



Student Handbook

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**1235 Fifteenth Street
Augusta, Georgia 30901
www.paine.edu**

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Foreword

The Student Handbook is published by the Office of Student Affairs to provide information, which will assist students in facilitating orientation to College life and understanding the rights and responsibilities associated with membership in the College Community.

The *Handbook* serves as a guide and is to be used in conjunction with the *College Catalog, Policy Manual – Volume VII Student Policies*, and other official publications of the institution. Each student is responsible for knowing the contents of these publications. Rules and regulations are correct as of the date of printing. Every attempt is made to inform students of changes in rules and regulations when they occur. Students have the responsibility of checking with the appropriate office or visiting the website at www.paine.edu concerning the accuracy and current status of information contained in this publication and other official documents of the College.

Any questions about policies or procedures that appear in the Student Handbook should be addressed to the Office of Student Affairs or to the area responsible for the service question.

Paine College reserves the right to make changes in the *Student Handbook* and to institute requirements when such changes are desirable, warranted, or demanded. Every effort will be made to minimize the inconvenience such changes may create for students.

Paine College Mission Statement

Paine College is a private institution steeped in the tenets of Methodism that provides a liberal arts education of the highest quality. The College emphasizes academic excellence, ethical and spiritual values, social responsibility, and personal development to prepare spiritually-centered men and women for positions of leadership and service.

Paine College Vision Statement

Paine College shall build on its Methodist heritage to achieve recognition as a premier liberal arts institution of higher education.

Student Affairs Mission Statement

The Division of Student Affairs provides resources and services to all Paine College students by supporting and promoting the physical, mental and emotional development of future leaders. Student Affairs utilizes four pillars (To Educate, To Engage, To Empower, and To Experience), as a foundation for programs and services that align co-curricular experiences with academic excellence.

This Handbook will remain in effect until revised.

Paine College supports the protections available to members of its community under all applicable federal laws; including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, and Executive order 11246. Pursuant to these regulations, no person shall, on the basis of race, sex, color, religion, national origin, age handicap, or veteran status, be subjected to discrimination under any educational program or activity administered by Paine College.

Ethical and Spiritual Values

Excellence

Paine College's administrators, faculty, and staff are committed to instruction and research that ensures the transfer of knowledge that develops critical thinking skills in the individual learner. The college also sets high standards and expectations in all other aspects of its functioning – programs, personnel, and infrastructure.

Appreciation of Heritage

The College community embraces, celebrates, and promotes the unique qualities and characteristics that make us what we are as individuals and as an institution.

Integrity

Relationships and practices are based on ethical behavior and social justice.

Fiscal Responsibility

Financial prudence must be practiced by all employees and students of the college. Our fundraising and spending must be motivated by an awareness of where we are fiscally and supported with well-documented objectives.

Service

All persons are treated in a courteous manner that is honest, responsive, and efficient. Developing altruism empowers the collegiate community to act in a way that benefits society.

THE PAINE COLLEGE IDEAL

To love truth and to seek it above material things;

To ennoble and be ennobled by common fellows;

To keep the energies of life at full tide;

To cultivate an appreciation of the beautiful;

To work well and play with zest;

To have an open, unprejudiced mind;

To live simply, practicing a reasonable economy;

To find joy in work well done;

To be an earnest disciple in the school of Him who brings the abundant life;

To work diligently for a better understanding of the white and colored races;

Such is the spirit and ideal of Paine College.

To all who share this spirit and are eager for the pursuit of high things, we offer a hearty welcome.

The Paine College Ideal was originally developed by a Faculty Committee appointed by President E.C. Peters in 1933 and was revised by the Board of Trustees at the Spring Meeting in 2003.

The Paine College Hymn

Mr. Frank Yerby, '37 and Mr. Mark Fax

O College of our heart's desire,
resplendent in our gaze,
Awake in us thy sacred fire
and let us to thy truth aspire
throughout the coming days.

And may the thing that thou hast sought,
our nation's woeful lack,
True union of the heart be brought
and differences be set at naught
between the white and black.

Paine College, guardian of the way
that each young foot must tread,
Thy gates are open to this day
and our firm, martial strides display
hearts clean and unafraid.

HISTORY

Paine College was founded in 1882 as the result of an unusual collaboration between Black and White Methodists who believed in church-related education as a means of advancement for a newly freed and underserved people. Leaders such as Bishop Lucius Holsey of the Colored (now Christian) Methodist Episcopal Church and Atticus Haygood, a Bishop in the Methodist Episcopal Church South (now United Methodist) worked to establish The Paine Institute to train preachers and teachers to educate the newly freed men and women. In January 1884, classes began in rented quarters at 10th and Broad Streets in Augusta, Georgia. In 1903 Paine Institute was re-chartered as The Paine College.

The College's Tradition of Excellence continues today through present-day students who are forging their way in an ever-changing, fast-paced global community. In an effort to meet the challenge, students engage in an array of activities, including international studies, leadership training, and scholarly activities.

Supported by the United Methodist Church, Paine College is a Historically Black, private, Church-related, four-year, co-educational college which, through its residential, commuter, and off-site units, strives to develop self-sufficient and productive citizens, committed to intellectual pursuits and aesthetic appreciation in a global society. Since its founding in 1882, Paine College has continued to prepare students for leadership in the local, national, and international communities.

ACCREDITATION AND MEMBERSHIPS

Paine College is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org] having been awarded Applicant Status by the TRACS Accreditation Commission on August 1, 2018. Candidate status was granted October 2018. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation, and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Other Accreditations and Memberships include:

The American Council on Education (ACE)

The Association of Collegiate Business Schools and Programs (ACBSP)

The Association of Private Colleges and Universities of Georgia

The Georgia Professional Standards Commission (GaPSC)

The National Association of Independent Colleges and Universities (NAICU)

The United Negro College Fund (UNCF)

COLLEGE SUPPORT STATEMENT

The support of the College is provided by the two cooperating churches, The United Methodist Church and the Christian Methodist Episcopal Church. The support from The United Methodist Church is from four sources, two of which are sections of its Board of Global Ministries, the

Women's Division and the National Division. The third agency in The United Methodist Church is the Board of Higher Education and Ministry. The fourth is the Black College Fund, authorized by the General Conference. The majority of support from the Christian Methodist Episcopal Church comes from the General Conference. The Sixth Episcopal District and the Seventh Episcopal District also provide support annually.

A substantial amount of Paine's support comes through the Annual Campaign of the United Negro College Fund (of which the College is a member), alumni and friends of the College, foundations and corporations, the Department of Education and other federal agencies.

FOUNDATIONAL STATEMENTS

Faith Statement

Paine College was founded in 1882 through a cooperation of two Methodist bodies: the Colored Methodist Episcopal (CME) Church (now the Christian Methodist Episcopal Church) and the Methodist Church South (now The United Methodist Church). Paine was the brainchild of Bishop Lucius Henry Holsey, who asked leaders in the Methodist Episcopal Church South to help establish a school to train Negro teachers and preachers so that they might in turn appropriately address the educational and spiritual needs of the people newly freed from the evils of slavery. Leaders in the ME Church South agreed, and Paine Institute came into being. As a Methodist institution, Paine College ascribes to the beliefs and tenets of the Wesleyan tradition as practiced in the Methodist Church. Methodism has its roots as an evangelical renewal movement and a deep commitment to personal and social holiness.

The “Articles of Religion,” the historic confessions of faith (i.e. both the “Apostles’ Creed” and the “Nicene Creed”), in addition to the sermons and teachings of John Wesley, all state with unequivocal clarity, the profound truths that are inextricably connected to our Methodist heritage. At Paine College among our spiritual values is an appreciation for our Methodist heritage in the fulfillment of our mission and educational philosophy.

The Bible Is the Word of God

We affirm that the Bible is the Word of God and “contains all things necessary to salvation.” The Bible is primary, authoritative, and informative in all matters of faith and practice. There is nothing like the written Word of God for showing you the way to salvation through faith in Christ Jesus. Every part of Scripture is God-breathed, showing us truth, exposing our rebellion, correcting our mistakes, and training us to live God’s way. Through God’s Word we are delicately crafted and equipped for salvation. (Article V)

The Triune Nature of God

“There is but one living and true God, everlasting”, who is the creator of everything that is, and that God is made manifest in “three persons, of one substance, power, and eternity - the Father, the Son and the Holy Ghost.” (Article I)

God the Father

God the Father is the Creator, who is the maker of heaven and earth, and everything that is seen and unseen. It is God’s nurture that enabled us to have life.

God the Son

Jesus Christ is the Son of God. He was with the Father when the world was created. It is through his death, burial, and resurrection that humankind is redeemed from sin.

