personal information, as well as personal whereabouts or plans.
4. Paine College administrators may and will monitor these web sites.
5. Potential employers, internship supervisors, graduate program personnel, and scholarship committees now search these sites to screen candidates and applications.

Students must not post information, photos, or other items online that could reflect negatively on themselves, their family, their department or program or Paine College. The malicious use of online social networks, including derogatory language about any member of the Paine College community; demeaning statements about or threats to any third party; incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior, will be subject to disciplinary action.

Sanctions for failure to agree and adhere to this policy will result in actions ranging from reprimand or suspension to dismissal from the College, an athletic program or both, as well as loss of financial or athletics aid, if applicable.

Violations of College policy or evidence of such violations in the content of social networks or digital platforms are subject to investigation and sanction. They are also subject to investigation by law enforcement agencies.

### **7.2.10 Student Dress Code**

The Dress Code Policy is designed to assist students in making important and appropriate decisions regarding attire for various aspects of daily living to include classroom, business, special events, job search, etc. With an understanding that an individual's choice of dress often directly reflects current trends, individuality and personality, this policy is not intended to unfairly restrict or eliminate individuality or creativity in dress. Contrarily, the policy allows a wide range of fashion expression that positively reflects the individual, the College and the Paine Personality. Although the College respects students' rights to individual expression, its mission is to prepare young men and women for the professional workplace and to promote those standards, which reflect good taste. Additionally, Paine College students are expected to practice good hygiene, which includes wearing clean and appropriate clothing at all times.

The following guidelines should be observed at all times:

1. For the classroom, library and offices, the following code will be in effect:
  - a. Females should be dressed in dresses, pantsuits, skirts, blouses, slacks/jeans, shorts, sweatsuits, and shoes or sandals.
  - b. Dresses, skirts and shorts should be no more than 6 inches above the knee.
  - c. Males should be dressed in slacks/jeans, shorts, shirts, sweaters, sports coats, sweatsuits and shoes or sandals. (No A-shirts, aka tanktops)
  - d. Sweatsuits are acceptable, with the exception of see-thru type sweatsuits.

2. The following articles have been deemed inappropriate attire in the dining hall, classroom, chapel and any other college-sponsored activities:
  - a. Hair rollers
  - b. Pajamas or robes
  - c. See-thru shirts, blouses, dresses or muscle-type shirts
  - d. Sheer tops (without coordinating tank top)
  - e. Clothing that reveals flesh between the shoulder and upper thigh – no “belly shirts” or halter tops.
  - f. Hats and caps (it is requested that males remove these items upon entering all indoor facilities) – no “durags”, wave caps, etc.
  - g. Wearing pants below the waistline
  - h. See-thru garments worn with only lingerie
  - i. Undershirts worn as an outer garment
  - j. House slippers
  - k. Outer garments that reveal excessive cleavage, buttocks, waist or back
  - l. Bathing suit tops
3. General weekly assemblies and special programs, such as, Opening Convocation, Thanksgiving Assembly, Christmas Assembly, Founders Day Convocation, Religious Emphasis Week Assembly, Honors Day Assembly, Lyceum Programs, Pageants and Coronation require business and/or business casual dress.
4. For events, such as, Pageants, Coronation and holiday meals, church and semi-formal attire are appropriate unless otherwise noted.
5. The enforcement of the Paine College Dress Code is incumbent upon administration, faculty, students, and staff at all times to preserve the integrity and religious heritage of the College.

Students who refuse to adhere to the College Dress Code Policy may be denied entrance into, or asked to leave an event. Because of our concern for the Student Body, while embracing and encouraging the “Paine Personality,” faculty and/or staff of the College may exercise the practice of addressing students who violate College policies and may refer the student to the Office of the Dean of Student Affairs. The College reserves the right to modify or make necessary changes (in whole or part) to all rules and regulations. Students are expected to be familiar with any modifications made through any administrative department of the College such as supplements to the Paine College Policy Manual, the Paine College Catalog, etc.

### **7.2.11 Student Identification Cards**

An Identification Card (ID) is issued to each student after the completion of registration. This card is validated each semester during official registration and for a five-day period following registration in the Office of Campus Safety. The identification card is non-transferable. Identification Cards should be carried by students at all times for prompt identification and to receive certain designated services. In cases of a lost ID card, a duplicate may be purchased in

the Office of Campus Safety.

#### **7.2.11.1 Altered Identification Cards/Fake Driver's License**

Students who use, loan, possess, produce, distribute, or manufacture altered identification cards, falsified driver's licenses, or borrowed cards/licenses are subject to disciplinary action.

#### **7.2.12 Student Misappropriation/Misrepresentation**

Students may not represent themselves as having the authority to enter into contracts or agreements that affect Paine College in any way. Only officers of Paine College, or their specific designees, are empowered to sign contracts that bind the College. Students are not to take any action (verbal, written, or behavior), based on known incorrect data, with direct intent to be hurtful or harmful to Paine College. Students violating this policy will be subject to appropriate discipline and, if applicable, criminal prosecution.

#### **7.2.13 Students with Disabilities**

Paine College strives to provide students with disabilities equal and integrated access to all academic, social, residential, and recreational programs and activities. The College adheres to the Federal laws set forth in the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA), which prohibits discrimination against students with disabilities. Section 504 and the ADA as amended in 2008 define an individual with a disability as any person who has (1) "a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment." The Office of Disability Services seeks to ensure that students with disabilities receive guidance and reasonable accommodations.

To be considered eligible for services, a student must comply with the Office of Disability Services procedures as outlined in subparagraph 7.2.13.1 below. Reasonable accommodations incorporate any adjustment, or modification that maintains equal access to the educational process without fundamentally altering the nature of the goods and services involved (i.e., elements of a course, etc). Support services include, but are not limited to, liaison with faculty, testing modification and accommodation, note-taking assistance, information about accessibility to classrooms, counseling, and assistance in advocacy.

Should a student registered with the Office of Disability Services be denied a requested auxiliary aid, service, accommodation, or disability determination by the Office of Disability Services, the student may appeal the decision by following the Student Grievance Procedures outlined in Volume VII of the Policy Manual.

Any student with a documented disability adversely affected by the discriminatory behavior of a faculty or staff member may file a complaint under the College's Discriminatory Harassment Policy outlined in Volume II, Subsection 2.1.5.

## **7.2.13.1 Procedures for Receiving Academic Accommodations**

### ***7.2.13.1.1 Student Responsibilities***

1. Contact Disability Services in the Counseling Center in Peters Campus Center, Room 215D, (706) 821-8388, in order to arrange an appointment and to register with the Office of Disability Services.
2. On the day of your appointment, complete a Disability Service Intake Packet.
3. Provide appropriate documentation that includes a statement of diagnosis, how the diagnosed problem impacts your ability to learn, and suggested accommodations in order to validate your request for academic accommodations. Documentation must be current and by a qualified health professional, such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist. (You will receive information regarding documentation during your initial appointment.)
4. Follow up with Disability Services to confirm that your document has been received.
5. Meet with the Coordinator of Disability Services to request academic accommodations.
6. Follow all time deadlines and procedures necessary to receive your specific academic accommodations as established by the Office of Disability Services.
7. Contact the Coordinator of Disability Services prior to the beginning of each semester in order to discuss any necessary changes in your accommodations and to establish accommodations for current classes.
8. Contact the Coordinator of Disability Services immediately should you encounter any difficulty or other concern regarding your academic accommodations.
9. Abide by the College's standards and guidelines for behavior in the Student Code of Conduct and Responsibility. (Please refer to Volume VII, Subsection 7.5.1.)
10. Adhere to the Academic Honesty Policies as stated by the Paine College Office of the Vice President and Dean of Academic Affairs. (Please refer to Volume VI, Subsection 6.2.11.)

### ***7.2.13.1.2 Disability Services Responsibilities***

1. Review the student's documentation and meet with the student as necessary to determine eligibility for receiving academic accommodations. Confer with other professional staff members and approve accommodations as appropriate for each student.
2. Meet with assigned student to discuss the approved accommodations and the procedures necessary to obtain them.
3. Research and prepare paperwork (such as "Accommodations Letters") as necessary to facilitate receipt of appropriate accommodations for which the student is approved.
4. Assist the student with academic accommodations process.
5. Assist the student in resolving problems that may occur in the testing accommodations process.

6. Interact with Paine College faculty, staff, and non-Paine College professionals on student's behalf as appropriate (such as DRS counselors, other colleges or graduate programs).

Maintain records of interactions with student related to the administration of academic accommodations.

### **7.2.14 Student Publications**

The Editors of the Lion and Paineite shall be decided upon by the Advisors and approved by the Vice President and Dean of Student Affairs. These persons must meet the requirements of the SGA Constitution (2.5 GPA at time of appointment and maintenance of a 2.3 GPA).

A Faculty Advisor, who is expected to have a Master's Degree in journalism and/or professional media experience, will be appointed to each publication annually by the President of the College to ensure this protection. The advisor should be readily available to the staff and should serve as teacher whose purpose is to explain and demonstrate. The Advisor will provide the Editorial Staff with written standards to be used in the evaluation of publications. These include fairness, accuracy, and understanding for the ethics and legal constraints of the profession.

Student editors, staff and contributors have corollary duties to be governed by the canons of responsible journalism, such as, the avoidance of libel, obscenity, and invasion of privacy which are defined by State law as written or authoritatively construed.

Student editors of publications shall be decided upon by the Advisors and approved by the Vice President and Dean of Student Affairs. They are expected to have experience in journalism and publication and to have creative, open minds. Editorial pages of student publications shall carry disclaimers stating that the opinions expressed are not necessarily those of the College or student body, or that the publication is not an official publication of the College.

### **7.2.15 Student Refund Policies**

#### **7.2.15.1 Refunds**

Refunds will be made in accordance with the following refund regulations:

1. Institutional funds (scholarships, tuition waivers or grants) are non-refundable.
2. Only students with credit balances are eligible for refunds, and a student's refund cannot exceed the student's credit balance. A credit balance occurs when funds that are credited to a student's account, such as, cash, federal and state financial aid, scholarships, etc. exceed the amount of charges, such as, tuition, fees, and room and board.
3. A financial aid recipient's refund cannot exceed the student's cost of education budget minus the cost plus cash payments on the student's account.
4. The student is liable for any refund that is generated by a financial aid over-award. The student can prevent over-awards by reporting all external awards (scholarships, grants, stipends, tuition waivers, etc.) to the Office of Financial Aid immediately. The external awards should be in writing on the letterhead of the donor or agency. Students with pending scholarships and credit balances are advised to request that the institution hold their credit balance until all scholarships are posted to their accounts.

### 7.2.15.2 Other Refund Regulations

1. In case of suspension, no refund will be allowed.
2. Charges for rooms are assigned by the semester; no refunds will be given if a student moves from the Residence Hall before the semester ends.
3. Any expenses incurred by the College for a student, such as, medicine, hospitalization, or damages will be charged to the student's account.
4. Unused board is credited only if the student is absent for ten (10) or more days. (This applies only to illness or approved absences).
5. Residence Hall deposits are non-refundable.
6. All Seniors applying for graduation must pay a non-refundable fee of \$196.00 regardless of participation in the ceremony. The fee covers graduation activities, caps and gowns, diplomas, etc. Fees paid for services by members of special groups, e.g., Alpha Kappa Mu Honor Society, are also non-refundable.

### 7.2.15.3 Refunds after Withdrawal

Any student who wishes to withdraw from the College must secure an official withdrawal form from the Registrar, complete it, and have it approved by the Registrar's Office. The Vice President of Administrative and Fiscal Affairs and the Vice President and Dean for Academic Affairs signatures are also required. The withdrawal form must be filed in the Registrar's Office. A student who withdraws from the College and does not follow the withdrawal procedures as outlined will not be eligible for a refund. Only after the above requirements have been completed will a student be eligible for a credit to the student's account.

Withdrawal credits apply to tuition and fee charges and do not apply to room and board charges. The following schedule must be adhered to when applying for credit:

	<b>Credit</b>
Withdrawal before the 1st day of classes	100%
Withdrawal during the 1st week	90%
Withdrawal during the 2nd week	80%
Withdrawal during the 3rd week	80%
Withdrawal during the 4th week	70%
Withdrawal during the 5th week	70%
Withdrawal during the 6th week	60%
Withdrawal during the 7th week	50%
Withdrawal during the 8th week	50%
Withdrawal after the 8th week	NO REFUND

### 7.2.16 Student Theft

Should any student be involved in, charged with, or convicted of theft, Paine College reserves the right to make a determination in each case as to the academic status of the student (see Student Code of Conduct and Responsibility Policy in Section 7.5 below). In a given situation involving theft, Paine College may find itself obligated to notify the appropriate authorities. Disciplinary action at Paine College, as outlined in Section 7.5 of the volume, is considered

independent from other court proceedings and may be instituted against a student also charged in civil or criminal courts based on the same facts that constitute the alleged violation this policy.

Students shall call Campus Safety to report a theft. Paine College does not reimburse for property stolen on any of its properties.

### **7.2.17 Student Travel**

Paine College seeks to promote safe travel to events and activities occurring beyond the boundaries of Paine College property by currently enrolled students and recognized student organizations that are representing the College. As such, this Policy applies to individual student and recognized student organization travel both in cases where the travel is sponsored by the College's Division of Student Affairs and in cases where an individual student or recognized student organization travels on behalf of, or with the financial support of Paine College. This Policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a recognized student organization as described above), engaging in study abroad travel, student teaching, internships, observations or research, or participating in intercollegiate athletics competitions under the auspices of the Department of Athletics.

#### **7.2.17.1 Definitions**

**Currently Enrolled Student:** A student who is currently registered at the College, whether on a full- or part-time basis.

**Recognized Student Organization:** An organization that has been formed for educational, professional, social, recreational, or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of Paine College, has been approved for recognition and maintain a current registration status with the Division of Student Affairs.

**College Sponsored Event or Activity:** An event or activity that is initiated, actively managed, planned and arranged by a member of the Paine College faculty or staff, or by members of a recognized student organization that has been granted sponsorship by the College, and is approved by the Division of Student Affairs and/or an event or activity that the College actively manages, is involved with, or oversees financially, physically, or administratively.

#### **7.2.17.2 Travel Requirements**

All student and recognized student organization related travel falling within this Policy must meet the following requirements:

1. Recognized student organization travel must be consistent with the College and organization's mission statement.
2. Travel must not create an undue interference with academic responsibilities.
3. An individual student must register the proposed trip with the Division of Student Affairs no later than five (5) business days before the scheduled trip. In the case of departmental organizations and clubs, there must be concurrence by the departmental head and the Vice President and Dean of Academic Affairs. A list of students participating in the above activities must be submitted to the Director of Student Activities and Dean of Student

Affairs, no later than five (5) business days prior to departure. Any trip taken without formal approval as outlined above may result in individual and/or organizational discipline.

4. All students traveling must complete and submit Waiver of Liability Form to the Division of Student Affairs no later than five (5) business days before the scheduled trip.
5. Faculty or staff employees are encouraged to accompany students on off-campus trips covered under this policy, but are not required to do so unless a Paine College vehicle or rental car is utilized.
6. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The College shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with College rules and regulations, the direction of College employees, or applicable law. ~~Without limiting the~~ Without limiting the foregoing, all trip participants are required to:
  - a. Comply with the Student Code of Conduct and Responsibility and with applicable College policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the College's willingness to permit future similar activities; and
  - b. Conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus.

Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to the College's Disciplinary System Policies and Procedures.

Any trip taken without formal approval by the Division of Student Affairs or other violations of this policy may result in individual and/or organizational discipline.

The following additional guidelines also apply to all travel:

1. Pre-trip Meeting: The faculty member, administrator, and/or recognized student organization in charge of the trip, whether sponsored or not sponsored, should hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.
2. Transportation: The sponsoring department or student organization should be prepared to arrange for transportation by official College vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. The following rules apply to the use of vehicles.
3. College Vehicles - Only College employees can drive. If a College vehicle is utilized, a faculty or staff employee must chaperone the trip.
4. Rental Vehicles - If rented with College funds, only College employees can drive; all terms of the rental contract must be complied with.
5. Contract Bus Service - Adequate insurance coverage for personal injury and property damage must be provided by the bus company.
6. Regularly Scheduled Carriers - Regular scheduled transportation service providers (e.g., Greyhound) may be utilized for transportation.



7. Personal Vehicles - Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The College shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The College does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on College business, and the owner is responsible for primary liability insurance. The College does carry non-owner excess liability coverage to protect the College and employee in the event of a suit resulting from an automobile accident in which an employee was driving on College business.
8. Non-Student Participation: Except with the permission of the appropriate administrator, friends and family of students are not eligible to participate in travel opportunities falling under this policy.

### **7.2.18 Vandalism**

Unauthorized destruction of Paine College property or the property of others on- or off-campus is prohibited and subject to disciplinary action and, if applicable, criminal prosecution.

### **7.2.19 Student Drug Use**

Paine College Students are prohibited from using illegal drugs of any kind (on or off campus). The College reserves the right to test students for illegal drug use. Students who refuse testing will be suspended and those who test positive for illegal drugs are in violation of the Code of Conduct.

## **7.3 Student Safety, Security, and Health Policies**

Students should refer and be familiar with the College's general safety, security, and health policies in Volume II, Sections 2.2 and 2.3. Below please find security, safety, and health policies that apply specifically to students.

### **7.3.1 Student Safety and Security**

#### **7.3.1.1 Assembly Hours**

Students are not permitted to "assemble" around the campus buildings and parking lots after 12:00 midnight, Sunday through Thursday, and Friday and Saturday after 1:00 a.m.

#### **Visiting and Closing Hours**

All Residence Halls shall close at 12:00 midnight, Sunday through Thursday and 1:00 a.m., on Friday and Saturday. Resident students are admitted to the Residence Halls after closing by the on-duty Campus Safety Officer upon presentation of their ID cards and room keys. For safety purposes, students are discouraged from opening doors to admit other students after regular closing hours. The Residence Hall staff on duty or Campus Safety may open the doors of the Residence Hall after they are closed. Students who violate this regulation will be subject to disciplinary action and/or fine.

Visiting in Residence Halls by members of the opposite sex is restricted to lobbies with the exception of Open House Programs. The wearing of suitable attire in public areas is required of both sexes at all times.

### **7.3.2 Student Health Policies**

#### **7.3.2.1 Health Services Policies and Procedures**

1. Paine College recommends all new students and transfer students enrolled for eight semester hours or more should have a complete physical examination prior to registration. The medical form, from Paine College Student Health Services Department, is furnished by the Office of Enrollment Management.
2. The medical form will cover the student's tenure at Paine College, provided the student is in continuous attendance at the institution. However, the College physician and/or nurse may require other physical examinations if deemed necessary.
3. The Vice President and Dean of Student Affairs may require a student to leave the Residence Hall at the recommendation of the College Physician.
4. Students must present a current Paine College ID card in order to receive services at the Nurse's Office.
5. Confining illnesses which cannot be handled at the Nurse's Office are referred to the nearest hospital without any financial responsibility on the part of the College.
6. The Counseling Center or Vice President and Dean of Student Affairs will not grant an excuse to a student who chooses to go home for reasons contrary to the recommendation of the College Physician.
7. Medical records are confidential and become the property of Student Health Services. These records will be duplicated or transferred only with a written release signed by the student.

##### **7.3.2.1.1 Medical Procedures**

1. The College Nurse will complete all necessary forms and make arrangements for students to be seen by the College Physician.
2. Every student as described above must have a completed medical history form on file in Student Health Services.
3. All illnesses should be reported to the nurse. If illness occurs during the night or after office hours, the student should report to the Residence Hall Director.
4. If emergency room treatment is advised, arrangements will be made for the student to be transported by the Campus Safety Officer on duty. The illness must be reported to the nurse on the following morning.
5. Students should report non-emergency illnesses on the following morning.
6. Students should present insurance/Medicaid cards when referred to the College physician, another physician or to the Emergency Room.
7. The College's insurance only pays for the excess bill after payment by the primary/family

insurance. Therefore, bills and statements should be submitted to the primary or family insurance carrier first.

8. Copies of bills paid by the parents' insurance coverage or Medicaid should be sent to the College Nurse. The nurse will send them along with the College insurance claim forms to the College's insurance company.
9. Faculty and staff members may also utilize services of the Health Clinic during regular office hours.
10. The College Nurse is not permitted to administer medication to students. Prescription medications are not dispensed from the Health Clinic. Students should provide their own supply of medicines.

### **7.3.2.2 Medical Emergency Transportation of Students**

In the event of a medical emergency beyond the scope of treatment of existing College Health Service, Paine College will call for Emergency Medical Services. If transportation to the nearest hospital is refused, the College will assume no further responsibility.

### **7.3.2.3 Filing Health Insurance Claims**

1. Every academic year, all full-time students should receive an insurance brochure with an identification card that will briefly describe the benefits provided by Paine College from either the Residence Hall Directors, the Residence Life Office, or the College Nurse's Office.
2. Students should go to the Student Health Clinic to complete claim forms with the assistance of the nurse. It should be noted that the College cannot file a claim for a student. The student has to file the claim and take all physician bills, hospital bills and other miscellaneous related bills to the College Nurse. If the illness or injury is so severe that immediate treatment is needed, claim forms should be completed at the earliest possible convenience.
3. If the student's parents have insurance coverage on the student, that company becomes the primary carrier, and the College's insurance will only be responsible for paying the unpaid balance.
4. It is the responsibility of each student to follow through to determine if the insurance company has paid the student's account. Paine College will not assume responsibility of any medical bills incurred by students. This information may be secured from the College Nurse.
5. If all of the above instructions are followed, and no additional information is needed by the insurance company, it will take approximately three (3) weeks to process each claim.
6. Student insurance does not pay for prescription drugs. Prescription drugs must be purchased by the student. In emergency situations where the student is unable to pay for prescribed medicines, the College Nurse will assist students in obtaining medicines from Medical Villa Pharmacy. The pharmacist will ascertain that the student has a current, valid student identification card and, after dispensing the prescribed medicine, will inform the College of the amount. The amount will be billed to the student's account in the Business Office.

#### **7.3.2.4 Mental Health Evaluations**

The Dean of Student Affairs, Director of Counseling, and/or College Nurse reserves the right to mandate proof of evaluation, examination, and/or and assessment for any student who displays an unhealthy mental state from a doctor who specializes in mental health. Before the student is allowed to return to the College campus, the student must present proof to the offices of the above-mentioned person(s). Also, in the event of suicide attempts, the student is required to complete a “No Harm Contract” with the Counseling Center.

### **7.4 Residence Life**

#### **7.4.1 General Residence Life Information**

##### **7.4.1.1 Application for Housing**

All students who desire campus housing must secure an application from the Office of Residence Life. A \$75.00 application fee is required for the Fall or Spring semester as well as for the Summer Term. All fees should be paid on or before May 15 for Summer enrollment and June 15 for Fall enrollment. Students should remit fees on or before December 1 if they plan to enroll in the Spring Semester. There is a late application fee if the application is not received by the due date.

##### **7.4.1.2 Contractual Agreement**

Occupancy of a room in a Residence Hall represents a contractual agreement between the student and Paine College; therefore, the student is responsible for the property and care of the room and Residence Hall facilities. Students cannot be released from the financial responsibilities of their Residence Hall contract during the semester, unless they officially move out of the Residence Hall within five (5) days after the first day of class, or find a student to move into the room and assume the contractual agreement.

All students residing in the Residence Halls must be registered for classes at Paine College, unless special permission is granted by the Dean of Student Affairs and the Vice President of Administrative and Fiscal Affairs. Any student who withdraws from all classes before the end of the semester will be required to move out of the Residence Hall immediately.

##### **7.4.1.3 Residence Hall Staff**

The Residence Hall Staff consists of a Residence Hall Director and students who serve as Residence Assistants. The primary objective of the staff is to create a positive living atmosphere conducive to maximizing human potentiality, growth, and development.

#### **7.4.2 Residence Life Policies**

In addition to being responsible for complying with all Paine College rules, regulations, and standards, as well as the laws of the City of Augusta, Richmond County, State of Georgia, and the Federal Government, residential students agree to abide by the following residential life

policies. Alleged violations of residential life policies will be adjudicated in accordance with the College's Disciplinary policies as outlined in Section 7.5.

#### **7.4.2.1 Abandoned Property**

Any personal items left abandoned after a student checks out of the residence halls will be disposed of after five (5) business days, or at the close of each semester, whichever comes first.

#### **7.4.2.2 Alcohol and Drugs**

As outlined in the College's Alcohol and Drug Policy in Volume II, Subsection 2.2.1, the use of alcohol and illegal drugs on Paine College's campus, including the residence halls, is prohibited.

#### **7.4.2.3 Babysitting**

Students are not allowed to perform babysitting responsibilities in the Residence Halls or other buildings on campus. Children cannot be admitted to the Residence Halls as "overnight guests." Any student who babysits in the Residence Halls will be subject to disciplinary action (which may include removal from the Residence Hall for repeated offenses). A student who decides to bring a child in the Residence Hall as a visitor must notify the Residence Hall Director or a Residence Assistant (or the Director of Residence Life).

#### **7.4.2.4 Balconies and Windows**

Students who eject any object from a window, balcony, etc. are displaying inappropriate behavior. This kind of behavior can be extremely dangerous and is a potential hazard. Students who are found to be responsible for ejecting, launching, shooting, or throwing of any object, including but not limited to fruit, paintballs, rocks, or water balloons, will be subject to disciplinary action.

#### **7.4.2.5 Being Present During a Violation**

Anyone found to be present during a Residence Life or Paine College Policy violation may be charged with the violation.

#### **7.4.2.6 Change Policy - Room/Hall Change**

At the beginning of each semester, there is a freeze on all room changes until after the fifth day of classes. This five-day period allows many problems to be solved without a room change.

Residents must initiate all room changes through the Residence Hall Director in the area in which they are living. The Residence Hall Director may offer alternatives to the room change based on the facts presented. The staff reserves the right to require students to wait 24 hours before granting a move so that options can be considered.

Requests for room changes will be accommodated as quickly as possible if space is available. It is the responsibility of the student to find a "suitable" new room. The staff will assist by identifying available spaces. The Residence Hall Director in the hall from which the student moves is responsible for:

1. Checking the resident out of the room and completing the Check-In/Check-Out List.
2. Sending damage information, through the date the resident moves, to the Office of Residence Life.
3. Completing the Residence Change Form and providing copies to the Director of Residence Life and the new Residence Hall Director within 48 hours of the move.

Residents who initiate room changes after they have already made one change will be assessed a \$50.00 fee by the Residence Hall Director in the hall from which the change occurs. The Residence Hall Director should submit the appropriate form necessary to bill the student for the fee, using the same procedure as billing for a damage charge. The \$50.00 fee will become part of the Resident's College account in the Business Office. Moves initiated by the Residence Hall Staff will not result in the \$50.00 fee assessment.

Unauthorized room changes result in the following actions:

1. The resident who makes an illegal room change will be required to move back to the resident's former room with all of the resident's possessions within 24 hours.
2. The appropriate disciplinary referral will be processed by the Residence Hall Director.
3. The Residence Hall Director will approve or disapprove the room change after the appropriate disciplinary sanctions have been made.

#### **7.4.2.7 Closing for Holidays**

All Residence Halls are closed during the Christmas holiday break and at the end of the Spring semester and Summer term. All students are required to vacate the buildings. Students are responsible for all personal belongings left in the Residence Halls. Limited space does not allow the storage on campus of students' belongings during these periods. All students desiring to remain in the Residence Halls during the Spring Break must notify the Residence Hall Director.

#### **7.4.2.8 Computer Room**

Each residence hall is equipped with a computer room. The computer room and the equipment in the room are for the use of the students of that residence hall. Students from other residence halls or off-campus students, friends, family members and/or visitors are prohibited. All violators should be reported to the residence hall staff.

#### **7.4.2.9 Damage to Room**

Each Residence Hall room is equipped with beds, desks, chests, closets, heating, and air-conditioning. Students are asked to bring linen, pillows, blankets, sheets, towels, washcloths, pillowcases, bedspreads, and other allowable furnishings. The College does not provide linens.

An inventory checklist will be kept on each room. This checklist will be reviewed by the Residence Hall Director and the occupant of the room. Both parties will place their signatures on the sheet within 24 hours of occupancy. Any damages recorded, after the exceptions are noted and reported within 24 hours, will be billed to the occupants at the end of the semester.

The following are prohibited in rooms or other areas of the halls:

1. Sitting on air-conditioners;
2. Hanging clothing from the ceiling;
3. Hanging clothing or other objects from the sprinkler system;
4. Ironing on the mattress or desk;
5. Burning incense/candles.

The above infractions may result in disciplinary action.

#### ***7.4.2.9.1 Damage Proration Policy***

Whenever it is not possible to assign charges for damage and theft of College property to specific individuals, the smallest group to which the damage can be attributed will be held financially and legally responsible for damages. Such charges will be divided evenly among the members of the group. The charges/responsibilities of these areas (which include common areas, such as, lounges and their furniture, corridors, vending machines, etc.) will be determined by the Residence Hall Director. In general, areas within the specific confines of a floor will be the responsibility of the individual floor, and all other areas will be the responsibility of the hall.

1. Before the opening of the halls at the beginning of the academic year, the appropriate Residence Hall staff will complete a Maintenance Request Form, noting all existing damages. A copy of this report will be on file in the Office of Residence Life and available upon request.
2. In the event that damages occur during the course of the semester, Residence Hall staff will make a reasonable effort to determine the specific individual(s) responsible for the damage. If such a determination is not made, the cost of the damage will be assigned to the appropriate group.
3. The Director of Residence Life and the Physical Plant Office Manager will maintain a continuous record of all billings that have occurred. Such billings will include all costs directly related to the repair of the damage, including equipment, labor, maintenance, janitorial services, contractual services and all other appropriate costs.
4. As damages to be prorated occur, the Director of Residence Life will be informed monthly of the cost. It is the responsibility of the Director of Residence Life to keep a running total of damages for the floor and to reconcile this total with that maintained by the Physical Plant Office Manager.
5. Damages occurring through the first day of the last week of classes of each semester will be included in proration charges. Residents will receive a statement of residence hall charges by the fourth day of the last week of classes.
6. Any conflict pertaining to the amount of a prorated charge must be discussed with the Residence Hall Director. If not resolved, the resident should contact the Director of Residence Life. If not resolved at that level, the resident should contact the Dean of Student Affairs.
7. Assessed prorated damages will be charged to the individual student account and must be paid to the Business Office on, or by the last day of classes. Failure to pay prorated charges will result in the student's ineligibility to take final examinations.

Damages which occur after the date on which the semester charges were calculated will result in a supplemental billing within 30 days of the end of the semester, after a thorough inspection of the room has been completed.

#### **7.4.2.10 Entry to Students' Rooms**

The right of a student to privacy will be respected. No room shall be entered without knocking and receiving an invitation to enter, except in emergency situations. Paine College reserves the right to enter a student's room, whether the student is absent or present, for the purpose of maintenance or repair, to correct obvious breaches of the Student Code of Conduct and Responsibility (see Section 7.5), or if there is suspicion that a breach of College regulations is occurring or has occurred, and when danger to the safety of the occupants and/or College property is apparent.

Students' rooms will be entered by the College staff members only after knocking and apprising the student of the purpose requiring entrance to the room, except in emergency or other situations noted above. Other entrance to a student's room, except under court authorized search warrants by local, State or Federal law enforcement officers, shall require written approval of the President and Dean of Student Affairs. This approval shall state the reason(s) for the search and the name(s) of the individual(s) designated to conduct the search.

##### **7.4.2.10.1 Room Search**

The College reserves the right to search students' rooms if illegal activities are suspected. Students will be reminded of the policy every semester. Dates and times of the search will be unannounced.

#### **7.4.2.11 Fire Equipment**

Tampering with, removing, or destroying any fire safety or fire fighting equipment endangers the lives of others and is a violation of Georgia law. Therefore, residents are subject to arrest for such actions. Please report all damaged and/or missing fire alarm devices and fire extinguishing equipment to the Residence Life staff immediately. Tampering with any fire or safety equipment will result in severe disciplinary.

#### **7.4.2.12 Keys**

Keys to the rooms are issued at the time of check-in by the Residence Hall Director. A \$10.00 deposit is required. If a key is lost, a duplicate may be obtained for \$75.00. Keys other than those issued by Paine College will damage the locks. Therefore, any student who has a duplicate key made, or lends the key for this purpose, may be subject to disciplinary action. A charge will be made for the damage to the lock and for the new key. Keys must be turned in at check-out in order to collect key deposits. There will be a \$75.00 core change fee added to the student's account for keys which are not returned at the time of withdrawal. The key deposit is subject to change with appropriate notice.

#### **7.4.2.13 Kitchens**

Kitchens are provided in some Residence Halls for the preparation of snacks. Students who use



the kitchen must leave it and all appliances and utensils clean after use. Food stored in the refrigerators must be dated and labeled. Food may be removed from the refrigerators by the Residence Hall Directors after five (5) days or when it is considered “spoiled.”

#### **7.4.2.14 Laundry Facilities**

All Residence Halls are equipped with coin-operated washers and dryers. Laundry rooms are open daily during regular hall hours. These facilities are for the exclusive use of resident students only.

#### **7.4.2.15 Lost and Found**

Lost or found articles should be reported or turned in to the Campus Safety Office or to the Dean of Student Affairs.

#### **7.4.2.16 Mail**

All mail is picked up and distributed by the Residence Director, Monday through Saturday. For a minimum fee, mailboxes are available in the Campus Center for students who desire to obtain them. They are assigned on a first-come, first-served basis.

#### **7.4.2.17 Maintenance of Rooms and Allowable Room Furnishings**

The following items are prohibited:

1. Alcoholic beverages and illegal drugs;
2. Exterior radio or television aerials;
3. Firearms and/or ammunition;
4. Firecrackers or similar fireworks and explosive devices;
5. Pets and animals;
6. Personal air-conditioners;
7. Cooking and electrical heating appliances (e.g., hotplates, microwave ovens, etc.);
8. Pornographic/sexually explicit materials or posters (especially on the walls);
9. Large speakers;
10. Sound boards;
11. Candles;
12. Dart Boards (dartboards using Velcro projectiles are permitted);
13. Televisions exceeding 19”.

Movement of College equipment or furniture from the room or area in which it is located is also prohibited. Students must secure permission from the Residence Hall Director before putting tacks, pins, nails, or scotch tape on the walls and/or College-owned furnishings. Violators will be disciplined and may be required to pay for repairs as the case warrants.