God the Holy Spirit

The Holy Ghost, being of one substance with the Father and the Son - is the Sustainer of humankind, who keeps us, directed in the way we should go, day to day. The Holy Spirit empowers us and gives us authority over our challenges. (Article IV - 1Timothy 1)

Sin

Sin is the “corruption of the human nature of every person that naturally is engendered of the offspring of Adam, whereby [humanity] is very far gone from original righteousness, and of [their] own nature inclined to evil, and that continually “ (Article VII)

Free Will

The natural human condition “after the fall of Adam is such that man cannot turn and prepare himself, by his own natural strength and works, to faith, and calling upon God. We have no power to do good works, acceptable to God, without the grace of God in Christ preventing us, that we may have a good will, and working with us, when we have good will.” (Article VIII)

Sanctification

“Sanctification is that renewal of our fallen nature by the Holy Ghost, received through faith in Jesus Christ, whose blood of atonement cleanseth from all sin; whereby we are not only delivered from the guilt, but washed from the pollution, saved from its power, and are enabled, through grace, to love God with all our hearts to walk in his holy commandments blameless.” (Article XXV)

Justification

Our “righteousness is accounted before God only for the merit of our Lord and Savior Jesus Christ, by faith, and not for our own works or deservings. Wherefore, that we are justified by faith, only, is a most wholesome doctrine, and very full of comfort.” (Article IX)

Eschatology

We believe that Jesus Christ died for the sins of the world, was buried and rose again on the third day. In the last days, he shall come again to “judge the quick and the dead“(Apostles Creed).

Satan

“The devices whereby the subtle god of this world (Satan) labors to destroy the children of God – of at least to torment whom he cannot destroy, to perplex and hinder them in running the race which is set before them – are numberless as the stars of heaven or the sand upon the seashore.” (Sermons 42 “Satan’s Devices”)

Heaven and Hell

“All persons stand under the righteous judgment of Jesus Christ, both now and in the last day. We believe in the resurrection of the dead; the righteous to life eternal and the wicked to endless condemnation.” (Article XII)

Christian Philosophy of Education

Paine College is a Historically Black College or University (HBCU) steeped in the Wesleyan Christian traditions and is committed to a liberal arts curriculum that focuses on ecumenism, multiculturalism, and critical learning. Its various degree programs are an outgrowth and commitment to this philosophy. Our educational mission is to equip students for leadership and service practicing social justice, peace, and transformation primarily in the African American

community, in the nation, and in the world. Our educational vision strives to honor diversity by integrating global awareness throughout every phase of the curriculum.

Paine College Policy Manual 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.

Strategic Goals and Objective 2014– 2019

Strategic Goals

Goal 1 – Institutional Effectiveness and Academic Program Expansion

Devise and implement flexible curricula that incorporate emerging developments in social and technical practices and innovation, and that include the many perspectives of a pluralistic society. Provide priority academic and professional development opportunities for residents of the region. Effect hands-on opportunities through diverse teaching strategies and technologies, including internships, practical, research, and public service experiences that expose them to the myriad of emerging thought and practice. Prepare students to compete in graduate and professional schools as well as in the work force.

Goal 2 – Student Recruitment, Engagement, Success, and Global Citizenship

Redesign admission requirements to bring them in line with those of peer institutions and institutions with similar missions. Identify viable student recruitment markets, engage in aggressive recruitment strategies, provide effective student support services, and monitor student progress and outcomes. Require students to be engaged intellectually, socially, and spiritually to meet the demands of leadership in a global society. Prepare students to serve globally through experiences that enhance their intellectual, social, and spiritual development while also broadening their global connections through learning opportunities that include the programmatic study of countries and cultures of the world, international travel, study abroad opportunities, and exposure to people of diverse backgrounds.

Goal 3 – Technology Infrastructure and Innovation

Build on the College’s significant strides with regards to technology infrastructure. For example, an Enterprise Resource Planning (ERP™) system has been implemented, smart classrooms have been installed, videoconferencing equipment has been added, and a single sign-on system has been implemented. However, the College recognizes that for students to be competitive as they graduate, Paine College must use the latest technology and provide access to first rate training to all members of the community.

Goal 4 – Facilities Enhancement

Maintain functional facilities and state-of-the-art equipment for teaching and living that attract students and improve their overall learning experience.

Goal 5 – Productive Partnerships (“Friend” Raising)

Obtain additional resources (fiscal and other) necessary to support the College’s mission and the scope of its programs and services. Devise and implement a viable structure for administrative, teaching, research, and service functions of the College and secure funding or reconfigure existing funding to support these functions. Secure funding to support high quality education an training services, relevancy, and outreach partnerships with government, regional public schools, business, and industry and community organizations.

Strategic Objectives

1. Institutional Effectiveness and Academic Program Expansion:

- Increase the number of grants and contracts for research, training, and public service
- Increase post graduate placement rates
- Align faculty and staff salaries with average salaries for faculty and staff in the

Southeastern region

- Pursue national or special accreditation for select programs
- Implement graduate programs

2. Student Recruitment, Engagement, Success, and Global Citizenship:

- Increase the quality of the academic profile of new incoming students
- Increase enrollment and completion rates across select academic programs
- Increase the number of students awarded external scholarships, fellowships, internships, and honors
- Increase the recruitment of diverse national and international students, faculty and staff
- Identify prime student markets and recruit therefrom
- Increase the number of students who engage in international opportunities
- Increase student participation in leadership, academics, and service through campus organizations
- Maintain a student assembly attendance average of at least 75% for the year
- Incorporate 21st century skills, global citizenship and service learning in the formal curriculum

3. Technology Infrastructure and Innovation:

- Provide state-of-the-art technology and infrastructure for academic and administrative use
- Increase the number of smart classrooms
- Expand the electronic library access and holdings
- Implement technology to support paperless document sharing via the Enterprise Resource Planning™ system
- Establish a professional development training program
- Implement a campus-wide technology monitoring group (TAC – Technology Advisory Committee)

4. Facilities Enhancement:

- Implement the plan for strategic land acquisition
- Develop a plan for the acquisition of resources for academic facilities
- Establish and implement a campus beautification strategy
- Establish and implement “green” policies and practices

5. Productive Partnerships (“Friend” Raising):

- Increase community participation in campus-based activities
- Increase overall endowment via fundraising
- Increase revenue through strategic partnerships
- Increase revenue through grant approvals
- Increase non-institutional /non-discounted scholarships
- Increase endowment fund interest revenue
- Increase strategic agreements with government, business, and industry that lead to resource development

The Paine College Board of Trustees adopted the Strategic Goals and Objectives on October 19, 2013.

CAMPUS

CAMPUS SMOKING POLICY

Paine College is a smoke-free and tobacco free campus. Visit the website at www.paine.edu for additional details.

In compliance with the Georgia Smoke-Free Air Act of 2005 (OSGA 31-12A et. seq.), and the Rules of the Georgia Department of Human Services, Public Health, Chapter 290 -5-61), smoking is prohibited on the grounds, inside all buildings operated or leased by Paine College including, but not limited to, classrooms, laboratories, studios, open and private offices, corridors, dining areas, restrooms, auditoriums, employee lounges, conference and meetings areas, hallways, staircases, restrooms, common areas, parking lots, any ground or vehicles leased or owned by the College) and all off- campus college owned property or facilities. This policy includes all employees and students. This policy applies to all employees, students, clients, consultants, vendors, contractors, guests, and visitors. Please refer to the Paine College website, Policies and Procedures area to review the campus smoking policy.

"Tobacco products" includes any lighted or unlighted cigarette (including electronic cigarettes), cigar, pipes, water pipes (hookah), bidi, clove cigarette, and any other smoking product, "e-cigarettes", as well as smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form. Tobacco use means the act of using any Tobacco Product, including smoking, chewing, spitting, inhaling, ingesting, burning, or carrying any lighted or heated Tobacco Product.

This policy will promote a cleaner and healthier working and learning environment for everyone. Your understanding and cooperation as this policy is implemented is appreciated.

COLLEGE ASSEMBLY

The purpose of the college assembly/convocation is to disseminate information of mutual concern to the Paine College family and to present educational, cultural, campus information, and other programs to students. Each student is expected to attend all assembly/convocation programs as these programs are an integral part of the College experience. (They represent the affective component of the curriculum.) A student may miss a maximum of two assemblies per semester without penalty. A student who misses more than the two allowed programs will have one-half semester credit hour added to the graduation requirements for each absence beyond the limit. Staff members in the Office of Student Affairs will monitor and document compliance with the assembly/convocation policies.

CLASS ATTENDANCE POLICY

Students should attend ALL classes for courses in which they are registered. Therefore, students are expected to participate in course activities in order to develop themselves and to contribute to their classes. Faculty will begin recording student's absences from the class session immediately

following the student's registration; however, students will be held responsible for all class work beginning with the first day of class. Students will be allowed to be absent the equivalent of one class period (50 minutes) per credit value of the class plus two additional 50-minute periods. Students are cautioned that classes meeting more than 50 minutes (e.g., classes meeting twice per week for three or more credits) result in the equivalent of 1+ absences each time the student is absent. A special caution is issued for summer school courses. When a student has exceeded the limited number of absences, he or she may remain in class only at faculty discretion. The family member will consider appropriate documentation for emergencies when such documentation is presented on the day the student returns to class. Three tardies shall constitute one absence. A student is tardy when less than fifteen minutes of a class session is missed. If the student misses fifteen or more minutes of a class session, this is considered an absence. Absences incurred the day preceding or immediately following a school holiday carry a double penalty. Faculty persons shall submit a request to the Vice President of Academic Affairs to withdraw a student who has exceeded the allowed absence limit. The student shall be notified in writing by the Vice President of Academic Affairs and shall receive the grade of W, WP, or WF. Absences for official school business shall not be counted against the allowed absences, providing the student presents proper documentation notifying the faculty person.

E2 CAMPUS MASS NOTIFICATION SYSTEM

The Paine College e2 Campus Notification System can alert students with text messages on their cell phones, tablets, and via emails. This method of communication can expedite time-sensitive messages to students and can go out to parents, faculty, and staff wherever they are.