Students are responsible for cleanliness and neatness of their rooms. For health and safety reasons, and after two written warnings by the Residence Hall Director, the College reserves the right to require students to clean their assigned personal living areas. Failure by students to keep their rooms reasonably clean after receiving written warnings will result in a \$50.00 fine assessed by the Director of Residence Life, and the College ordering the cleaning of the space with the cost for cleaning charged to the student's account in the Business Office. Students who fail to clean their rooms/residential facility prior to departure for the Spring or Summer break, or when moving out of the residence hall for other reasons, will be automatically assessed a \$50.00 fine and may be subject to other disciplinary measures as appropriate. At least one room inspection will be conducted each month.

#### **7.4.2.18 Open House**

Residence Directors are responsible for the supervision of Open House Activities. The restrictions during Open House are as follows:

1. Only guests of hall residents are permitted to enter restricted areas of the hall during designated Open House hours.
2. All guests must be registered with the appropriate staff member at the entrance of each hall prior to entering restricted areas.
3. Invited guests should leave some form of photo identification with the staff member on duty (i.e., Paine College ID Card, Driver's License, etc.)
4. The door must remain open for each room in which a registered guest is present.
5. While in the building, guests must be escorted at all times.
6. Residents are responsible for their guests and will be held responsible for their actions during the guest's visit.
7. Open House must take place between reasonable hours, i.e., 12:00 Noon - 10:00 p.m.

#### **7.4.2.19 Overnight Guests**

Overnight guests will be allowed on a space-available basis. All overnight guests of residents must be approved by and registered with the Residence Director at least 24 hours in advance of arrival. Upon arrival, guests are to be introduced to the Residence Director or the Residence Assistant. Space may be assigned to overnight guests for a fee of \$20.00 per night. Failure to register guest will result in a \$50.00 fee assessed against the student assigned to the room and possible other disciplinary sanctions (See section on Student Discipline). The Residence Director should make sure all fees for such visits are collected prior to the visitation.

An overnight guest must abide by all College rules and regulations. Failure to do so will subject the host student to disciplinary action. Guests may stay in the halls for no longer than a 48-hour period. Exceptions must be approved by the Director of Residence Life. A student who is not a resident of a hall is considered an overnight guest if the student chooses to spend a night in a hall other than the one they are assigned to.

#### **7.4.2.20 Personal Property**

**Paine College is not responsible for loss, theft, or damage of students' personal property.** Students are advised to keep their valuables under lock and key. Large sums of money should be kept in a personal bank account. All students are urged to purchase personal property and fire/theft insurance. Information on this insurance is available in the Office of Residence Life.

#### **7.4.2.21 Pets**

Pets are not allowed in the residence halls. Violators of this policy will be subject to disciplinary action.

#### **7.4.2.22 Private Rooms**

Private rooms are available on a space-available, first-come, first-served basis. Private rooms are not assigned at the beginning of the semester. The private room fee is \$250.00 for the Fall and Spring Semesters, and \$125.00 for the Summer Term. Private room procedures are as follows:

1. On the first day of classes, a private room list will be started in each Residence Hall.
2. The students on the list, beginning with the first person, will be notified by the Residence Director when a private room becomes available.
3. The student will be given 24 hours to pay the private room fee in the Business Office.

If the student returns within this time period with a receipt showing that the student has paid for a private room, the student will be allowed to sign a private room contract and will be given a room assignment (if applicable). If the fee is not paid within the 24-hour period, the student's name will be removed or moved to the bottom of the private room list. The next person on the list will be contacted. The private room fee cannot be charged to the student's account.

#### **7.4.2.23 Pregnancy Statement**

Under no circumstances may dependent children or spouses live in residence halls. In the event of pregnancy, a student shall contact the Health Center immediately for prenatal referral. Due to health concerns, a pregnant student must make off campus housing arrangements prior to the third trimester. While residing in campus housing, the expectant mother must sign a liability waiver that frees the College from all liability associated with the pregnancy.

#### **7.4.2.24 Proper Use of Facilities**

Students are prohibited from using Paine College facilities or resources for commercial activity such as creating products or services for sale.

#### **7.4.2.25 Propped Doors**

Students are prohibited from propping exterior and room doors or entering through propped doors.

#### **7.4.2.26 Quiet Hours**

Quiet hours in the Residence Halls are between the hours of 10:00 p.m. to 12:00 Noon, Sunday through Friday. Quiet time is set aside for studying and resting. During quiet hours, the residential area of campus, both inside and outside of facilities, must be “hospital quiet.” Voices, radios, record players, televisions, tape-recorders, etc., should be kept at a minimum volume during this period. Those students who fail to adhere to the quiet hours mandate will be issued a written warning. After receiving two warnings in a given year, any student may lose the right to reside in the Residence Halls and may be subject to other disciplinary action(s). During mid-term and final examination periods, quiet hours are in effect 24 hours. Courtesy hours are in effect at all other times.

#### **7.4.2.27 Residents Without Roommates**

When a resident is left without a roommate, that resident has several options from which to choose.

The Residence Director will coordinate the consolidation process. Options available to students include the following:

1. The resident may decide to declare the room private at an additional charge.
2. The resident may find a registered student to move into the room.
3. The resident may consolidate by moving in with another student in the hall or move to a similar hall and consolidate.

A student must always be checked out of the old room by the Residence Hall Staff before being assigned to a new one.

The above options exist for a student for five (5) school days. The Director will make available a list of students in the hall who have the same situation. If the student has not made an effort to move or has not found another roommate within the five-day period, the student will have the following options:

1. Sign a private room form; or
2. Consolidate with another student.

The student with the earliest date of application will be assigned with another student within that hall by the Residence Director.

If the student refuses to follow either of the above options, the student will be charged for a private room. The student’s name will be turned in to the Office of Residence Life and the student’s will receive notice that, since the student did not follow the policy, the student is being charged for a private room. The total cost of a private room is due upon request. It cannot be charged to the student’s account.

#### **7.4.2.28 Sick Trays**

Students who are ill and unable to leave the Residence Halls are eligible to have meals delivered to them. Sick tray procedures are as follow:

1. The student must be seen by the College Nurse.

2. The Nurse will determine whether the student can leave the building for meals.
3. Upon this determination, the College Nurse will issue a sick tray slip for the day.
4. The individual who picks up the meals must present the slip and the student's meal card to the cafeteria supervisor or appointee.
5. Sick tray slips will be issued on a daily basis only.

The College Nurse will issue sick tray slips only for those cases of illness which require the student to remain in the hall.

#### **7.4.2.29 Sign-Outs**

Paine College is concerned about the safety of its students. In this regard, all new freshmen are encouraged to sign-out when they leave campus and plan to return after 10:00 p.m. They should sign-out for all overnight visits.

Upperclass students are encouraged to sign-out or provide the Hall Director or Residence Assistant with a number or address at which they can be reached in cases of emergency if overnight stays are involved.

#### **7.4.2.30 Smoking**

Consistent with the College's No Smoking policy, smoking and/or smokeless tobacco is prohibited in all resident facilities.

#### **7.4.2.31 Soliciting**

Soliciting in Residence Halls is not permitted under any circumstances.

#### **7.4.2.32 Tattooing, Body Piercing, and Hair Cutting**

Under Georgia law, it is unlawful to perform tattooing, body piercing, and haircutting without a state issued license. Due to this law and potential health risks, Paine College prohibits students from providing these services on College property. Anyone caught performing these services will be immediately reported to the proper authorities.

#### **7.4.2.33 Telephones**

Telephone and cable lines are installed in students' rooms at a cost of \$210.00 for telephone and \$106.00 for cable per year. The student can attain a telephone number by checking with the Residence Director upon check-in. The student must furnish the student's own telephone. Long distance service can be attained by contacting any long distance company for a calling card. Otherwise, the student can only make local calls (dial 9 to get an outside line) or call any number on-campus by dialing the last four digits. Please be aware that illegal use of telephone lines, equipment, or credit cards will subject a student to disciplinary action by the College and criminal action by the telephone company.

#### **7.4.2.34 Withdrawal From Residence Halls**

Any student who wishes to withdraw from the Residence Halls must secure withdrawal forms from the Office of Residence Life. Room rental for the entire semester is due at the time of withdrawal. Unused meals for the semester are prorated and credited to the student's account. Completed forms should be returned to the Office of Residence Life. Students who fail to turn in their room keys to the Residence Hall Director will be charged \$75.00 and forfeit the key deposit.

### **7.4.3 Residence Hall Emergency Procedures**

All students living in Paine College housing are expected to adhere to established procedures regarding emergency situations. In all situations, it is important to act quickly and calmly. All students are asked to notify the Residence Hall Staff and/or the Campus Safety office at Ext. 8235 in the event of an emergency situation.

#### **7.4.3.1 Accidents**

In the event of a vehicle accident on the campus, you should contact the Campus Safety office at Ext. 8235. If the accident occurs off-campus, dial 911 immediately. In the event of a hit-and-run or damaged vehicle (where the person causing the damage has left the scene), whether it occurred on or off campus, you should contact Campus Safety at Ext. 8235 and/or the Richmond County Sheriff's Department at 821-1080.

#### **7.4.3.2 Death**

It is our hope that no student will have to deal with a fatality while residing on campus. Unfortunately, there may be a time when this situation occurs and the student is either involved, or happens upon the scene of a fatality. If in the event, you are witness to a death or find someone who is deceased, do not touch anything. Call Campus Safety immediately at Ext. 8235 and contact the residence hall staff.

#### **7.4.3.3 Emergency Telephones**

Emergency telephones are stationed throughout the campus at the following locations:

- Area between Epworth and Gray Halls
- Area between Berry-Gomillion and Dwennimen Halls
- Peters Campus Center (facing 15th Street)
- Gilbert-Lambuth Memorial Chapel Parking Lot

The Campus Safety Office, 911, or local emergency calls can be made from these phones.

#### **7.4.3.4 Evacuation of Residence Halls**

Occasionally (due to fire, flooding, gas leak, local disasters, etc.), it may become necessary to evacuate students from the residence halls. In such cases, it is imperative that students adhere to safety standards set by the College and local government.

If Evacuation is Ordered:

1. Exit rooms immediately and use the nearest stairwell or exit (if residing on first floor).
2. In the case of fire, remain as close to the floor as possible while exiting.
3. Proceed to the area that has been designated as the emergency reporting area for your residence hall.
4. Wait for further instructions from College officials.
5. Do not go back into the building.

An evacuation plan can be found on the back of each residence hall room door.

All students must evacuate the residence hall for fire drills or whenever a fire alarm is pulled.

#### **7.4.3.5 Illnesses and Injuries**

If a student becomes ill or injured at anytime, contact the Residence Hall staff or the College Nurse at Ext. 8219. An assessment will be made by the College Nurse or other College official whether the student should be transported to the hospital. Students should never transport other students to the Emergency Room.

#### **7.4.3.6 Media**

An emergency situation, crisis or catastrophe on campus usually attracts media attention. If approached by someone from the media to comment on the situation, students are asked not to disseminate or give out any information concerning the incident. In these situations, the best response is “No Comment.” If someone from the media is observed wandering through the campus, please call the Campus Safety Office at Ext. 8235 or 774-6387 immediately.

#### **7.4.3.7 Threatening/Suspicious Telephone Calls**

If you receive a telephone call where the caller has reported a bomb or biological chemical scare/attack, do not panic. Try to remember as many details as possible about the call and caller.

Listen for background noise, try to determine if the caller’s voice was masked, note the time of day, and do not interrupt the caller. Notify Campus Safety at Ext. 8235 immediately following the call. Inform the residence hall staff so that the building can be evacuated.

If you suspect that you have found a bomb, or if you have received a suspicious package, contact Campus Safety at Ext. 8235.

### **7.4.4 Residence Hall Fees and Charges**

Furniture Removal Fine	\$50.00
Housing Application Fee (Fall & Spring)	\$100.00
Housing Application Fee (Summer)	\$25.00
Late Housing Application Fee	\$25.00
Key Deposit	\$10.00
Late Check-Out Fee	\$50.00 <i>per night</i>
Lost Key Fine	\$75.00
Overnight Guest Fee	\$20.00 <i>per night</i>

Overnight Guest Fine	\$50.00 <i>per night</i>
Private Room Fee (Fall & Spring)	\$250.00
Private Room Fee (Summer)	\$125.00
Refrigerator Fee	\$32.00 <i>per semester</i>
Residence Hall Activity Fee	\$15.00 <i>year</i>
	\$10.00 <i>Spring Semester</i>
Room Cleaning Fine	\$50.00
Room Damage Fine	<i>\$Determined by extent of damage</i>
Unauthorized Room Change Fine	\$50.00

## **7.5 Student Discipline**

### **7.5.1 Student Code of Conduct and Responsibilities**

Students are expected to abide by all Paine College policies, rules, regulations, and standards, and by laws of the City of Augusta, Richmond County, State of Georgia, and the Federal Government. Under the authority of the Board of Trustees, the President is delegated the responsibility and authority for establishing and enforcing regulations governing student life. The President has further delegated this responsibility and authority to the Vice President and Dean of Student Affairs.

### **7.5.2 Student Rights**

The regulations contained in this subparagraph are designed to allow the College to protect itself and its members against the misconduct of those who, by their actions, infringe on the rights of others and/or interfere with the orderly operations of Paine College.

1. The College affirms the right of each student to be free from discrimination on the basis of race, color, national origin, political views, sex, age, or physical handicap.
2. Every student and registered student organization shall have the right to receive a statement of regulations published by the College.
3. The College affirms the right of each student to conduct and publish research and to discuss and exchange findings and recommendations, except that the College may promulgate rules and regulations related thereto.
4. Students shall have the right to establish and elect a democratic student government.
5. Each student shall have the right to petition the College for redress of grievances, amendment of College regulations, and modification of College policies.
6. Students shall be secure in their persons, assigned living quarters, papers, and effects from unreasonable, illegal, or unauthorized searches and seizures.
7. The College affirms the right of students to participate in governing, especially in the policies and decisions that affect student life.
8. The College recognizes each student's rights of freedom of speech, Assembly, and association as guaranteed by the Constitution, and all provisions of this code shall be consistent with these rights.



9. The College recognizes the right of each student to interview for employment with any organization, firm, corporation, or any other body.
10. All student publications shall be free of censorship.
11. These enumerated rights shall not be construed to deny or disparage other rights of students, both as members of the College Family and as citizens of the United States.

### **7.5.3 The Paine College Student Disciplinary System**

#### **7.5.3.1 Authority for Student Discipline**

The Student Disciplinary System of Paine College, which is non-academic in nature, shall consist of the President of the College, the Vice President and Dean of Student Affairs, the College Judicial Board and the College Appeals Committee. Academic related misconduct and discipline is addressed and adjudicated in accordance with the Paine College Academic Honesty Policy as set forth in Volume VI of the Policy Manual. In cases when students' misconduct is inextricably mixed with academic issues, the process outlined in this policy will be followed. This does not preclude academic sanctions separate from this process.

##### ***7.5.3.1.1 The Authority of the President of the College***

The Board of Trustees of Paine College has directed that the President shall have final authority, subject to the mandates and rules of the Board, to establish policies concerning the Paine College Student Disciplinary System.

##### ***7.5.3.1.2 The Authority of the Vice President and Dean of Student Affairs***

The President, in the capacity as Chief Executive Officer of the College, has delegated the responsibility and authority for establishing, monitoring, and enforcing regulations governing student life to the Vice President and Dean of Student Affairs. The Vice President and Dean of Student Affairs reserves the right to contact the family of a student who has violated the rules and policies outlined in Volume II, VI, or VII of the Paine College Policy Manual. The decision will be based on a case-by-case assessment. In addition, the Vice President and Dean of Student Affairs must uphold the requirements under the institutional policies and the Family Education Rights and Privacy Act of 1974. However, the President retains the right to be solely responsible for imposing the sanction of expulsion.

#### **7.5.3.2 Reporting and Disciplinary Process**

Student charges, including charges against student organizations, are made from various entities of the campus and sent to the Vice President and Dean of Student Affairs. The charge shall be made within a reasonable timeframe after the alleged incident (or after the latest alleged incident in cases of harassment or where there is a succession of documented incidents). Disciplinary action may be pursued after considering the amount of time that has passed since the alleged incident and whether there is enough information available to substantiate the reported behavior.

The Vice President and Dean of Student Affairs will investigate and review the charges to determine if they have merit. If there is sufficient evidence to formally charge the student or

student organization with a violation of the Paine College Student Code of Conduct and Responsibility (see Subsection 7.5.1), written notice of the charge(s) shall be forwarded by campus or U. S. Postal Service mail to the student within two (2) class days. Notices sent by campus mail shall be placed in an envelope addressed to the student and contain the date placed in the campus mail. Additionally, an acknowledgement of receipt by the student shall be affixed to the envelope. A notice sent through the Postal Service shall be addressed to the student's address of record on file with the College and the postage shall contain the College's metered postmark or a legibly dated U. S. Postal Service's postmark. Please note that the College reserves the right to immediately suspend a student pending a preliminary meeting the Vice President and Dean of Student Affairs, if the student's conduct poses a threat to the College Community.

Within five (5) business days of the student receiving formal written notice of the charges, the Vice President and Dean of Student Affairs will meet with the student to review the charge. Failure to keep or schedule a pre-hearing conference will result in a finding of guilt and imposition of appropriate sanction as determined by the Vice President and Dean of Student Affairs.

If the student does not admit culpability, the Vice President and Dean of Student Affairs shall within five (5) business days of meeting with the student either (1) refer the matter to the Paine College Judicial Board for adjudication or (2) impose an appropriate sanction if in the judgment of the Vice President and Dean of Student Affairs there is overwhelming evidence of guilt. If the Vice President and Dean of Student Affairs imposes a sanction due to overwhelming evidence of guilt, the student shall have the right to file an appeal with the President in accordance with procedures outlined below. A student who opts to waive the right to a hearing or wants to voluntarily acknowledge culpability shall notify the Vice President and Dean of Student Affairs in writing, not later than twenty-four (24) hours prior to the date set for the hearing. In this case, the Vice President and Dean of Student Affairs will impose an appropriate sanction. Please note that if the student either admits culpability or waives the right to a hearing, there will be no right of appeal.

#### ***7.5.3.2.1 Judicial Board Hearing Procedures***

Within seven (7) class days of receiving the referral from the Vice President and Dean of Student Affairs, the Chair of the Judicial Board will set a hearing date. The student shall receive written notification of the specific charges and the date, time, and location of the hearing. The student may request an extension of time to prepare for the proceeding. Requests for an extension will not be granted for a period to exceed two class days except in unusual circumstances where the student can demonstrate the necessity for a longer delay. All requests for extension of time shall be made in writing at least 24 hours prior to the scheduled hearing, except in cases of documented serious illness or emergency.

The Paine College Disciplinary System hearing proceeds as follows:

1. Prior to and during the hearing, the student(s) shall be afforded reasonable access to review the Case File. The "Case File" includes documents pertaining to the specific disciplinary matter and is considered an educational record pursuant to FERPA. The personal notes of College administrative, faculty and staff members and privileged information of other students are not included in the Case File and thus are not accessible.

2. The Judicial Board Chair convenes and presides over the hearing only if the appropriate quorum is present. The Chair is charged with maintaining orderly discussions throughout the hearing and limiting testimony, giving equal time to both the complainant and the referred student or student organization representatives.
3. Every person attending or participating in a disciplinary hearing must refrain from disruptive conduct; and obey any directive or instruction from the Chair.
4. The referred student(s) shall have the right to be accompanied by an advisor (attorneys, however, are not permitted) whose role shall be limited to support and consultation; the advisor may not speak on behalf of the student, nor shall the advisor question or address witnesses. Violation of this expectation will result in the advisor being removed from the hearing at the discretion of the Chair.
5. The hearing shall be closed to the public.
6. At the onset of the hearing, the Chair confirms that the referred student(s) understands the student's rights and then reads into the record the College's opening statement and all statements of alleged violation(s).
7. The charged student makes an opening statement, including admission or denial of charges.
8. Witnesses and/or evidence are presented. Witnesses are represented one at a time.
9. A witness can only be present at a hearing during the witnesses' own testimony. Written testimony from witnesses unable to be at a hearing may be acceptable, but the validity of the testimony will be ruled by the Chair.
10. Members of the Board may cross-examine any witnesses and/or the person being charged.
11. After all witnesses, evidence, and testimony have been presented, the Chair will ask each side if there is additional information that has not been heard pertaining to the case.
12. Closing statements no longer than five minutes may be made the charged student and complainant.
13. All are dismissed, except for the Chair and the Judicial Board members. The Judicial Board members determine if the student(s) is/are to be found in violation. A simple majority vote by the board members will determine the outcome of the case.
14. The charges against the student must be established by a preponderance of evidence. Preponderance of evidence means that a greater weight of evidence has been demonstrated in order to decide in favor of one side over the other, to determine whether a fact is true, and/or to establish that an event occurred. The decision that a preponderance of evidence exists must be based on the more convincing evidence and its probable truth or accuracy, not on the amount of evidence available.
15. Within five (5) days, written confirmation of the Judicial Board's decision will be sent to the Vice President and Dean of Student Affairs. The Vice President and Dean of Student Affairs will inform the student of the board's findings. If the student(s) is found in violation, the Vice President and Dean of Student Affairs will issue the appropriate sanction(s).
16. If the student(s) is/are found in violation, all appropriate hearing materials will be placed in the student(s) disciplinary file in the Vice President and Dean of Student Affairs' Office and be kept in accordance with the Records Retention Policy outlined in Volume II, Subsection

2.1.17.

17. If a student fails to attend a scheduled disciplinary hearing, the Judicial Board may elect to proceed with the hearing without the accused and render a decision based on the evidence and information available at the scheduled hearing. Any sanction imposed subsequently by the Vice President and Dean of Student Affairs is effective immediately. The student has a right to appeal pursuant to paragraph 7.5.3.2.2 below.
18. Disciplinary hearings may be recorded only by the College for disciplinary and appeals purposes only. All recordings are filed and remain on file as the sole property of the College for future review. If an appeal is granted, the Appeals Committee will hear only new evidence, which was not heard during the student's initial hearing. These recordings are the property of the College and will not be disseminated.

#### ***7.5.3.2.2 Appeal***

All decisions handed down by the Vice President and Dean of Student Affairs may be appealed to the President on the following grounds:

1. There is new evidence or facts that were previously unknown to the student(s) substantial enough to justify an appeal;
2. The penalty imposed was not in keeping with the nature or gravity of the misconduct.

The appeal request, as well as any accompanying information justifying the appeal, must be submitted in writing to the President's Office no later than three (3) class days from the imposition of the sanction and state the specific reason for the appeal.

If the appeal does not adequately meet the appeal criteria above or is not filed on time, the President will deny the appeal and provide the student with written notification, including a reinstatement of the sanction imposed and information regarding the student's status. If the appeal does meet the criteria above and is timely filed, the President will do one of the following:

1. Deny the appeal;
2. Grant the appeal: If granted the President will make a decision or refer the case to the Appeals Committee for review and consideration;
3. Refer the case to the Vice President and Dean of Student Affairs for further adjudications

Please note that if the President grants the appeal, the sanctions imposed shall be sustained and carried out while the appeal is pending. In cases of sanctions resulting in immediate Suspension or Indefinite suspension, the student shall physically leave College-owned or controlled property within twenty-four (24) hours after being informed of the sanction by the Vice President and Dean of Student Affairs. The student may return to College-owned or controlled property for the express purpose of attending the appeal hearing (if applicable) or for completing total separation requirements. Failure to abide by these requirements may result in arrest for criminal trespassing.

If the matter is referred to the Appeals Committee, the Committee will, within five (5) class days of the receipt of the referral, review and evaluate the original adjudication, as well as the information that the Appellant has presented. Based on the nature of the appeal, the Committee has the discretion whether or not to call the student(s) and/or witnesses to appear before the

Committee. If the student(s) and/or the witnesses will be called, they will be notified at least two (2) days in advance of the appeal hearing date. The Appeal Committee hearings shall be electronically recorded. All recordings are filed and remain on file as the sole property of the College for future review. These recordings are the property of the College and will not be disseminated.

It is also important to note that in respect to hearing proceedings, formal rules of evidence are not followed, and past conduct may be considered in the appeal process. No particular model of procedural process is required; however, the Appeal Committee will attempt to structure the procedure so as to facilitate a reliable determination of the truth and be fair and reasonable. The committee will issue its written recommendation to the President and all involved parties within 10 class days after receiving notice of the appeal. The President will review recommendations from the Committee and make a final decision within ten (10) class days after receipt of the recommendation, except under exceptional circumstances. The student will be notified in writing of the President's decision.

After an appeal has been concluded, the proceedings, documents, and any other items pertaining to the matter shall be forwarded to the Vice President and Dean of Student Affairs who shall be responsible for maintaining their security and confidentiality. The Vice President and Dean of Student Affairs upon written request by the student may expunge disciplinary records at the time of or after the student's graduation. In deciding whether to grant the request, the Vice President and Dean of Student Affairs will consider such factors as the current demeanor of the student, the student's conduct subsequent to the violation, and the nature of the violation, including the severity of damage, injury or harm resulting from it.

### **7.5.3.3 Disciplinary Sanctions**

The following penalties may be prescribed for students found guilty of the offenses listed below:

#### ***7.5.3.3.1 Expulsion***

The sanction of expulsion must be issued by the President.

1. Discharging or pointing a firearm at another person on College-owned or controlled property or at College-sponsored or supervised activities. Possession or use of weapons – unauthorized possession or use of any type of firearm, ammunition, explosive, other weapons, or fireworks.
2. Possessing or carrying firearms (including, but not limited to pistols, rifles, shotguns, or ammunitions), having dangerous knives, explosives, fireworks, or other dangerous weapons) or instruments while on College-owned or controlled property or at College-sponsored or supervised activities, except by authorized law officers and other persons specifically authorized by Paine College.
3. Aggravated Assault with intent to murder, to rape, or to rob, or assault with a deadly weapon or with any object, device, or instrument which, when used offensively against a person, is likely to, or actually does result in serious bodily injury.
4. Battery which intentionally causes substantial physical harm or visible bodily harm to another. (Visible bodily harm is that which is capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes,

substantially swollen lips or other facial or body parts, or substantial bruises to body parts. This includes a College employee or a student).

5. Possessing, distributing, or using controlled substances, including narcotic drugs, amphetamines, barbiturates, hallucinogenic drugs or marijuana, on College-owned or controlled property or at College-sponsored or supervised events, on or off-campus. Possession, Use, Distribution, Sale, or Manufacture of Controlled Substances – knowingly possessing, using, distributing, selling, and/or manufacturing illegal drugs, including, but not limited to, narcotics, barbiturates, hallucinogens, marijuana, or amphetamines.
6. Arson or attempted arson – intentionally burning or attempting to burn College-owned or controlled property.
7. Conviction of any one offense or a combination of offenses for the third time, unless otherwise stated below under specific Disciplinary Sanctions.

#### ***7.5.3.3.2 Indefinite Suspension***

1. Forging, altering, destroying, or misusing College documents, records, identification cards, or papers with intent to fraud.
2. Furnishing false, misleading, or incomplete information to the College or to a College official, or on official records or documents or altering such documents. This includes: Credential misrepresentation (and similar forms of dishonesty in College regulated affairs), which involves, but is not limited to, the use of untrue written statements regarding matters of fact in order to gain admission to Paine College. It also includes misstatements of facts, distribution of false printed materials, and conduct manifestly intended to deceive or mislead.  
  
Falsification of Information, – intentionally furnishing false or misleading information, altering documents, forging signatures, or impersonating a College official.  
  
Fraud – furnishing false or misleading information or identification to a College official, failing to provide accurate information to a College official, any unauthorized reproducing, copying, possession, submission, misuse, or attempted misuse of College documents; forging, falsifying, tampering, altering, or attempting to alter College documents, misrepresentation of a College official.
3. Collusion, which includes cooperation of students, or students and staff personnel in securing confidential information/material, bribery by students or staff personnel to change College files information.
4. Bribery – offering money, service, or any item to a student, administrator, faculty, or staff member so as to influence the partiality of, so as to receive College property, grades, and/or services for one's self or another, or so as to gain an advantage or special treatment for one's self or for another.
5. Aiding and Abetting – knowingly providing information, material, protection, or other assistance to another person with knowledge that such aid or protection could be used to violate, escape, or abate prosecution of College, Local, State, or Federal laws, sanctions or penalties.
6. Breaking and Entering with intent to relieve the College or College personnel of property.

7. Misuse of computer equipment, which includes the unauthorized or inappropriate use of computer hardware, software, account numbers or passwords. Theft of, or unauthorized access to files, copying, altering or damaging records, storing game programs, or other inappropriate uses of computer equipment. Violation of the College's Social Networking policies.
8. Unauthorized access to academic or computer systems – viewing, altering, or dispensing academic, administrative, or computer records; modifying academic, administrative, or computer records, computer programs, or systems, or interfering with the use or availability of academic, administrative, or computer records or computer systems.
8. Illegal use of telephone lines by use of a false telephone number or unauthorized use of another person's telephone number or credit card.

#### *7.5.3.3 Suspension for One Year*

1. Simple battery by either intentionally making physical contact of an insulting or provoking nature with the person of another or intentionally causing harm to another.
2. Simple assault by attempting to commit a violent injury to the person of another or by committing an act which places another person in reasonable apprehension of immediately receiving a violent injury. Violators will be required to participate in compulsory counseling sessions upon readmission to the College. (This includes threatening a College employee or a student).
3. Illegal use of Alcoholic Beverages – possessing, purchasing, selling, or making available alcoholic beverages on College-owned or controlled property are in violation of College policies. Alcoholic beverages (beer, porter, liquor, brandy, whiskey, fruit juices or wines, rum, gin, specialty drinks, distilled beverages, etc. having alcoholic content).
4. Engaging in sexual activity, homosexual or heterosexual, on College-owned or controlled property. Complaints from a roommate forwarded to the College staff about sexual activities in a room will be used as additional evidence. No sexual activity is permitted on-campus. Immediate removal from the Residence Hall.
5. Committing theft by unlawfully taking or appropriating any property of another person, or of the College with the intention of depriving the person or College of said property taken or appropriated. Taking or attempted taking without consent. The violator(s) will also be required to make restitution.
6. Committing public indecency by performing a lewd exposure of sexual organs, a lewd appearance in a state of partial or complete nudity, or a lewd caress or indecent fondling of oneself or the body of another person while on College-owned or controlled property. Violator(s) will be required to attend compulsory counseling sessions and will be placed on probation for at least one semester after being readmitted to the College.
7. Sexual Harassment – Unwanted verbal, visual or physical sexual advances, requests for sexual favors or expressive behavior of a sexual nature, which intimidates, threatens, or creates a hostile or threatening environment. This includes unsolicited touching. The use of explicit or implicit threats concerning terms or conditions of the threatened person's education, employment, housing, or participation in a College activity as a way to gain sex and/or sexual favors. A second conviction for the same offense will result in two years

suspension from the College.

8. Stalking/Harassment – any repeated behavior or activity that causes another person to experience emotional distress, threat of safety, or reasonable fear of bodily injury. Such behavior may include, but are not limited to: repeated following of another person on College-owned property, repeated monitoring or surveillance of another person on College-owned property, repeated, unwelcome communication, such as giving face-to-face messages, telephone calls, voice messages, e-mail, written letters or notes, unwanted gifts, etc.
9. Willful destruction, vandalism, misuse or damage to property owned or controlled property by Paine College, or to property of any of its faculty, administrators, staff, students, or visitors on the premises of the College, or the attempt to do the same. If the offense occurs in the Residence Halls, the violator(s) will be permanently removed from living in campus housing. On the second offense, violator(s) will be expelled from the institution.
10. Hazing – Engaging in an act which intimidates, annoys, alarms, embarrasses, ridicules, or produces psychological or physical discomfort. This includes making obscene or harassing telephone calls. Any conduct, act or method of coercion of another to do an act of initiation, or an act for admission into any organization, which willfully or recklessly causes, or creates a substantial risk of causing physical or mental harm to any student or person, occurring on or off-campus.
11. Inciting to riot by engaging in conduct which urges, counsels, or advises others to riot, at a time and place and under circumstances which produce clear and present danger of a riot. A second conviction of this offense will result in expulsion.
12. Fighting/Engaging in an affray by fighting with one or more persons (when a clear case of self-defense cannot be established) while on College-owned or controlled property.
13. Gambling – wagering, or assisting in the wager of money or any other item of value. Gambling of any nature on College-owned or controlled property is prohibited.
14. Verbally threatening or physically assaulting a College employee or a member of the Residence Hall staff. If the offense occurs in the Residence Halls, the violator(s) will be permanently removed from living in campus housing. If the offense occurs any where on College-owned or controlled property, the violator(s) will be removed from the campus.
15. Unauthorized Entry/Use of Facilities – The unauthorized entry, occupation or use of College facilities and vehicles or the possession, duplication or use of keys and locking devices without authorization. Violator(s) will be required to attend compulsory counseling sessions for at least one semester and will be placed on probation after being readmitted to the College.
16. Failure to abide by fire safety regulations through the unauthorized use of incendiary devices or safety equipment or the possession of gasoline, inflammable liquids or material. The following acts are specifically forbidden: a) tampering with fire extinguishers, hoses, pull stations, alarm bells or sprinklers, b) turning in a false fire alarm by transmitting in any manner a false report of a fire, knowing at the time there is no reasonable ground for believing that such a fire exists, c) failure to participate in a fire drill, d) use or possession of fireworks, bottle rockets, or other explosive or potentially explosive devices, and e) failure to leave the site of a fire scene.
17. Unauthorized demonstrations.



#### ***7.5.3.3.4 Suspension for One Semester***

1. Participating in activities or exhibiting behavior anti-ethical to the standards of conduct expected by Paine College, i.e., throwing eggs or other objects at individuals, buildings or other College-owned property, participating in water fights, raids, cross-dressing, carrying lewd objects, display of pornographic/sexually explicit materials or posters. Any damage incurred will result in an additional penalty of restitution. Violators will be required to perform community service.
2. Public drunkenness by appearance in an intoxicated condition in any public place, and which condition is made manifest by boisterousness, by indecent condition or act, or by vulgar, profane, loud, or unbecoming language while on College-owned or controlled property, or at College-sponsored or supervised activities. A second conviction for this offense will result in a penalty of two years suspension from the College. Compulsory counseling upon readmission and evidence of participation in an alcohol/drug treatment program are also required before readmission. A statement of participation must be submitted from an approved private or public agency.
3. Knowingly making false oral or written statements to College officials, or at a disciplinary hearing. One or more severe sanctions may be imposed based on the severity of the infraction.
4. Disrespect for person(s) in authority. Abuse, which includes a verbal or written exchange, including profane, insulting, provocative or offensive language, threats or behavior directed toward a College official/person in authority while on College-owned or controlled property.
5. Unescorted and unapproved visitation in the residence halls before or after designated visitation hours. Non-Paine College students will be subject to criminal trespassing charges. Suspended or Expelled students may also face additional charges if a breach of prior sanctions are involved.