To use the Paine College e2 Campus Notification System, visit the Paine College website and browse Campus Life/Campus Safety. Students must register with their Paine College Email Account. If students use other email addresses, they may not receive alerts.

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. 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. 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, offices, and all chapel assembly, and following the code will be in effect:

- a. Females should be dressed in dresses, pantsuits, skirts, blouses, slacks/jeans, shorts, sweat suits, 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, sweat suit, and shoes or sandals (No A-shirts, aka tank tops).
 - d. Sweat suits are acceptable, with the exception of see through type sweat suits.
2. The following articles have been deemed inappropriate attire in the dining hall, classroom, Chapel, and any other college-sponsored activities:
 - a. Hair rollers or bonnets
 - b. Pajamas or robes
 - c. See through shirts, blouses, dresses, or muscle-type shirts
 - d. Sheer tops (without coordinating tank top underneath)
 - 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 through 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
 - m. Tube tops
 - n. Tops and dresses with spaghetti straps (unless a blouse or cardigan is worn over it)
 - n. Pants with rips that reveal excessive skin. Pants with fabric underneath the rips or minor slits are acceptable.
 3. General assemblies and special programs, such as, Opening Convocation, Thanksgiving Assembly, Christmas Assembly, Founders Day Convocation, Religious Emphasis Week, Honors Day Assembly, Lyceum Programs, Pageants and Coronation require business 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. Wednesdays are designated as Career “Dress for Success” Days. Students are requested to dress as career professionals. This allows the opportunity to prepare for the future where career dress is standard daily attire.
 6. 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.
 7. Students who hold student leadership positions are required to wear business or business

casual attire from 8:30am – 5:00pm Monday –Friday.

8. 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 the College policies and may refer the student to the Office of the Vice President 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 Student Handbook, Paine College Academic Catalog, etc.*

STUDENT SERVICES

COLLINS-CALLAWAY LIBRARY

The Collins-Callaway Library seeks to prepare students for lifelong learning by providing scholarly resources and instruction in the use of those resources. Contact information, hours, access to electronic resources, request forms, and additional information are available on the Library’s website. <http://www.paine.edu/library>.

Facilities

The facility is a spacious two-story building housing a variety of collections, equipment, quiet, interactive, individual and group study areas, computer and production laboratories and classrooms. Wireless access is available throughout the building. The Library is named for Dr. Daniel A. Collins, a 1936 graduate of Paine College and former Chair of the Board of Trustees and Dr. Morgan Callaway, the first President of the College.

Collections

The physical collections of the Library include books, periodicals, indexes, archival materials, and an African American collection. Extensive electronic resources of indexes and full-text books and periodical articles are available to students twenty-four (24) hours a day, whether on or off campus.

Circulation Services

Borrowing privileges and library services are extended to all students of Paine College upon presentation of a current valid Paine Identification card with a barcode. Computer use requires a student login, provided by Information Technology Services.

Instructional and Reference Services

The Library provides educational opportunities in a variety of settings to meet the informational needs of the students. We offer one-on-one assistance, customized group sessions, and curriculum-based instruction.

Learning Resources Center

The Learning Resources Center is located on the second floor of the Library and maintains computers, multimedia resources, equipment, and instructional areas. The LRC includes two open computer labs, production lab, sound room, and a television studio for student use.

Standard Hours

Fall & Spring Semester*

Mon-Thurs	8:00 am – 10:00 pm
Friday	8:00 am – 5:00 pm
Saturday	Closed
Sunday	4:00 pm – 8:00pm

*Standard operating hours and the exceptions for holidays, exams, and intersession are posted on the Library website under hours. Hours are extended during final examination.

Library and LRC Services Require a Valid Paine College Identification Card.

Students, faculty, and staff have full privileges to use the services and resources of the Library upon presentation of a current Paine College picture ID.

Library Directory

1st Floor Circulation Desk

706.821.8380 or 706-821-8308

2nd Floor Circulation Desk (LRC)

706.821.8367 or 706-821-8365

Administrative Office

706.821.8253

Archives

706 396-7610 or 706.821.8361

Reference Assistance

706.821.8351

ACADEMIC ADVISING AND SUPPORT

Purpose

The purpose of Academic Advising and Support is to engage the campus community in applying skills for the development of scholars who are prepared professionals ready to engage in graduate and professional school studies. Upon completing a program of study, every graduate of Paine College should be faced with the challenge of choosing between several meaningful professional opportunities. The initiative ensures that all students at Paine College are supported in meeting this goal.

Goals

The goal of the program is to increase Paine College's retention rate to at least 75% and the graduation rate to at least 60%. The initiative is designed in line with the allowable activity authorized under CFR Section 608.10 - tutoring, counseling, and student service programs designed to improve academic success.

Academic Advising

Academic Department Advisors will provide students with clear and contemporary information on any given program of study, while providing them with specific disciplined support to realize their academic goals. Advising ensures that students understand the requirements of their program of study.

Academic Persistence

The Early Warning System provides faculty members with a way to identify student behavior or activities that will adversely impact their academic performance. Additionally, all students who are on academic sanction will be provided with support. Support for students includes identification of appropriate campus resources and monitoring through Project Breakthrough. Students who have had some type of interruption in their College experience will be provided with transition support.

Project Breakthrough

Project Breakthrough (PB) is Paine College's retention and student success program. The program provides a holistic approach to supporting students, who have challenges that are impeding their academic success. The program creates a plan, which is tailored to each individual student. Most plans include weekly or bi-weekly meetings with the Project Breakthrough Success Advisor, tutoring, counseling, and career guidance. The Project Breakthrough Success Advisors will work with the academic advisors to ensure that information is shared, which could impact course selection and degree completion. Project Breakthrough is primarily composed of students who are

on academic probation, warning or appeal; however, in some cases student might be enrolled that have significant challenges which have been observed by professors.

Tutorial & Enrichment Center (TEC)

Purpose

The purpose of the Tutorial & Enrichment Center (TEC) is to engage the campus student and learning community with applying skills for the development of scholars whom are prepared professionals ready to assume 4-year graduate and professional school studies. Upon completing a 4-year program of study, every graduate of Paine College should be faced with the challenge of choosing between several meaningful professional opportunities. The Tutorial & Enrichment Center (TEC) provides programs and services to promote and support all students at Paine College in meeting this goal.

Mission

The mission of the Tutorial & Enrichment Center (TEC) is to provide an array of comprehensive tutorial and academic support services in all subjects to enhance the educational success for all Paine College students through strategic and high-quality instructional-based support programming. Academic enhancement programs and services are designed to increase the persistence and success rates of enrolled students; to offer assistance through the use of individual tutoring sessions, computer software, and workshops; to enhance academic skills through carefully selected resources; to enrich and broaden students' knowledge in areas of special interest; to generate presentations and written materials that support classroom instruction; and to provide certified professional and peer tutors who can guide and encourage students to succeed. Ultimately, our goal is to help students become independent learners with an interest in lifelong learning.

Objectives

The Tutorial & Enrichment Center will provide an array of comprehensive tutorial and academic support services in all subjects to enhance the educational success for all Paine College students through strategic and high-quality instructional-based support programming. The Tutorial & Enrichment Center (TEC) will be able to offer every Paine College student personalized, student-centered academic enrichment study plans to maximize their academic potential in addition to access to all TEC tutorial services.

Tutoring Goals

- To increase student engagement in the learning process, fostering academic improvement and greater understanding in tutored courses.

- To ensure delivery of services that upholds high academic standards, empowering students to become responsible, active, and interdependent learners who are able to adapt to different learning environments.
- To serve diverse student populations, reducing barriers for student success by responding to their unique learning needs.
- To provide a safe, comfortable, and welcoming environment that supports teacher instruction and supplements student learning.

The Tutorial & Enrichment Center (TEC) is located in the Collins-Callaway Library on the main campus of Paine College. Hours of operation are as follows:

<u>Semester</u>	<u>Days</u>	<u>Time</u>
Fall and Spring Semesters	Monday – Thursday	9AM – 8PM
	Friday	9AM – 5PM
Summer Sessions	Monday – Friday	9AM – 5PM

Academic Support offers tutoring when classes are in session, but the Center remains open all year. Signing up for tutoring appointments takes just a few minutes, so please come to the Center or call 706-821-8345.

Faculty

- [Academic Support Referral Form](#) 

Academic Support Staff

- Dr. Celestial Davis, TEC Director (706) 821-8341 |cdavis@paine.edu
- Mrs. Frazier-Edwards, TEC Coordinator (706) 821-8345 |cfrazier@paine.edu

BUSINESS AND FISCAL SERVICES

Refund Policy

- Refunds will be made in accordance with the following refund regulations:
- Institutional funds (scholarships, tuition waivers or grants) are non-refundable.
- Only students with credit balances are eligible for refunds, and a student’s refund cannot exceed his/her 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, room and board.

- A financial aid recipient's refund cannot exceed his/her cost of education budget minus the cost plus cash payments on his/her account.
- 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 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.

Other Refund Regulations

1. In case of suspension (**via Academic Affairs/Student Affairs**), there will be no Tuition Adjustments/Refunds.
2. Charges for rooms are assigned on an annual basis; no refunds will be given if a student moves from the Residence Hall before the contracted year 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 \$227.00 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.