#### ***7.5.3.3.5 Removal from Residence Hall***

1. Possessing or using electrical cooking appliances which are not authorized or sanctioned by the College (i.e. hot plates, toaster ovens, etc.) in the residence halls. Any such appliances will be confiscated. Any individual(s) who permits or aids in such illegal activity are also in violation of this regulation. (Period of removal: 1 semester)
2. Evidence of smoking tobacco or any tobacco-related substance in the residence halls will result in immediate removal from the residence hall. (Period of removal: Immediate removal for 1 semester)
3. Having a member of the opposite sex in one's residence hall room or being in the room of a member of the opposite sex, unless otherwise authorized by the Residence Hall Director. Any individual(s) who permits or aids in such illegal entry or visitation are also in violation of this regulation. (Period of removal: Immediate removal for 1 semester)
4. Persistently engaging in behavior or activity in residence halls and campus facilities that violates quiet hours from 10:00 p.m. to 7:00 a.m., Sunday through Thursday. After two offenses, violators will be removed from the hall for the specified period. (Period of removal: Two warnings and community service; Third Offense: 1 semester; Fourth Offense: Permanent removal).

5. Aiding or facilitating entrance or presence of unauthorized persons or other students into the residence halls before or after hours. (Period of removal: Immediate removal for 1 semester)

Suspension and removal from the Residence Hall imply that the affected student is restricted from visiting any Residence Halls, unless permission is granted by the Dean of Student Affairs or the Director of Residence Life.

#### ***7.5.3.3.6 Strict Social Probation***

1. Abuse, which includes a verbal or written exchange, including profanity, insulting, provocative or offensive language, threats, or behavior directed toward another person; using loud, abusive, or unbecoming language while on College-owned or controlled property. Additional penalties: Compulsory counseling for at least four weeks (20 hours), Restriction, Community Service.
2. Disruptive behavior, which intentionally and unreasonably interrupts or interferes with classroom instruction, infringement upon the rights of others (engaging in activities or exhibiting behavior anti-ethical to the standards of conduct expected by the College), research, College committees or boards, or other College or student activities (i.e. assembly, other public programs, plays, concerts, etc.) Violators will be required to leave the site and will be given the following additional sanctions: Restriction, Community Service and Compulsory Counseling. An Educational Sanction may also be imposed.
3. Failure to comply with direction of, or to present identification to College officials, law enforcement officials and/or emergency or fire safety personnel acting in the performance of their duties or refusal to respond to a request to report to an administrative office. First Offense: Strict Social Probation, Community Service and Compulsory Counseling. Second Offense: Suspension for one semester, Social Probation and Restriction upon readmission. Third Offense: Indefinite Suspension.

#### ***7.5.3.3.7 Community Service***

1. Loitering outside and inside College-owned or controlled property, which includes depositing trash or other waste products in non-designated areas, throwing paper or other materials on the property. In addition to Community Service, violators will be fined as follows:
2. First Offense: \$5; Second Offense: \$10; Third Offense: \$15
3. Subsequent Offenses: \$20. Fines must be paid to the Campus Safety Office within 24 hours after notification is received. Failure to comply with College officials may be levied if the fine is not paid as required. In cases where guilt cannot be established and the offense occurs in or around a residence hall facility, group responsibility will be assigned and the hall residents will be charged as a group for the infraction(s). Failure to pay the fine within the designated time period will result in the fine being taken out of the hall's activity fees budget. Collected monies will be placed in a special fund to support and sponsor activities for students. A record of such expenditures will be on file at the Office of the Director of Residence Life and Business Office.
4. Community Service will be assigned as deemed necessary by the Disciplinary Committee.

5. Any other infraction which lists Community Service as a sanction or as assigned by the College.

#### ***7.5.3.3.8 Reprimand***

1. Disruptive behavior, including, but not limited to the following:
  - a. Abuse or unauthorized use of sound equipment indoors or outdoors during classroom hours, quiet hours, or during major College events, including those to which the public is invited. Also, excessive loud playing of radios, stereos, televisions, tape-players on-campus at any time. Both a verbal (on the scene) and a written reprimand will be given to violators who will be placed on Conduct Probation. A second conviction for this offense will result in Suspension for one semester and the imposition of the Conduct Probation penalty upon readmission to the College.
  - b. Unauthorized assembly, including that which interferes with the normal operation of the College. Violators will be dispersed, given verbal (on the scene) and written reprimands. A second conviction will result in Strict Social Probation, Restriction and Conduct Probation.
2. Loitering on campus property after residence halls close. Both verbal (on the scene) and written reprimands will be given. A second offense will result in Strict Social Probation and Restriction. A third offense may result in suspension for at least one semester. Non-Paine College students will be charged with criminal trespassing and will be subject to arrest.
3. Having pets in residence halls. Second conviction: Removal for one semester from the hall. Third offense: Permanent removal from the hall.
4. Failure to abide by the College's Dress Code. Second Offense: Community Service, Compulsory Counseling, Educational Sanction. Third Offense: Strict Social Probation, Restriction, Compulsory Counseling.

#### ***7.5.3.3.9 Other Infractions and Disciplinary Measures***

1. Academic dishonesty, including, but not limited to, plagiarism, cheating on examinations, forgery, collusion, procuring copies of examinations, or other materials, which should not be in student's possession, credential misrepresentation, and failure to report an act of academic dishonesty. (Please refer to Volume VI for procedures and penalties designated for acts of academic dishonesty which are within the academic area and which have not been addressed here).
2. Aiding and abetting or failing to report any of the above offenses, or any other offense which may not be listed, but which is considered to be against College rules and regulations. Minimum penalty: Same as for the pertinent offense or sanction, which is in keeping with the gravity of the offense if no sanction is listed.

THE ABOVE NUMERATED OFFENSES SHALL NOT BE CONSTRUED AS EXCLUDING ANY OTHER BLATANT OFFENSES OF MISCONDUCT, BOTH ON AND OFF-CAMPUS, WHICH INFRINGE ON THE RIGHTS OF OTHERS, OR INTERFERES WITH THE ORDERLY OPERATION OF PAINE COLLEGE.

Violation of local, State, or Federal law on or off College-owned or controlled property when

such violation of the law has an adverse effect upon the public image of Paine College or upon individual members of the Paine College family may constitute misconduct and result in the imposition of one or more of the prescribed penalties. The College does not assume the regulatory and police function of public government. Students are expected to abide by all College rules, regulations and standards, and by laws of the agencies cited above. A student offender of a City, County, State, or Federal law which also is a violation of College regulations, may be tried by the outside judicial agency for the offense and may be disciplined by the College.

City, State, County, or Federal law enforcement officials may come on campus if authorized or requested to do so by the Campus Safety Office or authorized College officials. Any law enforcement official may present warrants for arrest and make arrests on campus.

## **7.6 Student Clubs and Organizations Policies**

All student organizations, Greek-letter organizations, and clubs are under the auspices of the College.

Direct day-to-day oversight of student activities rests with the Director of Student Activities who is responsible to the Dean of Student Affairs. Among other responsibilities, the Office of Student Activities exists to coordinate and schedule activities sponsored by, and for students of the College.

In order to effectively fulfill this responsibility, students must cooperate and carefully adhere to the institution's rules and regulations.

### **7.6.1 Student Activities General Policies**

The following regulations, in addition to other stipulations, which may be made upon scheduling, are to be followed:

1. The Office of the Director of Student Activities shall serve as a central clearinghouse for all social functions, conferences, and meetings.
2. Application for a date on a social calendar must be made to the Director of Student Activities on forms provided by this office. All student activities must be approved by the organization's advisor, the building supervisor, the Chief of Campus Safety, Student Government Association, Special Assistant to the President, and the Director of Student Activities at least seven days prior to the event. All parties and dances must be approved by the Vice President of Administrative and Fiscal Affairs and the Chief of Campus Safety at least 48 hours prior to the event. No student activity will be approved without all appropriate signatures.
3. Organization Advisors are required to attend all activities of their groups. This includes meetings, parties, dances and other social activities. In this way, the student organization is protected should any mishap occur. If the Organization Advisor cannot be in attendance, approval must be obtained from the Director of Student Activities or the Vice President and Dean of Student Affairs for either a faculty or staff member to serve as chaperone to the event. Campus Safety will not open a building or a room for a club activity, unless the Advisor or a representative is present. The activity will not start or continue without the advisor or chaperone.

4. A police officer and fire marshal must also be present for any activity open to the general public. The organization is responsible for paying the police officer(s) and fire marshal on-duty at these events.
5. All College Organizations and/or students representing the College and desiring to hold any activity off-campus must secure approval from the Advisor, the Director of Student Activities, the Dean of Student Affairs, and the Vice President of Administrative and Fiscal Affairs. Departmental organizations must also have the Vice President for Academic Affairs approval. These activities must be scheduled with the Director of Student Activities.
6. All social functions on-campus shall adjourn, no later than 1:00 a.m. on weekends, and 11:00 p.m. on weekdays. Dances and parties can be held only on Friday or Saturday nights.
7. Students or organizations reserving space in the Campus Center, Gymnasium, Chapel or other facilities are held responsible for cleaning the facility after use. A charge for cleaning will be levied against the person or organization leaving the facility disorderly. Failure to pay will result in forfeiture of the right to use campus facilities.
8. The College reserves the right to regulate and schedule all student functions so as to promote the best interest of all persons or groups concerned and of the College.
9. Each student organization must apply for an on-campus bank account through the Business Office if it desires to use the College name in its title.
10. Step Practices are not allowed in the Student Center or the Residence Halls.

#### **7.6.1.1 Dances**

Dances are permitted on campus and provide an opportunity for meaningful social interaction.

Specific guidelines are listed below:

1. Dances can be sponsored by officially recognized campus organizations only. Dances are open to Paine College students and their guests. Students are allowed to bring only two guests per event. Students are responsible for the behavior of their guests. For example, damages by guests will be charged to the student.
2. The official Faculty/Staff Advisor(s) must be present at the event before it can begin. Absence of the Advisor at the scheduled starting time will result in cancellation of the activity. At least two Advisors or the Advisor and another Faculty/Staff person must be in attendance at all parties and dances.
3. The Faculty/Staff Advisors supervising the event must identify themselves to Campus Safety and special duty officers upon their arrival.
4. The sponsor of the event is responsible for paying special duty officers. The special duty officers must be paid immediately after the activity.

#### **7.6.2 Student Organizations and Club Regulations**

1. Active membership in registered student organizations shall be limited to faculty and staff, full-time enrolled students, or part-time students, with the approval of the Organization's Advisor. Students must have and maintain a minimum 2.0 cumulative GPA to participate.

2. Each organization must file with the Director of Student Activities, and Greek organizations must file with the Pan-Hellenic Council within one week of induction the names of all active and non-active members of the organization.
3. No student may serve as an officer of a Paine College Club or organization while on academic probation or under disciplinary sanctions.
4. Each organization or club must have an Advisor who shall be a member of the Paine College staff or faculty, or someone approved by the Vice President and Dean of Student Affairs or the Administrative Council. Advisors, who should be selected based on expertise in areas expressed in the purpose of the club, must be approved by the Director of Student Activities or Vice President and Dean of Student Affairs. In the case of departmental organizations and clubs, there must be concurrence by the proposed Advisors, departmental head, and/or Vice President and Dean of Academic Affairs. The Advisor shall be responsible for:
  - a. Being present at all of the organization's meetings, activities and events;
  - b. Assisting the organization in developing programs and projects;
  - c. Monitoring the organization's operations so that they are consistent with Paine College's policies and regulations;
  - d. Assisting the organization with the proper keeping of records and handling of funds.
5. Each organization and club must apply for registration with the Director of Student Activities, no later than two (2) weeks after classes start. The completed application will include the following information:
  - a. Officers of the organization;
  - b. Copy of the Constitution or revisions of the Constitution if changes have been made since the preceding year;<sup>3</sup>
  - c. Name of Faculty Advisor with signed consent form of the person who will serve as Faculty Advisor;
  - d. Time, date and place of regular meetings;
  - e. Complete membership roster.
6. The College officially recognizes a student club or organization when the Director of Student Activities finds its completed application is in compliance with this policy. Paine College requires that a student club or organization be recognized by the College in order for the club or organization to:
  - a. Use the Paine College name as part of its organizational name.
  - b. Use Paine College facilities, services, or resources.
  - c. Sponsor or promote activities on campus.

---

<sup>3</sup> Each club or organization's constitution shall clearly state the purpose of the student club or organization, which must be consistent and compatible with the mission and traditions of the College. Moreover, a statement that sets forth the club or organization's affiliation, if any, with off-campus and national organizations must be included in the organization's constitution.

- d. Distribute literature, flyers, posters, banners, or club/organizational print materials;
  - e. Be listed in Paine College publications;
  - f. Receive awards or honors presented to student organizations and their members.
  - g. Receive Student Government Association funds.
7. Changes during the academic year in Officers, Advisors, or membership increases or decreases must be reported to the Director of Student Activities within five (5) business days.
  8. A student shall not be considered an active member and is not eligible for participation in an organization or club, unless the student's name is included on the membership roster and the student has a 2.0 cumulative GPA.
  9. Organizations or clubs are prohibited from using the College's name when negotiating contractual agreements or establishing bank accounts, unless approved by the Dean of Student Affairs and the Vice President of Administrative and Fiscal Affairs.
  10. Plans for out-of-town, overnight, or off-campus activities by an organization or club must be approved during the developmental stages by the Advisor, the Director of Student Activities, and the Dean of Student Affairs. In the case of departmental organizations and clubs, there must be concurrence by the departmental head and the Vice President and Dean of Academic Affairs. A list of students participating in the above activities must be submitted to the Director of Student Activities and Dean of Student Affairs, no later than five (5) business days prior to departure. See the College's Student Travel Policy in Subsection 7.2.17 for additional information.
  11. No organization or club may schedule an activity or meeting for the evenings or during mid-term and final examination periods, Religious Emphasis Week, or during assembly or worship hours.
  12. Membership in any Paine College club or organization must not be denied on the basis of sex, age, race, creed, color, religious preference, national origin, or handicap. A student on academic probation or disciplinary sanctions cannot apply for membership into any student (Non-Greek or Greek) organizations. Exemptions can be made only if a recommendation/request is made by the Club's Advisor. (Note: This applies only to minor disciplinary sanctions).
  13. Appearance of visiting speakers on campus: The officer of a class, organization, or club desiring to use College facilities for a visiting speaker, shall submit to the Director of Student Activities and Dean of Student Affairs a written request to invite an individual for such an appearance. The following information should be provided in the request:
    - a. The proposed topic for presentation;
    - b. Brief biographical information or current academic vita of proposed speaker;
    - c. Request for date and place of activity.
  14. Student Organization Projects: All registered student organizations will be required to perform three (3) projects per semester to remain in good standing with the College. Each organization must complete one community service project, one service project for Paine College, and one fund-raising project for the United Negro College Fund (UNCF).

- a. The community service project should be done to help some Augusta civic or social organization which is dedicated to the service of mankind. The purpose of this requirement is to help the College become more involved with the surrounding community. It is also intended to give students invaluable experience through volunteer work.
- b. The service project to the College should be one that either improves the academic skills of students, or improves the physical condition of a facility. The purpose of this requirement is to get students more involved with the overall development of the College.
- c. Students of UNCF schools are expected to help contribute to the national fund-raising efforts. UNCF has been an excellent source of support for Paine College. Each of the aforementioned projects should get prior approval from the Office of Student Activities.

A report on each project should be filed with the Director at the project's completion.

Failure to comply will forfeit an organization's right to function. Every organization registered on-campus is required to file a summary report of all its activities at the end of each semester. A form has been designed to facilitate the report. The number of student organizations permitted on campus is not limited to the ones in this publication. Students are encouraged to join existing organizations or form new ones based on the procedures established by the College. No organization is considered active until after registration with the Director of Student Activities Office.

15. Organization-of-the-Year: The Organization-of-the-Year Awards will be presented the week prior to final exams during the Spring semester. Organizations will be recognized for the most Community Service Projects, the most Social Activities, the most Creative Projects, the most Assembly Attendance, the highest UNCF Contributions, and the highest Cumulative G.P.A. The organization winning the most categories will be awarded the Organization-of-the-Year Award.
16. Organizations must turn in Activities Participation Form as proof that an activity has taken place. All documentation will be kept on file in the Student Activities Office.

### **7.6.3 Publicity Regulations for Student Activities**

A calendar of activities is prepared by the Director of Student Activities. Dates on the calendar are cleared through the Office of Student Activities. The calendar is built around the academic calendar and traditional dates. If an event is to appear on the weekly calendar, it must be submitted to the Director of Student Activities office by noon on the Wednesday preceding the week the event is to be held.

All communications for public dissemination must be approved by the Office of the Dean of Student Affairs and the Public Relations Office. All official posters, signs, announcements, notices, etc., must be posted on bulletin boards designated for that purpose. All materials to be posted on bulletin boards in the Campus Center must be approved by the Office of Student Activities and by the departments of buildings in other locations. Unauthorized materials will be removed from bulletin boards or places of posting. Because of space limitations, posters should not exceed the standard size: 17" in height and 11" in width, or one-half poster board size. See Volume II, Subsection 2.1.16 for more information regarding the College's Posting Policy.



## **7.6.4 Classification and Listing of Student Organizations**

### **7.6.4.1 Fraternities and Sororities**

These are National Greek-Letter organizations which have established chapters on the campus and are recognized by Paine College.