Official Withdrawal

Students wishing to officially withdraw from the college during the academic semester should:

- Obtain an Official Withdrawal from College Form from the Office of the Registrar, located in Haygood-Holsey Room 112. The date of pickup is noted on the withdrawal form and is considered the official date of intent to withdraw and subsequently, the effective withdrawal date.
- Complete the top portion of the form, as well as, sign and date it. The Registrar's Office maintains a copy of the Official Withdrawal from College Form that records the student's name, ID number, and effective withdrawal date.
- Secure signatures from the following offices:
 - Vice-President and Dean of Student Affairs, located in Peters Campus Center, 2nd

Floor

- Director of Financial Aid, located in Haygood-Holsey Room 104
- Vice-President of Administrative & Fiscal Affairs, located in Haygood-Holsey Room 106
- Vice-President of Academic Affairs, located in Haygood-Holsey Room 117
- Registrar (this is the last person from which a signature is secured), located in Haygood-Holsey Room 112
- Return the completed form to the Registrar's Office within three (3) days from pick-up.

Students who fail to return the completed form within three (3) days, are contacted. Students who fail to respond to attempted contact within three (3) business days will be withdrawn effective the date the form was originally picked up.

For a student who is unable to pick-up an Official Withdrawal from College Form, the date the student notifies the Registrar's Office of his/her intent to withdraw via telephone at (706) 821-8303 or the date of receipt of the intent to withdraw submitted to the Registrar's Office via fax transmittal, email, U.S. mail, or courier service will be posted to the student's record as the official withdrawal date. Each notification is attached to an Official Withdrawal from College Form and circulated for appropriate signatures by Student Affairs. Notification of withdrawn students will be provided by the Office of the Registrar to pertinent offices for review and necessary adjustments on a weekly basis.

Administrative Withdrawal

Paine College reserves the right to administratively withdraw any student who fails to meet financial obligations as required. Every effort will be made to notify students of impending administrative withdrawal due to financial noncompliance. Students administratively withdrawn will be issued all grades of "W" with an effective withdrawal date as of the date withdrawn. Students residing on campus will be required to vacate the campus residence. See section on "Other Regulations" regarding administrative withdrawal and tuition refund.

Unofficial Withdrawal

For students who do not officially withdraw from the college:

- Instructors submit a grade of 'NF' at mid-term and or final grade submission with a last date of attendance for all courses enrolled
- Once all grades of 'NF' have been received, the student's most recent last date of attendance is considered as the unofficial withdrawal date
- Based on the unofficial withdrawal date determined in the method above, a portion of the student's aid may be returned

Withdrawal Refund Policy

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 and Dean of Student Affairs, Chief Fiscal Officer and the Vice-President for Academic Affairs. 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 his/her 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:

Credit

- 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

Campus Police Department

For the safety and security of the students, faculty, staff and property, Paine College has established an on-campus Police Department. The mission of the Campus Police Department is to provide a "safe and secure educational environment for the students, faculty and staff." The Campus Police Department is comprised of a Chief of Police and a number of Police/Security Officers. The office is located in the Mack Gibson Tutorial Enrichment Center. Duties of the officers are:

1. Patrol the campus, dormitories and buildings for any safety violations or security infraction.
2. Respond to all security incidents on-campus.
3. Assist the College in the various activities on or off-campus.
4. The Campus Police Department's authority lies within the scope of their duties as a

Georgia Peace Officer as outlined by the Georgia Peace Officer Standards and Training Council (P.O.S.T.). This includes, but is not limited to, the authority to enforce the criminal or traffic laws through power of arrest, the preservation of public order, the protection of life and property, and the prevention, detection or investigation of crimes. The security officers' legal authority lies within the scope of the "Private Citizen" authority granted through the Georgia Board of Private Detectives and Security Agencies.

5. Perform other duties as delegated by the College Administration.

The Campus Police Department will work closely with local agencies if assistance is needed. The local agencies are:

1. Richmond County Sheriff's Department;
2. Richmond County Board of Education Police Department;
3. Augusta University Police Department

The officers of the above agencies are sanctioned by the State of Georgia as police officers. These officers have full law enforcement authority (including, but not limited to the right to apprehend/arrest, detain, and question) on the campus of Paine College and; therefore, have the right to enter the campus while in performance of their official law enforcement duties.

Whenever a security or safety incident occurs on campus, the student should contact the Campus Police Department immediately. A Police Officer will respond to the incident, initiate and Police will be notified and determine if the Sheriff's Department should be notified.

After the initiation of an investigation or in the event that an infraction occurs involving a student, the Vice President of Student Affairs will be notified. A copy of the incident report will be handed over for further action. The Campus Police Department will be involved in the disciplinary action process on a consultation basis. The Chief of Police or a representative will be direct contact with the Vice President of Student Affairs during the duration of the process. In cases involving students, the student must also understand that any violation of the law off-campus may affect school status. In cases involving employees, employee status may be impacted.

The Campus Police Department reserves the right to enter a student's residence hall room without permission for emergencies and/or safety/security incidents or with probable cause. Similarly, the Campus Police Department reserves the right to access any employee's desk, locker, cabinet, tool chest, vehicle, or other object or space used or leased by Paine College and located on the College's premises even if locked, either with or without permission and/or knowledge of the employee customarily using such object or space for emergencies and/or safety/security incidents or with probable cause. There are signs posted on Campus that read as follows: *"Upon Entering The Campus, Your Vehicle Is Subject To Random Vehicle Search For Illicit Drugs and Unauthorized Weapons Which Are Identified By Georgia State Code 16-11-127.1 and 16.13-32.4."*

Access to Campus Facilities and Unauthorized Entry

Paine College is a private institution and its campuses, facilities, buildings and properties are private property. Access to the College's campus buildings and grounds are available to students, staff, faculty, visitors, and contractors for approved activities during normal business hours. Paine College gives implied permission to these persons to enter and remain on its premises during normal business hours. That permission is, however, conditional upon the person behaving in a manner consistent with any policies or procedures Paine College may have in place. Where those policies or procedures are not observed, the College is within its rights to withdraw permission and request the person leaves its premises.

Unauthorized entry into Paine College property, including but not limited to, entry into College-owned facilities and buildings and the unauthorized use of keys for access to College buildings or rooms, is strictly prohibited. Individuals violating this policy will be subject to appropriate discipline and, if applicable, criminal prosecution.

Crime Prevention Tips

Car Safety and Vehicle Theft

1. Lock your car. Take your keys;
2. Never hide a spare key in the vehicle;
3. Do not leave valuables in open sight. Place them in the trunk if possible.

Safety Tips While Walking

1. Avoid walking alone;
2. When walking, have some type of personal safety device with you;
3. Stick to well-traveled streets;
4. If you think someone is following you, switch direction or cross the street. Walk to the nearest open store or yell for help.

Property Protection Engraving Tips

1. Engrave electronic equipment etc. with your driver's license number;
2. Engrave your items in an area not easily noticeable by theft.

Emergency Preparedness Plan May be Found on the website at www.paine.edu.

Identification Cards

An Identification Card (ID) is issued to each student during registration. This card is validated each semester. 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 Campus Police Department.

Security Escorts

All Residence Halls shall close at 12:00 midnight Sunday through Thursday, and 1:00 a.m. on Friday and Saturday. Resident students, who desire admittance to the Residence Hall after closing, should contact Campus Police for an escort. Prior to granting access, the student must present their Paine College I.D. Card and room keys.

Registration of Motor Vehicles

All motor vehicles operated on the campus by College employees and students must be registered. All students and College employees are required to register vehicles within three (3) days after arriving on campus. It is the responsibility of the motorist to keep all vehicles brought on campus registered at all times. The College reserves the right, at its discretion, to change parking fees, policies, regulations and procedures, which affect parking on College property. All individuals operating a motor vehicle on campus are required to observe the driving and parking privileges.

Registration involves the following:

1. Students are required to register vehicles as part of the registration procedure. In the case of a student arriving after registration or in the middle of a semester, vehicles will be registered at the
 - a. All employees who wish to park on campus must register with the Campus Police Department to purchase a parking decal. Faculty and staff can purchase additional decals provided the vehicle is registered in the same name as the first vehicle.
 - b. Handicapped parking privileges are available to employees who are temporarily or permanently disabled.
 - c. The deadline for employees to purchase parking decals is on or before October 1.

New employees must purchase a decal and register their vehicle within seventy-two (72) hours of their start date. Decals can be purchased through Payroll Deduction.

2. All vehicles must be registered annually. This registration and permit are valid for the fall, spring and summer session. Parking permits are issued and paid for in the Campus Police Department.
3. To secure a parking permit, students must present:
 - a. A signed student charge sheet as proof of College registration; and
 - b. Proof of insurance, a valid driver's license, and proof of vehicle registration.
4. To secure a parking permit, employees must present:
 - a. Proof of insurance, a valid driver's license, and proof of vehicle registration.

Parking Areas

Parking areas are designated by signs. Students are to park only in those areas designated "Student Parking." Faculty and Staff are to park only in those areas designated "Faculty and Staff."

Visitors are expected to park in designated "Visitor Parking" areas. Any visitor remaining on campus for more than a day is required to secure a temporary parking permit from the Campus Police Office.

Fines

The following parking and traffic violations will be fined in accordance with an established fine schedule maintained by the Campus Police Department:

1. No Parking Permit
2. Registration Falsification
3. Permit Expired
4. Faculty in Student Area
5. Illegal Parking:
6. Student in Faculty Area
7. In the Roadway
8. In a Service Area
9. In the Visitors Area
10. In a Handicapped Area (Vehicle will be towed plus fine)
11. Reckless Driving
12. Speeding

signed and returned to the Mail Center as soon as possible. Packages **MUST** be claimed as soon as possible. They will be **RETURNED TO SENDER** after 7 days.

Student Mail

All mail will be picked up from the mail room located on the first floor in the Peters Campus Center, Monday through Friday. For a minimal 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.

Forward incoming mail to:

Your Name
Your Residence Hall
Paine College
1235 15th Street
Augusta, GA 30901

Seniors must turn in their mailbox key the Friday **BEFORE** Senior Week. In the summer, you must do one of the following:

Fill out a forwarding card to have your mail forwarded home. Fill out a card to have your mail placed in your mailbox.

The student mailboxes are inactive for the summer months. **YOU MUST** inform us on how to handle your mail; if not, it will be returned to sender.

STUDENT AFFAIRS

CAREER SERVICES

Mission:

The Office of Career Services provides comprehensive career services and professional development opportunities to prepare students and alumni for gainful employment and to compete in the global market.

The primary purpose of career services is to build meaningful connections through partnerships for a stronger network that promotes students' success. Career Services provides access to professional and career development, job opportunities, internships and networking opportunities so students may explore career choices and nurture career goals. Career Services is committed to empowering individuals to enter the competitive and evolving global arena with confidence and competence.

The Office of Career Services works collaboratively with academic departments, Student Affairs, student organizations, and employers to enhance students' professional and career development. In addition, the Office of Career Services hosts on campus career fairs and networking events to provide face-to-face interaction with employers, alumni, and community leaders to share potential career and internship opportunities.

Career Services is committed to empowering individuals to enter the competitive and evolving global arena with confidence and competence.

Services Provided:

- Résumés and Cover Letter Assistance
- Job Search Assistance, Interview Training and Mock Interviews
- Major Exploration and Career Counseling
- Professional and Career Development Workshops
- Career Fairs and Networking Events

The Office of Career Services plays a vital role in helping students transition from an academic to a professional life. Students are encouraged to take advantage of all services, programs and events.

Hours of Operation

Monday – Friday 8:30AM – 5:00PM

Location

Peters Campus Center, 2nd Floor, Suite 216

Website: <http://www.paine.edu/students/career/default.aspx>

Social Media: @PCCareers

COUNSELING & WELLNESS SERVICES

Mission

The Counseling Center's mission is to enhance Paine College's ability to provide a liberal arts education of the highest quality by providing a wide range of services. The services provided are meant to encourage, support and assist Paine College students in dealing with personal, social, educational, and career concerns. The Counseling Center also collaborates with students, faculty, and staff to improve the quality of campus life by providing counseling (individual, couples,

disciplinary, and group counseling), outreach programs, mediation, consultation, disability services and referral services.

Hours of Operation

The Counseling & Wellness Center has full-time Counselors who are available Monday - Friday, 8:30AM to 5:00PM. Services are available by appointment, walk-ins, and/or as deemed necessary by the College.

Location

Peters Campus Center, 2nd Floor, Suite 215

Confidentiality Policy

The Counseling & Wellness Center adheres to strict confidentiality guidelines according to Georgia law and each professional's respective standards and ethical codes. This means that anything mentioned in the confines of the office will not be told to anyone else without the express, written permission of the student/employee, in accordance with professional standards. The student/employee, however, is free to share with anyone else whatever they choose from the counseling session. All records are kept confidential in the counseling office and do not become part of an academic record, nor are they made available to any other member of the college or one's parents, except in these cases:

- If it is clear to the counselor that the student may harm himself/herself or someone else, the counselor is required by law to take steps to protect any potential victim.
- If it becomes known in counseling, that a child, elder, or disabled adult is being physically or sexually abused, the counselor is required to act.
- If there is a court order mandating that the office releases records.
- It may be necessary for the Counseling & Wellness Center professional staff to discuss case material for the purposes of consultation, and/or supervision. In such instances, all parties are held to the confidentiality statement.

If there are any questions regarding confidentiality, please feel free to discuss this with your Counselor.

Mental Health Evaluations

The Vice-President and Dean of Student Affairs, and/or the Director of Counseling & Wellness Services reserve the right to mandate proof of evaluation, examination, and/or 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 & Wellness Center.

Referrals

Sometimes students presenting with more complex issues require long-term therapy. Referrals are made on a case-by-case basis and take into account such variables as the nature of the specific issues, student's desire for change, available resources at the Counseling & Wellness Center, and the student's willingness for private referral.

Note: Individuals who are hostile, suicidal, and/or addicted to drugs and alcohol are immediately referred outside the Center. If you are referred, you must submit an official letter from the agency to the Office of Student Affairs for clearance to return to the College (to include classes, residence halls, etc.).

Disability Services

By practice and policy, Paine College makes reasonable accommodations for students with properly documented physical, psychological, or learning disabilities that may adversely impact academic performance. Although Paine College does not have a specific, structured academic program for individuals with disabilities, the Counseling & Wellness Center facilitates communication between faculty and students to structure reasonable accommodations that will support the students' academic needs.

Absence Evaluations

The Counseling & Wellness Center will issue absence evaluations to students who are absent from classes provided that the student has supporting documentation. When the Counseling & Wellness Center agrees to issue an absence evaluation to students, these notices do not excuse the absence, nor do they guarantee the student will be permitted to make up any missed assignments or other make up tests. **ALL** absences are determined excused or unexcused by the individual instructor. The notice **ONLY** documents that the student's situation indicates that he/she is unable to participate in class for the time allotted.

Note: ALL students absent for medical reasons must visit a certified health professional to obtain documents to support their absence notice.

HEALTH SERVICES

Policies and Procedures for Medical Care

1. Paine College Health Services requires all students and transfer students enrolled for eight semester hours or more have a completed physical exam prior to registration.
2. Paine College requires all students enrolled students to complete the Institutional Medical Form and Immunization Form and send them directly to the Office of Student Affairs.
3. The Vice-President and Dean of Student Affairs, may require a student to leave the Residence Hall at the recommendation of a licensed physician.
4. The Counseling & Wellness Center or the Vice-President and Dean of Student Affairs, will not assist with student absences related to illnesses, when the student chooses to go home for reasons contrary to the recommendation of a licensed physician.
5. Medical records are confidential and become property of Student Health Services. These records will not be duplicated or transferred without a written release signed by the student (*and parent if the student is a minor*) or via court order.
6. If a student chooses to see a licensed physician and/or his/her associates, the student is responsible for ALL associated costs/expenses.

****Please note: Students are required to have primary medical insurance.**

Medical Procedures

1. The Counseling & Wellness Center will complete all necessary forms and provide the student with a list of local resources that offer services.
2. **All illnesses or accidents should be reported to the Counseling & Wellness Center.** If an illness or accident occurs after business hours, the student should report to the appropriate Residence Hall Director or Campus Police
3. If emergency care is needed, Residence Life staff will assist in making necessary arrangements for the student to be transported by the Campus Police. The illness or accident must be reported to the Counseling & Wellness Center the next day.

IMPORTANT: Campus Police will only transport students to the local hospital emergency room.

4. Students should present insurance and/or any other health benefit cards when referred to one of the College's community partners, or to the emergency rooms. A list of all prescription medications must be on file in the Office of Student Affairs.

5. Students should provide their own supply of over-the-counter medication. Students may keep their prescribed medication in their room.
6. Students requiring bed rest as ordered by a physician will be given a “**SICK TRAY**” slip for meals. These slips are issued by the Counseling & Wellness Center and delivered to the dining room office. The Resident Hall Director will issue the slips on weekends.
7. In the event of certain medical emergencies, it may be necessary for a student to be transported to the nearest hospital/emergency room in a college owned vehicle. **IF THIS SERVICE IS REFUSED BY THE STUDENT, THE COLLEGE WILL ASSUME NO FURTHER RESPONSIBILITY.** However, parents/guardian will be notified of student’s refusal of care. The student will be required to sign a refusal for care form.

Medical Excuse for Class

The Counseling & Wellness Center will notify professors of absences from class due to short-term illness and injury when supporting documentation is presented. Confidentiality will be maintained and specific details concerning the absence will not be disclosed.

Note: When the Counseling & Wellness Center agrees to issue medical excuses to students, these notes will not excuse the absence, nor will they guarantee the student will be permitted to make up tests or other missed assignments. *However, faculty members will determine when an absence is considered excused and if the student will be allowed to make up missed assignments.* The medical excuse simply documents that the student’s illness makes them unable to participate in class for the time period designated and notifies the professor that the appropriate documentation is on file in the Division of Student Affairs.