Fraternalities:	Alpha Phi Alpha Kappa Alpha Psi Omega Psi Phi Phi Beta Sigma	Sororities:	Alpha Kappa Alpha Delta Sigma Theta Sigma Gamma Rho Zeta Phi Beta
-----------------	---	-------------	--

### **7.6.4.2 Honor Societies**

These are organizations which promote the ideals of academic excellence, good citizenship and leadership ability. Membership is determined by high scholastic achievement, merit and good conduct.

Alpha Kappa Mu Honor Society  
Paine College Honor Society  
Who's Who Among American Colleges and Universities

### **7.6.4.3 Departmental Organizations**

These organizations are aimed at providing the student with the kinds of insight into a particular field of study, which will thus enable the student to gain some professional know-how and perspectives.

Business Club	Paine College Concert Choir
Chemistry/Physics Club	Pre-Professional Science Alliance
Earth/Ecology Club	Psychology Club
English Club	Rotaract Club
French Club	Sociology Club
General Education Development Center (GEDC)	Student National Education Association (SNEA/SGAE)
Mass Communications Club	Student Support Services
Mathematics and Science Club	Students In Free Enterprise (SIFE)

### **7.6.4.4 Governmental Organizations**

The Student Government Association (SGA) is the chief agent between the students and the faculty. SGA is directly responsible to the Dean of Student Affairs. The Director of Student Activities serves as Co-Advisor of the Association.

House of Representatives	Freshman Class
Council of Presidents	Sophomore Class
Pan-Hellenic Council	Junior Class
Student Government Association	Senior Class

Please refer to Volume I, Section 1.6 for the Student Government Association Constitution and Bylaws. Members of the SGA will be removed from office if adjudicated to be in violation of

the Student Code of Conduct.

#### **7.6.4.5 General Interest and Social Organizations**

These organizations are designed to encourage student participation in group activities which promote positive and constructive services to the College, community, and city. Individuals in these groups must adhere to the same academic, moral, and ethical standards as Service Organizations, Departmental Organizations, Honor Societies and Greek Organizations.

Social organizations include, but are not limited to:

- Mahogany Essence Dance Team
- NAACP
- Nubian Reflections
- Cheerleaders
- Pre-Alumni Club (UNCF)
- SGAE/SNEA
- International Students Organization
- Student Ambassadors

#### **7.6.4.6 Religious Organizations**

These organizations promote involvement in activities designed to encourage individual spiritual interest and growth and fellowship with other persons of the same faith.

- Baptist Student Union (BSU)
- Concert Choir
- Gospel Choir
- Wesley Student Fellowship

#### **7.6.5 Greek Organizations**

At Paine College, there are four national fraternities and four national sororities. Fraternities and sororities are social organizations and must be operated within the framework of the College in order not to detract from the educational pursuit and academic preparation of any student. Their major objectives are: to encourage good scholarship, to establish better social relationships, to foster high moral and ethical standards, and to exemplify the ideal College student. A Pan-Hellenic Council, with representation from each organization, regulates Greek life at Paine College.

##### **7.6.5.1 The Pan-Hellenic Council**

The powers of the Council shall be to make laws that pertain to the governance of recognized Greek Organizations at Paine College:

1. The Council has the power to impose penalties on its members for violations of its and the College's laws and policies. These shall be as follows:
  - a. For the first offense, the organization shall receive a letter of reprimand.
  - b. For the second offense, the organization shall be placed on six months probation.

- c. For the third offense, the organization shall be placed on probation for one year and shall be levied a fine not less than \$100. (Any monies collected in this manner shall be placed in the treasury of the Council.)
  - d. After any offense has been committed, the Pan-Hellenic Council reserves the right to recommend suspension.
2. When a Greek organization or one of its members violates one of the Council regulations or policies or the College's regulations or policies, the proper order of notification shall be as follows:
    - a. The President of the Chapter should be notified in writing.
    - b. The graduate Faculty Advisor of the organization should be notified in writing.
  3. If the problem cannot be resolved between the offending organization, its graduate Advisor and the person or group who brings the complaint of a violation, the matter should be brought to the Council through its President. If any further action is needed, the matter will go to the following in the order listed:
    - a. The sponsoring graduate chapter;
    - b. The Augusta Area Pan-Hellenic Council;
    - c. The National Chapter of the organization;
    - d. The National Pan-Hellenic Council.
  4. Appeals to the decisions of the Council shall be made in the following order:
    - a. Faculty Advisor, Advisor of the campus Pan-Hellenic Council, National Pan-Hellenic Council and/or Dean of Student Affairs at the College. The results of the appeals shall serve as an advisory function for further action if necessary. All final decisions shall be up to the Campus Council and a report of such decisions shall be made to the Dean of Student Affairs.
    - b. To admit, according to the criteria stated in the By-Laws, petitioning fraternities and sororities to membership in the Augusta Undergraduate Chapter of the National Pan-Hellenic Council.
    - c. To levy and collect annual dues.
    - d. To make recommendations to the member organizations for legislation, and to refer to the member organizations for discussion, matters which are of interest to the College sororities and fraternities.

#### **7.6.5.2 Hazing**

The following rules on hazing were taken from the National Pan-Hellenic Council Handbook (NPHC), p. 12.

**HAZING IN ANY FORM IS PROHIBITED.** The NPHC and its affiliate organizations have re-emphasized their stand against having any form of hazing in the membership development and intake process.

**HAZING IN ANY FORM IS A VIOLATION OF NPHC RULES.** Additionally, each of the

eight affiliate organizations have established rules which strictly prohibit hazing.

The NPHC expects each of its member organizations to impose immediate and severe penalties for any proven violations of hazing. In the event a campus or alumni council becomes aware of any potential hazing incident, it has a responsibility to immediately notify college/university administrators, as well as the appropriate fraternity or sorority in which the incident is suspected. An NPHC College or Alumni Council shall not consider any action to address any alleged incident of hazing.

Specifically, there shall be no physical, mental or verbal abuse, scare tactics, horseplay, practical jokes or tricks, or any humiliating or demeaning acts which might negatively affect any prospective member prior to, or during the intake process and the ceremonial ritual(s) while becoming a member of the affiliate organization's chapter. Any bruises or injuries indicative of physical abuse accompanied by complaints and formal report of abuse by prospective members shall subject the responsible party to at least one-year probationary period unless any such bruises have been reported, examined and found not to be caused through the activities or negligence of the organization in question. (Additional penalties may be imposed as outlined under the Student Discipline section of this volume.)

At no time shall an organization ask or allow any of its prospective members to:

1. Damage or destroy property on or off the campus;
2. Participate in any activity that will disrupt regular campus activities, such as, classes, Residence Hall Programs, religious services, study hours, etc.;
3. Participate in any activity that will reflect unfavorably upon the College or the Organization;
4. Be required to perform personal or menial tasks;
5. Be "hazed" in any manner (physically or mentally).

(The above information was taken from the 1991 Pan-Hellenic Council Constitution and By-Laws.)

### **7.6.5.3 Other Regulations**

All chartered and other social organizations must adhere to guidelines as listed under General Regulations and Greek Organizations. The chapter constitution shall be consistent with College regulations and policies.

Any registered or recognized campus organization or club may have its registration or recognition revoked for inactivity, violations of College policy, or other reasons deemed appropriate by and in the best interest of the College.

## **7.7 Non-Academic Student Grievance Policy**

The primary objectives of this Student Grievance Policy are to ensure that students have the opportunity to present non-academic grievances to the College regarding a certain action or inaction by a member of the Paine community and that the College has a consistent way of resolving those grievances in a fair and just manner.

An action or decision is grievable only if it involves a misapplication or misinterpretation of Paine College policy, regulation, or rule, or a violation of state or federal law. Grievances may not be used to challenge policies or procedures of general applicability.

In addition, this procedure may not be used to grieve:

1. Claims based on purchases or contracts;
2. Claims against a Paine College employee on matters that are unrelated to the employee's job or role at the College;
3. Student disciplinary decisions, since there is a separate procedure for them (see Section 7.5);  
or
4. Formal complaints of harassment or discrimination, since there is a separate procedure for them (see Volume II, Subsection 2.1.5); or
5. Where another Paine College policy and procedure could have been used for the matter being grieved (e.g. academic grievances and FERPA grievances).

Upon request from any student, the Vice President and Dean of Student Affairs Office will provide guidance about the appropriate system for redress of a particular complaint.

The procedures set forth below may be used by grievants who are enrolled as Paine College students, or who are participating in a College-sponsored event, at the time of the incident being grieved. The person filing the grievance must be the alleged victim of unfair treatment; a grievance cannot be filed on behalf of another person. The existence of this procedure does not bar grievants from also filing claims in other forums to the extent permitted by state or federal law.

The formal resolution process described below must be initiated within 60 business days of the decision, action, or events giving rise to the grievance. The Vice President and Dean of Student Affairs may extend this time limit if the grievant makes the request for extension within the 60-day period, for good cause shown (e.g., an active effort at informal resolution at the departmental level).

### **7.7.1 Informal Resolution**

Prior to invoking the formal resolution procedures described below, the student shall discuss the grievance with the person alleged to have caused the grievance. This is not required in cases where the grievant believes that efforts at informal resolution may result in retaliation or other unfair treatment. The discussion shall be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. Additionally or in the alternative, the student may wish to present the grievance in writing to the person alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student promptly, either orally or in writing.

## **7.7.2 Formal Resolution**

### **7.7.2.1 Step One**

If informal resolution is not successful, the student may file a grievance by sending a request for hearing along with the following information to the Vice President and Dean of Student Affairs.

The grievance must:

1. Be in writing;
2. State how the decision or action is unfair and harmful to the grievant and list the Paine College policy or state or federal laws that have been violated, if known;
3. Name the respondent parties (the person(s) against whom the grievance is filed);
4. State how the respondents are responsible for the action or decision;
5. State the requested remedy; and
6. State whether the grievant will bring a support person to the hearing.

If it is clear on the face of the written grievance that the grievance has not been filed within the time limit, or pertains to a matter not grievable under this procedure, or is from a person without grievance rights under this grievance, the Vice President and Dean of Student Affairs shall so indicate in a letter to the grievant and the grievance shall be dismissed. If the grievance is not dismissed, the Vice President and Dean of Student Affairs shall appoint a hearing committee of three persons to hear the grievance and shall provide them with a copy of these procedures and the written request for hearing. Committee members shall include at least one member who is not part of the same office or immediate academic division as the respondent(s) and one member who is not part of the same office or immediate academic unit as the grievant.

If the respondent is a Vice President, the President or designee shall administer the grievance process.

Committee members shall have no personal interest in the outcome of the proceeding, and shall not have any personal involvement in earlier stages of the matter.

### **7.7.2.2 Step Two**

The committee shall meet, elect a chair, and send the grievant's hearing request to the respondent(s), all within ten business days of being appointed. The chair shall offer the respondent(s) an opportunity to provide a written response to the allegations within ten business days to the chair. The chair may also instruct the parties that they have ten business days to provide each other and the committee with (i) copies of any exhibits they wish to introduce as evidence, and (ii) a list of witnesses that each party will call. The chair may extend the deadlines for submitting a response and for exchanging proposed exhibits upon a showing of good cause.

### **7.7.2.3 Step Three**

The chair shall notify the parties of the hearing date, time, and place at least ten business days in advance of the hearing. (The committee may schedule additional days for hearing, if needed, after the hearing is underway, so long as all parties receive reasonable advance notice of the

additional dates.). The response to the grievance must be distributed to the committee and all parties at least ten business days prior to the hearing.

1. The committee, the grievant, and the respondent have the right to request witnesses whom they believe have pertinent information in regard to the complaint.
2. The grievant and the respondent may request the presence of a person who will support them during the hearing but may not speak or participate directly in the hearing. The support person must be a member of the campus community who has been approved by the chair.
3. Hearings will be private except for the presence of the committee, the grievant, the respondent, their support persons, and witnesses. If all persons are agreed, the hearing may be taped.
4. Prospective witnesses will be excluded from the disciplinary hearing except during the time of their testimony.
5. The grievant and respondent may challenge a member of the committee for personal bias. The chair will determine whether or not there is basis for the challenge and, if basis is found, the member will be disqualified. If a personal bias charge is made against the chair, the committee will determine whether or not there is a basis for the challenge and, if basis is found, the chair will be disqualified and another member of the panel will chair the committee.
6. The committee will exert control over the hearing to avoid needless consumption of time. A person disrupting the hearing may be removed at the discretion of the committee.
7. Witnesses, including the grievant and the respondent, shall be asked to affirm that their testimony is truthful.
8. The burden is on the grievant to establish by a preponderance of the evidence that the grievant has experienced an injury that would entitle the grievant to relief and that such injury is remediable.
9. Formal rules of evidence and discovery, as in criminal or civil judicial proceedings, shall not be applicable in disciplinary hearings under this Policy.
10. Written statements shall not be accepted unless signed and witnessed by the Vice President and Dean of Students or a designee.
11. Committee members, witnesses, parties, and all other persons involved in the grievance proceeding must maintain strict confidentiality regarding the proceeding. State and federal laws govern the privacy rights of students and employees.
12. At the conclusion of this step of the procedure, the parties and witnesses shall be excused.

#### **7.7.2.4 Step Four**

The committee shall deliberate and reach a decision on the grievance in closed session. Deliberations are not tape recorded or transcribed. The decision must be based solely on material presented in the grievance. The committee should be careful not to substitute its judgment for that of the respondent(s). Rather, the committee should decide if the decision being grieved was the result of a misapplication or misinterpretation of Paine College policies, regulations, or rules or a violation of state or federal law.

The decision of the committee must include a summary of the testimony, findings of fact, the committee's decision, and shall be sufficiently detailed to permit review as provided in this Policy.

The report and official record shall be delivered to the Vice President and Dean of Student Affairs, with copies of the report to be sent to the parties, within sixty calendar days after the hearing. A dissenting panel member may file a minority report at the same time.

#### **7.7.2.5 Step Five**

The Vice President and Dean of Student Affairs shall issue a written decision within twenty business days of receipt of the committee's report and official record. The decision may either adopt the committee report in whole, modify it in part, or reject the report and reach different findings or conclusions for reasons expressly stated. The Vice President and Dean of Student Affairs may also remand the matter if clarification of the committee's report is necessary or additional proceedings to clarify the record or cure procedural error are required. This decision shall be sent to the parties (certified mail return receipt, or personal delivery with a signed and dated receipt, to the grievant) and may be shared with the panel members.

#### **7.7.3 Ex-Parte Contacts**

Once a hearing (formal resolution) has been requested, there should be no ex parte communication between parties and committee members concerning the merits of the case. An ex parte contact or communication is one sided; it occurs when one person shares information with a panel member without including all other parties. To prevent this from occurring, all communications that (a) occur outside the hearing, and (b) are between one or more parties and one or more committee members, shall be in written form and distributed simultaneously to all parties and committee members. Discussion of the merits of the case or presentation of evidence outside the hearing should be avoided. The rule against ex parte contacts also applies to communication with the final decision-maker and everyone who is responsible for deciding appeals.

#### **7.7.4 Appeal Procedures**

Within ten business days of receipt of the Vice President and Dean of Student Affairs decision, a grievant who is not satisfied with the response of the administrator after the initial review may appeal by submitting the written grievance, together with the Dean of Student Affairs' written decision, to the President. The appeal of the Dean of Student Affairs decision must be based on one of the following:

1. Lack of due process;
2. New relevant evidence which becomes available after the time of the hearing; or
3. The decision is not supported by substantial evidence.

The Vice President and Dean of Academic Affairs' action need not involve a de novo factual investigation unless new, relevant evidence has become available since the committee hearing. The Vice President and Dean of Academic Affairs may, but is not required to, direct that further facts be gathered or that additional remedial action be taken. Within 15 calendar days of receipt



of the request for review, the Vice President and Dean of Academic Affairs shall submit the decision in writing to the student and to the person alleged to have caused the grievance. The written disposition shall include the reasons for the decision, and it shall direct a remedy for the aggrieved student if any. The Vice President and Dean of Academic Affairs' decision is final.

## **7.8 Intramural Sports**

A full Intramural Program is provided for all students. Students may participate as individuals, as a class, club, fraternity, sorority, or organization. The Intramural Program begins in the Fall and continues throughout the school year with various sports. All students are encouraged to participate in some phase of the program. Equipment for activities are supplied by the Athletics Department.

Through participation in Intramural Sports, individuals are encouraged to enjoy sports, reduce stress, keep physically fit, use various learned skills, meet people and have fun. The program allows students to display the school's pride with zest. Intramural Sports emphasizes and acknowledges values, such as, sportsmanship, leadership and teamwork. The goal is to provide programs that spark the interest and talents of all students, regardless of their gender or athletic ability.

Participants are expected to become familiar with and abide by the guidelines in the program.

All participants will fall under these guidelines and must take responsibility for understanding them. The Department of Intramural Sports reserves the right to put into immediate effect any rule changes or modifications regarding policies and procedures.

### **7.8.1 Conditions of Participation**

Participation in Intramural Sports is strictly voluntary and may result in personal injury.

### **7.8.2 Eligibility**

All currently enrolled students of Paine College are eligible for participation in any Intramural Sports activity.

It is important that the Intramural Sports Program provide an atmosphere that is conducive to fair play and good sportsmanship. Good sportsmanship is expected in the conduct of every participant in every contest. A "good" sport is fair, courteous, has a positive attitude and accepts results gracefully. To ensure that fair play and good sportsmanship prevail, intramural employees (game officials, supervisors and professional staff), reserve the right to warn, penalize and eject players, teams or spectators for conduct deemed unsportsmanlike.

Participants and spectators who exhibit unsportsmanlike behavior before, during, or after the contest are subject to be ejected from the Intramural facility. Examples of unsportsmanlike behavior include profanity or abusive language, unnecessary roughness, taunting and/or baiting, flagrant actions toward and opponent, game official or spectator, and fighting or inciting a fight.

All participants that are ejected from an Intramural event will be immediately suspended from all Intramural contests until reinstated by the Director of Intramural Sports. To be reinstated, the ejected participant must meet with the Program Coordinator. All games following the ejection in which suspended players participate will be considered forfeits by that team. Those forfeits will

count toward the team's two-forfeit limit. Any penalties will be effective following the meeting with the Program Coordinator. If a player fails to meet, the player will be suspended indefinitely.

### **7.8.3 Equipment**

All equipment that is needed to set-up the field/court shall be provided. In addition, game balls will be supplied. Participants must check with the Director of Intramural Sports to determine what equipment is available for each activity. The Intramural Sports Staff will not be responsible for lost or stolen equipment owned by participants.

### **7.8.4 Awards**

Championship T-shirts will be awarded to all Intramural Champions. T-shirts will be available immediately after the championship game. The number of shirts awarded to the championship team will be equal to the roster limit.

## **7.9 Intercollegiate Athletics <sup>1</sup>**

Intercollegiate athletic competition plays an important role in the lives of students. The present athletic program includes nine varsity teams. Women's teams compete in five sports: basketball, volleyball, softball, track, and cross-country. Men's teams compete in five sports: basketball, baseball, golf, track, and cross-country. Paine College is a member of the Southern Intercollegiate Athletic Conference (SIAC) of the National Collegiate Athletic Association (NCAA) for Division II Schools.

The purpose of intercollegiate athletics is to provide an opportunity for student-athletes to develop their potential as skilled athletes in an educational setting.

### **7.9.1 Sponsored Sports at Paine College:**

#### Men's Sports

Men's Baseball

Men's Basketball

Men's Cross-Country

Men's Golf

Men's Track and Field

#### Women's Sports

Women's Basketball

Women's Cross-Country

Women's Softball

Women's Track and Field

Women's Volleyball

### **7.9.2 Athletics Governing Associations**

Paine College is a member of the National Collegiate Athletic Association (NCAA), Division II Conference as well as a member of the Southern Intercollegiate Athletic Conference (SIAC)

#### **7.9.2.1 National Collegiate Athletic Association - Division II**

Paine College is one of the 800-member institutions in the NCAA, and a member of Division II Conference. In addition to the purposes and fundamental policies of the National Collegiate Athletic Association, members of Division II support the following principles in the belief that these statements assist in defining the nature and purposes of the Division. These statements are

not binding on member institutions, but serve as a guide for the preparation of legislation by the Division and for the planning and implementation of programs by institutions and conferences. As a member the athletic department at Paine College:

- Subscribes to high standards of academic quality, as well as breadth of academic opportunity
- Strives in its athletic program for regional and national excellence and prominence. Accordingly, its recruitment of student-athletes and its emphasis on, and support of, athletic programs are, in most cases, regional and national in scope
- Recognizes the dual objective in its athletic program of serving both the college or university community (participants, student body, faculty, staff and alumni), and the general public (community, area, state and nation)
- Believes in offering extensive opportunities for participation in varsity intercollegiate athletics for both men and women
- Sponsors at the highest feasible level of intercollegiate competition one or both of the traditional spectator-oriented, income-producing sports of football and basketball
- Believes in scheduling its athletic contests primarily with other members of Division II, especially in the emphasized, spectator-oriented sports, as a reflection of its goals of maintaining an appropriate competitive level in its sports program
- Strives to finance its athletic program insofar as possible from revenues generated by the program itself. All funds supporting athletics should be controlled by the institution
- Understands, respects and supports the programs and philosophies of other Divisions. Occasionally, institutions from other Divisions or Athletic Associations will seek membership in Division II. In such cases, the applicants should be required to meet, over a period of time, prescribed criteria for Division II membership in order to assure that such institutions agree and comply with the principles and program objectives embodied in this statement.

#### **7.9.2.2 Southern Intercollegiate Athletic Conference (SIAC)**

Paine College is a member of the Southern Intercollegiate Athletic Conference (SIAC). In addition to Paine College, the conference includes the following institutions: Albany State University, Benedict College, Claflin University, Clark-Atlanta University, Fort Valley State University, Kentucky State University, Lane College, LeMoyne-Owen College, Miles College, Morehouse College, Stillman College, and Tuskegee University.

The range of the academic programs offered by the member colleges/universities are of excellent quality and highly respected. Membership in the conference(s) enhances our athletic programs and provides opportunities for nationwide visibility and publicity for the athletic and academic programs, as well as for the College.

The Southern Intercollegiate Athletic Conference (SIAC) was organized on December 30, 1913, in response to the pressing need to regulate intercollegiate sports among “Negro colleges in the southeast.” Representatives of ten (10) institutions met at Morehouse College and formed the organization that today is a viable entity in intercollegiate athletics.

Through the years, the SIAC and its member institutions have provided wide-ranging educational opportunities to thousands of young people as well as fulfilling entertainment experiences to millions of sporting enthusiasts. Former conference performers have gone on to

play in professional sports and also to hold significant leadership roles, making noteworthy contributions to American society. Many have distinguished themselves in their communities by excelling as educators, physicians, attorneys and businesspersons, etc.

The SIAC is a member of the National Collegiate Athletic Association (NCAA) and participates at the Division II level. On an annual basis, the SIAC sponsors six men's (baseball, basketball, cross-country, football, tennis, and outdoor track and field) and five women's (basketball, cross-country, tennis, outdoor track and field, and volleyball) championships.

### **7.9.3 Student Athlete Expectations**

Each student-athlete has the responsibility to fulfill clear expectations. These include:

- Understanding that earning a college degree is the primary goal of the student
- Meeting all academic responsibilities, including regular class attendance and the completion of all assignments in a timely manner
- Complying with all rules and regulations of the NCAA, SIAC and the College; understanding that it is each student's responsibility to be knowledgeable of these rules
- Meeting regularly with Faculty Advisors
- Striving to be involved as a full-fledged member of the College community, making a strong effort to derive as much as possible out of the educational experience, and establishing open and mature relationships with faculty and other students
- Understanding the support resources that are available in the academic advising program of the College; assuming the responsibility to seek help when it is needed
- Understanding that the assumption of personal responsibility is at the heart of the educational experience. All student-athletes should constantly be aware that they represent the College, the Department of Athletics and their team. Upper class student-athletes should consciously strive to serve as exemplary role-models for new student-athletes
- Making a complete commitment to academic integrity – it is absolutely essential that every student be thoroughly familiar with the honor system and that all aspects of college life be conducted in accordance with the honor system

### **7.9.4 Student-Athlete's Responsibility**

Student Athletes are expected to carry themselves in a manner that would reflect a positive image of the Department of Athletics and the College as a whole. The following guidelines must be followed by all student athletes:

- Abide by all Paine College Department of Athletics rules and regulations
- Be accountable for NCAA rules
- Obey all team rules, regulations and policies
- Show good sponsorship
- Protect your health

Student-athlete integrity shall be held in the highest regard at all times. Student-athlete behavior should reflect high standards that characterize participation in competitive sports in a collegiate setting.

### **7.9.5 Conduct**

The Paine College Department of Athletics will not tolerate any action by a student-athlete that deliberately injures an opponent or teammate during a game or practice. Examples of poor sportsmanship behavior include, but are not limited to:

- Physical abuse of an official, coach, athlete, or spectator
- Use of obscene or inappropriate language or gestures to officials, the media, fans, opponents, team members or spectators

Student-athletes are subject to NCAA, SIAC, Paine College and team policies during their tenure at Paine College. Student-athletes are responsible for familiarizing themselves with the rules and regulations of each unit, and when concerns or questions arise, taking the initiative to get answers.

### **7.9.6 Team Rules**

1. Class attendance is required. Class absences should be limited to days that are missed due to athletic travel.
2. Alcohol consumption is prohibited. At no time should an athlete consume alcohol when representing the College on a team trip.
3. The use of tobacco products is prohibited per NCAA rules and regulations pertaining to practice and competition.
4. Drug activity (buying, selling, using) of any nature is strictly prohibited. Any violation will result in the implementation of the Department of Athletics Alcohol/Drug Policy.
5. Student-athletes are expected to be present and on time for all department events.
6. Acts of misconduct can lead to immediate suspension from the Athletics Program. Student-athletes are expected to obey the laws, rules, and regulations of Paine College, the SIAC, NCAA and local law enforcement.
7. Profanity is strongly discouraged.

Student-athletes have a responsibility to adhere to team rules as provided by the Athletics Department and Head Coach. Violation of rules and regulations can result in dismissal from the team.

### **7.9.7 Dress Code**

Student-athletes are prohibited from wearing any type of jewelry that could cause injury to themselves or others. Watches, earrings, and other piercings are prohibited from being worn during team workouts and competitions.

Student athletes must comply with the Paine College dress code (Policy manual VII – Student Policies – pages 10-11.) Student athletes representing the College, either as individuals or as a team, must dress appropriately while traveling. The exact dress code for travel will be set by the coaching staff for each team and must be followed at all times while on the trip.

### **7.9.8 Public Media and Social Network Policy for Student Athletes**

Public Media refers to technologies used to communicate messages and whose mission is to serve or engage the public. Public media domains include print outlets, traditional broadcasts and digital formats. When utilizing any public outlets, student-athletes are expected to conduct themselves responsibly as members of their respective team, the Department of Athletics, the College and the community. Student-athletes should not interact with the media without the consent of the Department of Athletics. If contacted by the media, students should refer them to the Sports Information Director.

Social network sites such as Facebook, YouTube, Twitter and other new digital platforms and distribution mechanisms facilitate students communicating with other students. Participation in such networks has both positive appeal and potentially negative consequences. It is important that Paine College student-athletes be aware of these consequences and exercise appropriate caution if they choose to participate.

Student-athletes are not restricted from using any online social media sites and digital platforms. However, users must understand that any content made public via online social networks, or digital platforms are expected to follow acceptable social behavior and also to comply with federal government, state government, Paine College, SIAC and NCAA rules and regulations.

Violations of the College's policy (i.e. harassing language, the College's alcohol/drug policy, or serious misconduct, etc.) or evidence of such violations in the content of online social networks or digital platforms are subject to investigation and sanction under Policy Manual VII – Student Policies and other institutional policies. Inappropriate behaviors are also subject to the authority of law enforcement agencies.

### **7.9.9 Academic Policies**

In order to ensure satisfactory progress, maintain eligibility, and receive continuing support, student-athletes should adhere to the following expectations:

1. The NCAA mandates student-athletes must be enrolled in a minimum of twelve (12) credits at all times during the Fall and Spring Semesters.
2. The NCAA also requires student-athletes to earn a minimum of twenty-four (24) credits per year, with a maximum of six (6) credits to be earned during the Summer Term.
3. Student-athletes are expected to maintain at least a 2.0 GPA at all times.
4. Aside from absences due to competition, student-athletes are expected to attend all lectures, discussions and labs.
5. Student-athletes are expected to make appropriate arrangements with professors and instructors to make up missed tests and other assignments due to athletic travel.

6. Student-athletes are expected to maintain contact with their Academic Advisors and keep their Advisors informed of any current or upcoming academic concerns so that the appropriate assistance may be determined.
7. Student-athletes are expected to seek out their professors and instructors for extra help when necessary.
8. When requesting a tutor, student-athletes are expected to follow the outlined procedures for obtaining a tutor and to meet with their tutors at the assigned date, time and location.
9. If assigned to Study Hall, student-athletes are expected to complete all required hours, unless excused by their coaches, and are expected to utilize Study Hall time in a responsible manner.
10. If extenuating circumstances put a student-athlete in danger of failing one or more classes, that student-athlete is expected to inform his/her coach of these circumstances.

Student athletes are governed by all academic policies as articulated in Policy Manual VI – Academic Policies and the Paine College Catalog.

#### ***7.9.10 Returning/Transfer Student-Athlete Requirements***

Student-athletes must earn at least 24 semester hours toward their majors from Fall to Fall in order to compete the following year. Of these 24 hours, at least 18 must be earned during the Fall and Spring Semesters (75%) and only 6 of these 24 hours may be counted from courses taken during Summer Semester (25%).

Student-athletes who are entering the third year of enrollment must have declared a major which leads to a Baccalaureate Degree. The hours taken must be in courses specifically required for that major. Student-athletes deciding to change their major must officially make the change in the Registrar's Office. Unless the major is officially changed, any new courses taken towards this major will not count toward athletic eligibility.

Student-athletes must request a copy of the major checklist (Program Advisement Record) from the Faculty Advisor. This shows how your courses fit into the major requirements and which courses you need to take.

Transfer student-athletes should make certain that they are not retaking a course in which they have already earned credit. These students should be aware that a letter grade of "D" in their major courses will not transfer and is not acceptable in a major course at Paine College.

Student-athletes intending to enroll at another institution during the summer on a transient basis must receive advance permission to do so.

#### ***7.9.11 New Freshmen Eligibility***

A freshman who does not meet the requirements of NCAA Bylaw (14.3) is ineligible to practice or compete for one (1) academic year (Fall/Spring Semesters). The student-athlete must be in

residence that one (1) academic year and pass twenty-four (24) hours of semester coursework (no duplicate credit) and achieve good academic standing.

#### **7.9.12 Full-Time Status**

A student-athlete must be enrolled in at least twelve (12) credits per semester.

#### **7.9.13 Designation of a Degree**

The calculation of credit hours under satisfactory progress shall be based on hours earned at the certifying institution. By the beginning of the student-athlete's third year of enrollment (fifth semester) at any institution, those hours must be earned in a specific baccalaureate program. Therefore, the fifth semester student-athlete must have completed his/her transfer to Paine College.

Since differing standards apply for each college, a student-athlete may temporarily satisfy this requirement by means of a "tentative contract" signed by the appropriate academic official of the College (certifying the applicability of the coursework), the Academic Advisor for student-athletes and the student-athlete. In order to be eligible for this contract, the particular student-athlete must have at least an overall 2.0 grade point average for all coursework, or have achieved at least a 2.0 grade point average for the previous academic semester (excluding Summer Term) with at least 12 hours. The tentative contract will be written for only one (1) academic year.

#### **7.9.14 10-Semester Limit**

A student-athlete must complete four (4) seasons of eligibility within ten (10) semester calendar years from his/her initial date of full-time enrollment. A member institution may approve a one-year extension of the 10<sup>th</sup> semester period of eligibility for a female student-athlete for reasons of pregnancy.

#### **7.9.15 Study Hall**

Study Hall is required for all incoming freshmen student-athletes and all student-athletes with a 3.2 GPA or lower. All freshmen, transfer student-athletes and returning student-athletes that have not achieved a 3.2 GPA will be required to attend study hall and/or tutoring in the Tutorial Center. All student-athletes participating in tutoring and attending study hall in the Library will be required to complete the following number of hours for study hall:

- Freshmen – 10 hours per week
- Transfer Students – 10 hours per week for first semester (second semester and beyond are determined by GPA)
- Less than 2.25 GPA – 10 hours per week
- 2.25 – 2.49 GPA – 8 hours per week
- 2.5 – 2.79 GPA – 6 hours per week
- 2.8 – 3.19 GPA – 2 hours per week
- 3.2 GPA or above – No Study Hall Required

All study hall attendance will be supervised by coaches or athletics staff. All student athletes are responsible for signing in to any tutoring sessions and keeping track of the number of hours required each week towards study hall assignments.



### **7.9.16 Substance abuse policy**

Paine College student athletes are subject to Paine College policy 2.2.1 (Alcohol and Drugs) and policy 7.2.19 (Student Drug Use). Additionally Paine College athletics does not tolerate the use of any substances banned by the NCAA, underage drinking, or the inappropriate use of alcohol. Student athletes who refuse to consent to drug screening under the policy, or refuse to participate in substance abuse prevention educational programs, will not be eligible to participate in intercollegiate athletics at Paine College.

### **7.9.17 Education**

At the beginning of each academic year, the Department of Athletics will present at least one substance abuse prevention education seminar. All incoming student-athletes, freshmen and transfers must participate in this substance abuse prevention seminar. Returning student-athletes will be encouraged to participate in this seminar, and student-athletes who have tested positive through the NCAA Drug Testing Program or the Paine College Department of Athletics Drug Screening Program may be required to attend these seminars as well.

### **7.9.18 Screening and Testing Procedures**

The following procedures have been established to provide a safe and secure program for screening Paine College student-athletes for substance abuse:

1. Drug screening will be coordinated by the Paine College Department of Athletics, which will take the necessary steps to insure that specimen collection procedures are strictly followed.
2. Notification of a pending drug screening will be made to Head Coaches, who will notify their respective student-athletes that they have been selected.
3. The Department of Athletics will inform student-athletes of the timeframe available to them to report to the testing site. Failure for any reason to report to the testing site and render an acceptable specimen within that timeframe will automatically be considered the same as a positive test and will be treated as such.
4. At the time of drug screening, the student-athlete will have an opportunity to disclose the names and/or types of any medically prescribed or over-the-counter substances they might have been taking that may affect the results of the screening.
5. The student-athletes must remain at the collection site until excused by the laboratory personnel.
6. If the laboratory determines that any banned substances are present in the sample, the Director of Athletics will be confidentially notified of the identity of the athlete with the positive test.