RESIDENCE LIFE

Purpose

The purpose of The Office of Residence Life is to design and implement a holistic program of services and activities with academic opportunities, which enhance the individual growth and development of students. This purpose will be implemented through Living & Learning Residence Halls. The Five Paine College Residence Life Program Dimensions are as follows:

Civic Engagement - Dimensions of Outcomes: Sense of Civic responsibility; commitment to public life through communities of practice; engage in principled dissent; effective in leadership

Cognitive Complexity - Dimensions of Outcomes: Critical thinking, reflective thinking, effective reasoning, intellectual flexibility, emotion/cognition integration, identity/cognition integration

Interpersonal Competence - Dimensions of Outcomes: Realistic self- appraisal and self-understanding; personal attributes, such as identity, self-esteem, confidence, ethics and integrity, spiritual awareness, personal goal setting; meaningful relationships; interdependence;

collaboration; ability to work with people different from self

Knowledge Acquisition, Integration, and Application - Dimensions of outcomes: Understanding knowledge from a range of discipline (acquisition); connecting knowledge to other knowledge, ideas, and experience (integration); relate knowledge to daily life (application); pursuit of lifelong learning; career decidedness; technological competence

Persistence and Academic Achievement - Dimensions of Outcomes: Learning skills; bridge programs, peer mentoring; faculty and staff mentoring; supplemental instruction-tutoring; orientation programs; academic advising; financial aid; disability support services; parents' programs; childcare services

Application for Housing

All students who desire campus housing must complete an application on the Paine College website. The application can be found under the Campus Life tab, followed by Residence Life. The application link is located at the bottom of the webpage. All students are required to pay a \$250 one-time housing deposit. The housing deposit is only refundable if the new student requests a refund of their housing deposit by July 15th if paid to attend in the Fall and December 15th if paid to attend in the Spring. A \$25.00 application fee is required annually. Returning students should pay all fees on or before March 31st for Fall enrollment, November 15th for Spring enrollment, and May 1st for Summer enrollment.

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, their visitors and residence hall facilities. Students cannot be released from the financial responsibilities of their residence hall contract during the year, unless they have been suspended or dismissed from the College, been diagnosed with an illness that cannot be accommodated by the Residence Life staff, withdrawn from school, become pregnant, become active military, or had a change in their marital status. All students residing in the residence halls must be registered for classes at Paine College, unless special permission is granted by the Vice President 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.

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.

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.

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.

Alcohol and Drugs

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

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. Children under the age of thirteen (13) will not be permitted beyond the lobby areas unless accompanied by a parent/adult.

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.

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.

Change Policy - Room/Hall Change

At the beginning of each semester, there is a freeze on all room changes until after ten (10) business days from the start of classes. This ten-day period allows many problems to be solved without a room change. Residents must first discuss the desire to change buildings with the Residence Life Director. The Residence Life 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. Room changes can be completed by the Resident Director with the approval of the Residence Life Director. The staff will assist by identifying available spaces. The Residence Hall Director in the hall from which the student moved is responsible for:

- a. Checking the resident out of the room and completing the Check-In/Check-Out List.
- b. Sending damage information, through the date the resident moves, to the Director of Residence Life.
- c. Completing the Residence Change Form and providing copies to the Coordinator of Residence Life and the new Residence Hall Director within 48 hours of the move, if moving to another residence hall.

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:

- a. The resident who makes an illegal room change will be required to move back to the resident's former room with all the resident's possessions within 24 hours.
- b. The appropriate disciplinary referral will be processed by the Residence Hall Director.

The Residence Hall Director will approve or disapprove the room change after the appropriate disciplinary sanctions have been made.

Closing for Holidays

All Residence Halls are closed during the Christmas holiday break and at the end of the Fall, Spring and Summer term. All students are required to vacate the buildings. At the end of the Spring semester, students are required to remove all belongings from the residence halls. Any items left in the halls during any other break are the responsibility of the student. All students desiring to remain in the residence halls during any break must receive approval by the Vice-President and

Dean of Student Affairs. A fee may be charged for these requests. In general, dining services are not available during breaks. No student will live on campus during the summer unless the student is enrolled in classes for the on-campus Summer term, enrolled in an on-campus program, or providing services to the college.

Computer Rooms

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.

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, wash cloths, 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-conditioner
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
6. Disconnecting smoke alarms
7. Other damages, which are not listed above.

The above infractions may result in disciplinary action.

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.

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. The form will be given to the Maintenance Department for completion of repairs. If there are damages that are not able to be repaired by start of the upcoming semester, the Resident Director will keep a record.

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.

The Residence Life Director 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.

As damages to be prorated occur, the Residence Life Director will be informed monthly of the cost. It is the responsibility of the Residence Life Director to keep a running total of damages for the floor and to reconcile this total with that maintained by the Physical Plant Office Manager.

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.

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 Residence Life Director. If not resolved at that level, the resident should contact the Assistant Dean of Student Affairs. If that does not lead to a resolution, students may appeal to the Vice-President and Dean of Student Affairs.

Assessed 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 charges may result in the student's ineligibility to take final examinations or register for the next term.

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.

Entry to Students' Rooms

The right of a student to privacy will be respected. 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/policies 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 from the Office 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.

Room Search

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

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 action.

Keys/ Keycards IDs

Keys to the rooms are issued at the time of check-in by the Residence Hall Director. **If a key is lost, a duplicate may be obtained for \$75.00. If a keycard or keycard ID is lost, a duplicate may be obtained for \$25.00.** 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, keycards, and keycard IDs must be turned in at check-out. **There will be a \$75.00 core/technology change fee added to the student's account if any of these items are not returned at the time of departure.**

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. Microwaves are to be cleaned after each usage. 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." Failure to abide by these guidelines may result in inability to use these facilities.

Laundry Facilities

All residence halls are equipped with free washers and dryers. Laundry rooms are open daily during regular hall hours. These facilities are for the exclusive use of resident students only. Lost and found articles should be reported or turned in to the Resident Hall Director. Damage to machines which can be attributed to a specific resident will be charged to that student.

Lost and Found

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

Mail

All mail will be picked up from the mail room located on the first floor in the Peters Campus Center, Monday through Friday. For a minimal 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.

Maintenance of Rooms and Allowable Room Furnishings

The following items are prohibited:

1. Alcoholic beverages and illegal drugs
2. Candles, incense
3. Dart boards (dartboards using Velcro projectiles are permitted)
4. Exterior radio or television aerials
5. Firearms (pellet and bb guns) and/or ammunition
6. Firecrackers or similar fireworks and explosive devices
7. Knives (other butter knife)
8. Pets and animals
9. Personal air-conditioners
10. Cooking and electrical heating appliances (e.g., hotplates, microwave ovens, etc.)
11. Pornographic/sexually explicit materials or posters (especially on the walls)
12. Large speakers
13. Sound boards
14. Tasers
15. Televisions exceeding 26"

Movement of College Equipment or Furniture

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.

Cleanliness

Students are responsible for the cleanliness and neatness of their rooms. For health and safety reasons, the college reserves the right to require students to clean their assigned personal living areas once a 24-hour written warning is given by the Residence Hall Director or Resident Assistant. Failure by students to keep their rooms reasonably clean after receiving written warnings will result in a \$25.00 fine assessed by the Director of Residence Life and 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 \$75.00 fine and may be subject to other disciplinary measures as appropriate. At least one room inspection will be conducted each month. Residence Hall Directors have the right to search rooms more frequently as the need arises.

Pets

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

Private Rooms

Private rooms are available on a space-available, first-come, first-served basis. The private room fee is \$1000.00/per academic year and \$500.00 for the Summer Term. The private room fee cannot be charged to the student's account for payment later. Private rooms are assigned at the beginning of the semester. Private room procedures are as follows:

1. On the first day of registration, anyone desiring a private room will notify the Residence Life Director.
2. The resident will need to go to the Business Office and pay the private room fee and obtain a receipt.
3. Once the receipt has been given to the Residence Life Director, they will be assigned the private room.
4. Notification of private room approval will be sent from the Office of Residence Life to the appropriate Residence Director. The official room assignment will be coordinated between the Residence Life Director and Residence Director.

Pregnancy Statement

The current residence hall structure does not accommodate dependent children or spouses. In the event of pregnancy, a student shall contact the Counseling & Wellness Center immediately for prenatal referral. Due to health concerns, a pregnant student must make off campus housing arrangements prior to end of 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.

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.

Propped Doors

Students are prohibited from propping exterior and room doors or entering through propped doors. This creates a safety issue for the entire campus community. Students caught propping doors open are subject to disciplinary actions/sanctions.

Quiet Hours

Quiet hours in the residence halls are between the hours of 10:00 p.m. to 12:00 p.m., Sunday through Saturday. 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 observed. Voices, radios, record players, televisions, 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 any 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 twenty-four (24) hours. Courtesy hours are in effect at all other times.

Residents Without Roommates

When a resident is left without a roommate, that resident has several options. 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 (See Private Rooms Section).
2. The resident may notify the Residence Director of another student, with whom he or she would like to combine.

The Residence Director will coordinate all remaining consolidations.

****Please note: 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. After such time, 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 will be notified that he or she 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.

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 follows:

1. The student must be seen by a medical professional at a partner clinic.
2. The medical professional will determine whether the student can leave the building for meals.
3. Upon this determination, staff in the Counseling & Wellness Center will issue a sick tray slip for the day. On weekends, the Resident Hall Director will issue the slips.
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 daily only.
6. The Counseling & Wellness Center staff will issue sick tray slips only for those cases of illness which require the student to remain in the hall.

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.

Upper class 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.

Smoking

Paine College is a smoke-free and tobacco free campus. Visit the website at www.paine.edu for additional details.