7. The Director of Athletics will arrange a meeting with the student-athlete and the respective Head Coach. No other person will be notified, unless the Director of Athletics deems such a notification is necessary to protect the student-athlete's health and interests.

Screening will be conducted on a selective and random basis with both announced and unannounced tests. Student-athletes may be subjected to testing during the entrance physical screening or at anytime throughout the academic year. A student-athlete who refuses to participate in a drug screening, or fails to report for a scheduled screening within the allotted time, will be considered medically ineligible. Procedures and sanctions will be consistent with those of a positive test.

Any student-athlete may be subjected to testing at any time when, if in the judgment of the Director of Athletics and the Head Coach, there is reasonable cause to suspect the student is engaged in the use of any of the drugs prohibited by this policy. Such individualized reasonable suspicion may be based on information from any source deemed reliable by the Director of Athletics. The content of the information may include, but not be limited to: 1) observed possession or use of substances that reasonably appear to be drugs of the type prohibited, 2) arrest or conviction for a criminal offense related to the possession, use, or trafficking of drugs of the type prohibited, and/or 3) observed abnormal appearance, conduct or behavior, including absence from academic duties, training or competition, reasonably interpretable as being caused by the use of drugs of the type prohibited.

If individualized reasonable suspicion is found to exist, the Director of Athletics and the Head Coach will meet with the student-athlete. At the meeting, the student-athlete will have the opportunity to provide an explanation for his/her behavior. However, if the explanation is not satisfactory, the Director of Athletics will provide written notice specifying the date, time, and place at which the test will be conducted. The consequences for failure to cooperate and participate in the drug screening, or a positive test for a banned substance, will result in sanctions consistent with those outlined for random testing.

#### **7.9.19 NCAA List of Banned Drugs, By-Law 31.2.3.4**

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. A current list will always be available on the NCAA website at: <http://www.ncaa.org>

##### **7.9.19.1 Sanctions for Positive Test Results**

The following NCAA sanctions will be applied to student-athletes who test positive as a result of the Paine College imposed drug screening.

##### **7.9.19.2 First Offense**

The student-athlete will be notified of a positive test in a meeting with the Director of Athletics and the respective Head Coach. Parents of the student-athlete will be notified. The student-athlete will be considered medically ineligible and will not be permitted to participate in practices or competition for a period of time set by the Director of Athletics. The period of ineligibility begins on the day of the official notification and lasts for a minimum period of 14 days. The Director of Athletics will consider recommendations of the respective coach, the

recommendation of the Director of Counseling and/or other relevant circumstances. After due consideration, the Director of Athletics has the options to discontinue scholarship assistance, extend the period of ineligibility up to a period of one year, require participation in an approved treatment or counseling program, or any combination thereof. In addition, once a student-athlete tests positive for a banned substance, random selection will no longer apply, and the student-athlete can expect to be selected for participation in drug screening more frequently than other student-athletes. Before the student-athlete can regain eligibility, the student-athlete must be re-tested with negative findings. If rehabilitation is advised, it will be at the student's expense.

#### **7.9.19.3 Second Offense**

A student-athlete who is otherwise in good standing as a team member yet tests positive for a second time during his/her eligibility will be declared medically ineligible to participate for one calendar year. Parents of the student-athlete will be notified. Scholarship assistance will end with the current semester of the positive test and will not be reinstated for one calendar year from the time of discontinuance.

#### **7.9.19.4 Third Offense**

A student-athlete who tests positive for a third time during his/her eligibility will be immediately and permanently expelled from intercollegiate athletics at Paine College. This includes loss of all athletic-related financial aid.

#### **7.9.20 Medical Services**

The athletic training staff works in a cooperative effort with healthcare providers and student-athletes to provide quality healthcare throughout the academic year. The athletic training staff will provide student-athletes with basic healthcare needs and direct them to the appropriate team physician when referral is needed.

#### **7.9.21 Pre-Participation Physical Examinations**

All student-athletes are required to have a physical prior to the beginning of each sports season. This evaluation will include, but will not be limited to:

- Illness and injury history
- Height and weight
- Flexibility testing
- Vision testing
- Physical examination
- Orthopedic examination
- Percent body fat (optional)
- Check-out for clearance to participate
- Blood Testing
- Sickle Cell Testing

#### **7.9.22 Department of Athletics Responsibility**

The NCAA rules state that the Department of Athletics is responsible for medical services

administered to student-athletes who are injured in a practice or game that was under the Paine College Coaches' supervision.

The word "injury" applies only to those ailments that are caused by the participation in a supervised practice or game.

### **7.9.23 Health Insurance**

The Department of Athletics health insurance is an "excess" policy. This means that athletics insurance combines with a student-athlete's personal insurance to cover the student-athlete. In the event of an athletic injury that requires medical intervention, benefits for bills incurred will first be applied for through the student's or parent's personal policy, then through the athletic insurance policy. This should not affect personal insurance premiums. If the personal insurance policy does not cover the student-athlete, athletic insurance will ordinarily cover the full amount, subject to athletic insurance approval.

### **7.9.24 Treatment and Rehabilitation Programs**

All treatment and rehabilitation activities will be supervised by the athletic training staff and team physician. In order for an athlete to return from an injury as quickly and safely as possible, he/she may receive treatment up to 2-4 times daily. The training staff will provide regular information to the coaching staff regarding the progress of student-athletes, as well as compliance with treatment and rehabilitation regimens.

### **7.9.25 Eyeglasses and Contact Lenses**

All athletic eyeglasses must be safety glasses with shatterproof lenses and frames. Replacement of lost lenses and glasses will be furnished by the Department of Athletics **only if:**

- a) They are prescription lenses or eyeglasses necessary for competition.
- b) They are lost or damaged during a practice or game.
- c) The loss is reported to the training staff and Head Coach during the practice or game period in which the loss or damage occurred. In sports that are not covered directly by athletic trainers, the athlete must report the loss to the coach who should report the loss to the training staff at that time.

### **7.9.26 Referrals for Off-Campus Consultation or Treatment**

Policies related to referral for off-campus consultation and treatments are as follows:

- All appointments for off-campus consultation and care are to be scheduled by athletic training staff.
- Appointments should be scheduled around the student-athlete's class and sport schedules whenever possible.
- Any medical bills generated as a result of appointments arranged by the student-athlete, parent or coach, on their own without the knowledge and/or approval of a athletic training staff Athletic Trainer, will be the responsibility of the student-athlete.
- Even though Paine College athletic training staff may be involved in the referral of a student-athlete for conditions unrelated to sport participation, this does not imply responsibility on the part of Paine College for medical bills incurred.

### **7.9.27 Transportation**

- At no time should a athletic training staff transport a student-athlete to an appointment in the trainer's personal vehicle.
- When appropriate, the student-athlete may drive himself/herself to the appointment.
- It is recommended that a College vehicle be utilized to transport the student-athlete to the appointment.
- Should a coach transport a student-athlete to a doctor's visit in their personal vehicle and an accident occurs, the driver's personal insurance will provide coverage.

### **7.9.28 Athletics financial aid**

An athletically related grant-in-aid, as well as other forms of financial assistance will comply with Paine College policy 6.7.10.2 (Athletic Grant).

### **7.9.29 Hosting a Prospective Student Athlete**

Should a coach ask a student-athlete to host a prospective student-athlete, the host student-athlete:

1. must be enrolled in the member institution being visited by the prospect.
2. must be a "qualifier" out of high school. Partial qualifiers or non-qualifiers may not serve as a student host during the first academic year in residence.
3. may be provided complimentary meals but must be accompanying the prospective student-athlete during the meal(s).
4. may receive a complimentary admission to a campus athletic event but may only use it if accompanying the prospective student-athlete to the event.
5. The student-host may not travel with the prospective student-athlete outside of a 30-mile radius of the institution's main campus.

### **7.9.30 Gambling/Bribery**

Paine College complies with by NCAA Bylaw 10.3 Sports Wagering Activities. The penalties for violations are based on NCAA rules and regulations.

### **7.9.31 Outside Competition**

Student Athletes may not participate in all-star games and summer league games. Due to complexities of these rules, each student-athlete must get permission from their Head Coach and Director of Athletic Compliance: Most of these types of games are prohibited; therefore, ineligibility could result by participating in any of these types of contests, unless participation has been pre-approved by the Director of Athletic Compliance and the Head Coach.

Student-athletes will lose eligibility by participating on any outside team during the academic year. Penalties can range in severity, and ineligibility may be for an entire year or entire educational career.

### **7.9.32 Promotional Activities/Commercial Advertisements**

Student-athletes are prohibited from participating in promotional activities and commercial advertisements. Under no circumstances can a student-athlete promote the sale of a commercial product. Any questions regarding these activities should be directed to the Director of Athletics or the Director of Compliance.

### **7.9.33 Agents**

Should student-athletes or parents be contacted by an agent, they must immediately instruct the agent to contact the Department of Athletics to arrange for a special counseling panel in which advising may take place.

Under no circumstances can a student-athlete enter into an agreement with an agent (either orally or in writing) to represent him/her in future sport negotiations. If student-athletes do enter into an agreement with an agent while they still have eligibility left, the student-athlete will be declared ineligible for all NCAA sports (not just the sport for which an agreement was arranged).

### **7.9.34 Athletic event Complementary Admission Policy**

The Department of Athletics is committed to allocating and distributing complimentary admissions to athletic events in a fair and equitable manner. All policies and procedures are consistent with the College, SIAC and NCAA rules and regulations, and have been developed with careful consideration given to the best interests of the intercollegiate athletic program. Individuals who receive complimentary admissions are responsible for reporting the value of the tickets for income tax purposes, when appropriate.

### **7.9.35 Complimentary Tickets**

Paine College may provide up to four (4) tickets to a student-athlete, but only in the sport in which the individual participates. These tickets may be for either “home” or “away” games. Away games will be dependent upon availability. The student-athlete must inform the Head Coach and identify the individuals to whom the tickets will be issued. The recipients of the tickets will then need to show government-issued identification and sign for these tickets. Be aware that these tickets cannot be sold by anyone. Any sale of these complimentary tickets is a serious violation of NCAA rules. Student-athletes requesting tickets must have their names submitted to their coach twenty-four (24) hours before the official contest.

A partial qualifier or a non-qualifier may receive admission to all of the institution’s regular season home intercollegiate athletic contests in the first academic year of residence.

### **7.9.36 Terms and Definitions:**

**Compliance** Student-athletes who refuse to participate in drug education and screening will not be eligible to practice or compete as a member of any team at Paine College. Student-athletes who have tested positive for banned substances and fail to comply with imposed sanctions will not be eligible to practice or compete as members of any Paine College sports team.

**Regulations** This policy details the regulations and actions for the Paine College Intercollegiate Department of Athletics regarding substance abuse issues. Student-athletes at Paine College are expected to be aware of, and to follow any additional policies outlined by the NCAA and Paine College.

**NCAA Policy** If a student-athlete is subjected to testing by the NCAA and the result is a positive test, the following will apply: The student-athlete shall remain ineligible for all regular-season and post-season competition during the time period ending one calendar year after the student-athlete's positive drug test, and until the student-athlete re-tests negative. (NCAA By-Law 18.4.1.5.1)

**Self-Help** Student-athletes are encouraged to seek confidential help before violations occur. No student-athlete will be penalized for seeking assistance **prior to notification** of a pending drug screening.

**Banned Substances** Tests will be conducted for THC/marijuana, cocaine, opiates, PCP, amphetamines, anabolic steroids and barbiturates. In addition, the Athletics Department reserves the right to test for any drugs banned by the NCAA. The student-athlete should consult the NCAA banned substance list when purchasing over-the-counter medications, or when receiving a prescription from his/her private physician. The team physician is familiar with this list and is a good source of information.

### **Referral and Assessment**

Student-athletes who test positive for drug use will be encouraged, and in some cases may be required, to participate in a program that provides assessment and counseling. The Counseling Center is a resource that is available on-campus to provide assessment and counseling at no cost to students. However, a list of other acceptable counseling programs will be provided upon request for the student-athlete to utilize if he/she wishes. However, the student will be responsible for any and all charges incurred for services provided by outside vendors. It will also be the responsibility of the student-athlete to insure that any counseling program chosen is acceptable to the Director of Counseling Services at Paine College for the type of counseling required.

## **7.10 Federal Work Study Policies**

Federal Work-Study (FWS) is a federally subsidized program designed to promote part-time employment of financially eligible students to help avoid excessive debt while in school. If FWS is a part of a student's financial aid awards, the student may apply for on-campus jobs. Eligibility for and receiving an FWS award does not guarantee campus employment. Working at an hourly rate, a student is allowed to earn the total work-study amount granted to the student. While all employers must pay at least minimum wage, pay varies depending on the job and student qualifications.

A student's work-study need is not simply based on the student's income level. The calculation for work-study eligibility is "cost of attendance" minus "expected family contribution" minus "estimated financial assistance (grants and scholarships)." A Paine College Financial Aid Counselor makes this calculation. The student must also be enrolled on at least a half-time basis to maintain work-study eligibility. It is important to remember that, while federal work study is often packaged for a given award year, the calculation may be altered from one semester to another based on changes in enrollment.

Work-study openings will be communicated to students through [e-mails, posters placed on bulletin boards, on the Internet].

The process for hiring a new work-study student includes:

1. Completed Work Study Applications
2. Employer contacts the student for the interview
3. Employer interviews the student
4. Employer informs the Office of Financial Aid that employer would like to hire (or not hire) the student in question
5. A Financial Aid counselor recalculates the student's work-study eligibility based on the exact hours/weeks required for the position in question
6. Assuming that the student accepts the offer of employment, a contract listing the hours, job description, dates, and award amount is created by the Financial Aid Office
7. The student and employer sign the work contract
8. The student's financial aid package is revised with the exact award in the contract
9. The student completes the W-4 form and any other necessary documents in the Office of Financial Aid

If a work study student will continue in the same position from one semester to the next:

1. Employer contacts the Office of Financial Aid confirming that student will continue
2. Financial Aid checks student's semester work-study eligibility
3. New contract is created and signed

**Dress Policy:** Work-study students are expected to dress in a manner befitting the particular position of employment.

**Discrimination is prohibited:** Paine College maintains a strict policy prohibiting all forms of unlawful discrimination and harassment of any kind, including sexual harassment, based on race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, veteran's status, or any factor that is a prohibited consideration under applicable law or characteristics protected by the state or federal employment discrimination laws. See Volume II, Subsection 2.1.7 for additional information.

**Displacement of Regular Workers:** Student employees may not displace regular Paine College employees or impair existing service contracts. Employers are cautioned not to use students in jobs traditionally filled by full-time personnel outside the school.

Replacement is interpreted as displacement.



Work for the school itself may also include certain services for which a school may contract: food service, cleaning, maintenance, or security (as examples).

**Work Study Payment:** Payment for work-study is made twice a month by direct deposit. Students will be given timesheets for each pay period. Either the student or the employer may complete the timesheet. However, both the student and the employer must sign the timesheet once it is to be submitted at the end of the pay period. Careful attention must be given to the schedule for submitting these timesheets. A complete work-study payment schedule will be given to each supervisor and student at the beginning of the semester. Incomplete or incorrect timesheets will be returned to the student's supervisor. This may result in a delay of payment. Timesheets submitted late will be held for the following pay period. Work-study earnings should be recorded each pay period by both student and employer to ensure that the earnings accumulated during a given semester do not exceed the amount of federal work-study aid granted to the student for that semester. Federal and state laws are explicit as to how we must pay student workers, including documentation necessary for this payment. Wages must be paid through the payroll process, with proper recording for IRS purposes. All work performed by the students must be pre-approved by the Office of Financial Aid, and paid through the College Work-Study Program, prior to the start of any work.

**Breaks:** Students who work four (4) consecutive hours or more are authorized one 15-minute paid break. Students working 7.5 hours in one day must record a 30-minute non-paid lunch break on their timesheet. Falsification of hours worked or forgery of employer signatures will be considered in violation of the policies and procedures of the College Work-Study Program.

### **Work Performance and Termination of Employment**

Students are expected to maintain an acceptable job performance while employed under the work-study program. Unacceptable job performance will be dealt with in the following manner:

1. Verbal warning for first offense (information to be written up for the record)
2. Written warnings for second through fourth offenses
3. Suspension of work study employment privileges for the remainder of the term will take place upon the fifth offense
4. Termination from all future work-study will occur if a student is suspended a second time

\*Employer must meet with Director of Financial Aid before proceeding to suspension/termination of a work-study employee.

The supervisor will keep copies of all warnings. Copies of these warnings will be forwarded to the Office of Financial Aid.

**Student Release from Work Commitment:** If a student needs to be released from the work commitment for reasons other than medical, the student must meet with the employer and the Director of Financial Aid.

**Adjustments to the Work Schedule:** Any required adjustments to the work schedule that involve an increase or decrease in the amount of hours worked by a student in a given term must be agreed upon by the supervisor, the student employee, and the Office of Financial Aid.

**Injury on the Job:** Injuries sustained while performing the duties of a student employment position must be reported within 24 hours of the accident. An Incident Report must be completed

and filed with Human Resources. A copy should also be submitted to the Office of Financial Aid.

## **Updates and Amendments to Policy Manual**

---

<sup>1</sup> Policy 7.9 Intercollegiate Athletics was reviewed by the Department of Athletics and updated on January 2014.