In compliance with the Georgia Smoke-Free Air Act of 2005 (OSGA 31-12A et. seq.), and the Rules of the Georgia Department of Human Services, Public Health, Chapter 290 -5-61), smoking is prohibited on the grounds, inside all buildings operated or leased by Paine College including, but not limited to, classrooms, laboratories, studios, open and private offices, corridors, dining areas, restrooms, auditoriums, employee lounges, conference and meetings areas, hallways, staircases, restrooms, common areas, parking lots, any ground or vehicles leased or owned by the College) and all off-campus college owned property or facilities. This policy includes all employees and students. This policy applies to all employees, students, clients, consultants, vendors, contractors, guests, and visitors. Please refer to the Paine College website, Policies and Procedures area to review the campus smoking policy.

"Tobacco products" includes any lighted or unlighted cigarette (including electronic cigarettes), cigar, pipes, water pipes (hookah), bidi, clove cigarette, and any other smoking product, "e-cigarettes", as well as smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form. Tobacco use means the act of using any Tobacco Product, including smoking, chewing, spitting, inhaling, ingesting, burning, or carrying any lighted or heated Tobacco Product.

This policy will promote a cleaner and healthier working and learning environment for everyone. Your understanding and cooperation as this policy is implemented is appreciated.

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

Soliciting

Soliciting in Residence Halls is not permitted under any circumstances.

Tattooing, Body Piercing, and Hair Cutting

Under Georgia law, it is unlawful to perform tattooing and body piercing 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 immediately be subjected to disciplinary action.

Visitation

- Residence Directors are responsible for the supervision of visitation hours
- Only guests of hall residents are permitted to enter restricted areas of the hall during designated hours.
- All guests must be registered with the appropriate staff member at the entrance of each hall prior to entering restricted areas.
- Invited guest should leave some form of photo identification with the staff member on duty (i.e., Paine College ID Card, Driver's License, etc.) The door must remain open for each room in which a registered guest is present.
- While in the building, guests must always be escorted.
- Residents are responsible for their guests and will be held responsible for their actions during the guest's visit.

Co-Ed Visitation Policy

Paine College provides on-campus housing facilities for registered students. Students living in the residence halls may choose to have guests in their rooms. Students must understand that the College's Co-Ed Visitation Policy cannot interfere with another student's rights, privacy, surroundings, sleep, study time, or well-being.

Paine College reserves the right to suspend or amend the option of co-ed visitation at any time. Violation of the policy by any resident will result in all visitation for the entire hall being suspended.

In order to receive the benefits of coed visitation, each hall must adhere to the policies of the residence halls as a whole. This includes, but is not limited to, cleanliness of the residence hall common areas, individual rooms, and bathrooms. The student shall be held responsible for their guest's behavior, including any policy violations.

1. Your guest(s) must be escorted by you up to your room and the door must always be open.
2. Guests are not allowed to use the common bathrooms in Graham Hall, Gray Hall, Ervin Hall, Belle-Bennett Hall, Jackson House, and Hollis Hall.
3. All guests must check in and out properly on the assigned sheet for co-ed guest visitation.
4. If your guest leaves your room and goes into another, the guest is still your responsibility.

This includes sanctions, which may be incurred for violation of College policies.

Violation(s) of coed visitation: (Remember that these violations can cause the entire hall to be put on restrictions)

1. Allowing a guest to enter the residence hall before or after visitation hours.
2. Guest not signing in and out on the designated sheet for coed visitation.
3. Allowing your guest(s) to use the common bathrooms in the residence halls.
4. Any disciplinary issue or argument between your guest and suite mate(s).
5. Not having the door completely open at all times.
6. Excessive noise during any designated quiet hours.
7. Disrespect by you or your guest(s)

***Specific visitation hours will be posted each semester as approved by the College.**

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. Space may be assigned to overnight guests for a fee of \$25.00 per night. Failure to register guests will result in a \$100.00 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 Residence Life Director. 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 hall to which they are assigned. Children cannot be admitted to the residence halls as “overnight guests”.

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 and Board fees for the entire semester are due at the time of withdrawal. 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.

Residence Life contracts are for the entire academic school year. Residents will not be released from housing contracts unless they meet the requirements of the contractual agreement section of the document. All releases from housing contracts will be approved or denied by the Vice-President and Dean of Student Affairs or the Assistant Dean of Student Affairs.

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 Director and/or the Campus Safety office at 706-821-8235 in the event of an emergency.

Accidents

In the event of a vehicle accident on the campus, you should contact the Campus Police Department at 706-821-8235. 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 Police Department at 706-821-8235.

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 the Campus Police Department immediately at 706-821-8235 and contact the Residence Hall Director. The Residence Hall Director will notify the Office of Student Affairs.

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). In the case of fire, remain as close to the floor as possible while exiting.
2. Proceed to the area that has been designated as the emergency reporting area for your residence hall. Wait for further instructions from College officials.
3. 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. Residence Life staff are trained annually on Paine College's Emergency Preparedness Plan. Periodic drills of the plan will be conducted, so that residents are aware in case the plan is enacted in a real-life situation.

Illnesses and Injuries

If a student becomes ill or injured at any time, contact the Residence Hall staff or the Counseling & Wellness Center at 706-821-8388. An assessment will be made by a College official whether the student should be transported to the hospital.

Media

An emergency, 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.

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 Police 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.

DINING SERVICES

Hours of Operation

Monday, Tuesday, Thursday, & Friday

Breakfast	7:00AM – 9:00AM
Lunch	11:30AM – 1:30PM
Dinner	5:00PM – 7:00PM

Wednesday (Chapel Day)

Breakfast	7:00AM – 9:00AM
Lunch	12:00PM – 2:00PM
Dinner	5:00PM – 7:00PM

Saturday, Sunday, & Holidays

Brunch	11:30AM – 1:30PM
Dinner	4:00PM – 6:00PM

Meals (*For Off-Campus Students*)

Breakfast	\$5.00
Lunch	\$5.00
Dinner	\$5.00

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. The Dining Hall reserves the right to refuse services to anyone who disrupts or interferes with the normal operation of service. All boarding students must obtain a valid “on-campus” Paine College Student ID Card each semester. Anyone who cannot present his/her 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. Violating the Dress Code
4. Leaving trays on tables
5. *Using another student's ID Card to gain access into the Cafeteria

*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. All persons are encouraged to report any complaints or suggestions to the Dining Hall Managers. For the benefit of all 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.
2. Headgear, caps, hats, etc. must be checked at the door.
3. To enter the dining area, students must have a valid Paine College 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.

Student Governance & Leadership Development

All students at Paine College are expected to engage in activities that will ensure their acceptance into all graduate and/or professional schools identified by their program of study, as well as be offered opportunities to engage in professional opportunities beyond their undergraduate study. Leadership development includes support in applying for competitive scholarships, internships, study abroad and service experiences in preparation for leadership beyond their undergraduate study. Student Leadership training will be overseen by the Vice-President and Dean of Student Affairs and the Director of Student Engagement.

Paine College utilizes a shared governance structure. The student body is led by the Student Government Association. The SGA serves as an active component of various committees within the Division of Student Affairs. These duties are part of Paine College's commitment to building leaders. A copy of the SGA Constitution can be found in Appendix A.

STUDENT ACTIVITIES

All student organizations, Greek Lettered organizations, and clubs are under the auspices of the College. Direct day to day oversight of student activities rests with the Director of Student Engagement, who is responsible to the Vice-President and Dean of Student Affairs and. Among other responsibilities, the Office of Student Engagement 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.

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.

Student Organizations

Student organizations exist to support the overall objectives of the College. Operating on the basis of voluntary participation and self-government, student organizations are an integral part of the College community, and as such are obligated to contribute to the scholastic attainment and general development of the individual student. Student organizations offer the individual an opportunity to broaden his/her environment. Skills and experiences obtained through membership in student organizations serve as a valuable supplement to the formal curriculum. Studies confirm that students benefit greatly from being involved in a campus organization. An active, involved student is a successful student. Through participation in activities and clubs, students can complement the classroom curriculum with out-of-class related experiences, form relationships with other students with similar interests, develop mentor relationships with faculty and staff, and utilize life skills, such as, decision-making, planning, critical thinking, and more. Student organizations help create a sense of community and spirit on campus.

Categories of Registered Student Organizations

(List of Organizations is not Exhaustive and Varies Annually)

Academic

An organization whose stated objective is to provide an opportunity for individuals to discuss and share information related to a specific academic discipline, topic or interest. These organizations provide opportunities to get to know other students in your program of choice as well as getting to know the faculty members outside of the classroom. Students will be exposed to opportunities

for networking and leadership development opportunities. In addition, the Academic category includes Honor organizations whose memberships are based on academic achievement, and whose purposes are to recognize such. These groups must hold meetings and sponsor events throughout the year as well as initiation ceremonies. These Honor societies function like other student organizations:

- Business Club
- History Club
- Honors Program
- Honda All-Star Team
- Psychology and Sociology Clubs
- Class Executive Boards

Greek Lettered Organizations

A social and service organization composed of all male or female students (single sex organizations). Greek Lettered organizations strive to develop the greatest potential in each of their members according to their individual talents, skills and personality to prepare them for life after graduation. There are additional requirements for membership into Greek Service Organizations. In addition to being responsible for adhering to Paine College Policies and the SGA Constitution, these organizations are also governed by the National Pan-Hellenic Council or the Council of Fraternity and Sorority Organizations.

- Alpha Kappa Alpha Sorority, Incorporated
- Alpha Phi Alpha Fraternity, Incorporated
- Delta Sigma Theta Sorority, Incorporated
- Kappa Alpha Psi Fraternity, Incorporated
- Omega Psi Phi Fraternity, Incorporated
- Phi Beta Sigma Fraternity, Incorporated
- Sigma Gamma Rho Sorority, Incorporated
- Zeta Phi Beta Sorority, Incorporated
- Non-National Pan-Hellenic Greek Organizations which are recognized by the Division of Student Affairs.

Social

An organization whose purpose is to provide a place for members to discuss issues relevant to them, to express their interest in a given subject, to serve as a support group for students on campus or a group off campus, or a group interested in advancing social issues that concern the college and the community.

- Crème de la Crème Modeling Troupe

- PC Cheer
- Wesley Fellowship
- N.A.A.C.P.
- Pre-Alumni Council
- Residence Hall Association (RHA)
- Mahogany Essence
- Commuter Student Association
- Non-NPHC Greek Letter Organizations

Regulations Governing All Student Organizations and Clubs

- The organization must be created and controlled by currently enrolled students of Paine College who are in good academic standing.
- A minimum of three (3) currently enrolled Paine College students are required to register a student organization. If an organization has less than three (3) members, the organization's status on campus (inactive or active) will be determined by the Vice-President and Dean of Student Affairs. Members must meet the minimum GPA requirement.
- Membership in a registered student organization is limited to students enrolled for at least three semester credit hours at Paine College.
- All officers of a registered student organization must be currently enrolled in and successfully complete at least twelve credit hours during the semester(s) in which they are officers and must meet the minimum GPA requirement set by the Division of Student Affairs.
- The President of each organization (or his/her designee) must participate in monthly Board of Senators meeting. The meeting date(s) will be determined each year by the SGA First Vice President, who serves as the Speaker of the Senate. Failure to participate in Board of Senators meetings will impact an organization's ability to host events on the campus of Paine College.
- Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, regarding gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in

membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation or veteran status). If at any time your organization no longer meets eligibility, you are no longer entitled to the privileges granted to registered student organizations and you are obligated to inform the Office of Student Engagement.

- All student leaders must adhere to College Policies, guidelines and requirements. Violation of college policies will result in disciplinary action, up to and including suspension from active participation. Additional sanctions will be based on the nature of the infraction.
- All student organizations must have an On-Campus Advisor who is an official Paine College faculty or staff member. Greek, Pan-Hellenic organizations are required to also have an Off- Campus Advisor.
- Consistent violation of the above policies related to organizations may result in an organization being suspended.

As an On-Campus Advisor, one must:

- ❖ Be approved by the Office of Student Affairs.
- ❖ Read and uphold the policies found on the Paine College website and Student Handbook (www.paine.edu)
- ❖ Attend all scheduled events, programs and meetings.
- ❖ NPHC Organizations are also required to have an off-campus advisor.

As an Off-Campus Advisor, one must:

- ❖ Be approved by the Office of Student Affairs.
- ❖ Read and uphold the policies found on the Paine College website and Student Handbook (www.paine.edu)
- ❖ Attend all scheduled events, programs and meetings
- ❖ Participate in any off-campus intake procedures
- ❖ Participate in evening off campus meetings and events

Privileges and Responsibilities of Campus Organizations

1. Use of campus duplicating and mail services
2. Use of campus bulletin boards

3. Solicitation of membership on campus under the organization's name
4. Solicitation of funds on campus under the organization's name when such solicitation is in accordance with Paine College policy and approval received from the Vice President and Dean of Student Affairs.
5. Use of any College facilities for its meetings and activities, after the academic needs of the College have been met.
6. Access to special services for organizations, such as student organization workshops and any and all other services and activities as may be available or developed for the benefit of registered organizations.
7. Each organization must file with the Director of Student Engagement and Vice-President and Dean of Student Affairs within one week of induction the names of all active and non-active members of the organization.
8. No student may serve as an officer of a Paine College Club or organization while on academic or disciplinary sanction.
9. Organization packets and fees are due the last week in April of the Academic year for the following year. Organizations that file packets in the Fall risk being denied all privileges associated with active student organizations membership. New organizations are exempt from this requirement but must be sure to complete ALL documents for a new student organization. The packet should be filled out completely with all information being attached, and with a full academic year calendar of events for the preceding year. Each organization or club must have an Advisor who shall be a member of the Paine College staff or faculty.
10. Changes during the academic year in Officers, Advisors, or membership increases or decreases must be reported to the Director of Student Engagement within five (5) business days.
11. A student shall not be considered an active member and is not eligible for participation in an organization or club, unless his or her name is included on the membership roster and he/she has a 2.0 cumulative GPA. All officers must have at least a 2.2 cumulative GPA. Request for waiving the GPA requirement must be submitted to the Vice-President and Dean of Student Affairs. All requests will be reviewed on a case-by- case basis. No student should participate until a written determination is received by the organization's President and Advisor. Violation of the GPA requirement will result in the organization being suspended.

12. Organizations or clubs are prohibited from using the College's name when negotiating contractual agreements or establishing bank accounts, unless approved by the Vice-President and Dean of Student Affairs, as well as, the Vice- President of Fiscal Affairs.
13. No organization or club may schedule an activity or meeting for the evenings or during midterm and final examination periods, Religious Emphasis Week, or during assembly or worship hours. Any event scheduled on a Wednesday evening requires the signature of the Campus Pastor, as Wednesday has been deemed the College's weekly religious observance day.
14. 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 or disciplinary sanctions cannot apply for membership into any student (Non-Greek or Greek Lettered) organizations. Exemptions can be made only if a recommendation/request is made by the Club's Advisor. Please see #11.
15. Appearance of visiting speakers on campus. The officers of a class, organization, or club desiring to use College facilities for a visiting speaker, shall submit to the Director of Student Engagement and Vice-President 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
16. All registered student organizations will be required to perform at least 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). All organizations are to donate \$50 per year to UNCF.

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 (2) 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 may result in cancellation of the activity.
3. The Faculty/Staff Advisors supervising the event must identify themselves to Campus Police and special duty officers upon their arrival.
4. Special duty officer(s) may be required to work these events. If required, officers will be paired with two (2) Paine College employees (Advisor, Campus Police Officers).
 - One (1) special duty officer will work with the Advisor in monitoring the entrance and inside the facility. The other officer will be placed with two (2) Paine College Police Officers in monitoring the parking lots and other areas of campus to ensure campus safety and deter an influx of off-campus individuals.
5. The Campus Police Officer in charge should be informed immediately if special duty officers are late or non-cooperative in carrying out their assigned responsibilities.
6. The sponsor of the event is responsible for paying special duty officers. The special duty officers must be paid immediately after the activity.

Off Campus Activities Policies and Guidelines

All student organizations must adhere to the policies and procedures found in Volume VII: Policies which can be found on the Paine College website at www.paine.edu. Please see amended guidelines regarding off campus activities below.

1. Off Campus Activity notification must be submitted to the Office of Student Engagement two (2) weeks prior to the event
2. Facility contracts cannot be signed until approval is granted from the Director of Student Engagement and the Vice-President and Dean of Student Affairs
3. Both the On and Off Campus Advisors must be present for off campus activities (parties)
4. All parties must have appropriate Paine College Police Coverage.

Note: Depending on amount of people in attendance, more officers may be needed inside the facility.

Organization Presidential Responsibilities

1. To enforce rules and regulations set by the organization.
2. To sponsor activities which reflect the Mission, Purpose, and Ideal of Paine College, and which will not be in conflict with the institution's image or orderly operation.
3. To have all speakers and events pre-approved by the Director of Student Engagement and Vice President and Dean of Student Affairs.
4. To ensure that the funds allocated to the organization are expended appropriately; funds may be revoked if there is a violation of College, community, state or federal laws or regulations.
5. To ensure that all requisitions are turned in and approved by the Office of Student Engagement one (1) week prior to all events.
6. To ensure that payment is made for any College expenses incurred by the organization.
7. To inform the Office of Student Engagement of any changes in organization officers, advisor(s) and their addresses or phone numbers.
8. To make sure all organizational members/participants are approved, registered Paine College students in order to conform to Handbook guidelines.

Publicity Regulations for Student Activities

A calendar of activities is prepared by the Director of Student Engagement. Dates on the calendar are cleared through the Vice President and Dean of Student Affairs. 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 Engagement two (2) weeks prior to the event being held.

All communications for public dissemination must be approved by the Office of the Vice President and Dean of Student Affairs. Failure to have publicity approved may result in the cancellation of the event. The following are rules and guidelines:

- 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 must be approved by the Office of the Vice-President and Dean of Student Affairs 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.

PETERS CAMPUS CENTER

Students, faculty, staff, alumni, organizations, clubs, and guests of Paine College may use the Campus Center facilities with appropriate approval. Guests and alumni may use the facilities only to the extent that such use does not interfere with the use of the Center by students enrolled at the College. All persons and organizations who occupy the Center's facilities are subject to the rules and regulations established by Paine College which govern the use of the Center. 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 the Vice-President and Dean of Student Affairs.

GENERAL RULES AND REGULATIONS

1. Pets and animals are not allowed in the Campus Center building.
2. Posters, notices, handbills, and announcements must be approved by the Office of Student Affairs. 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. No signage should be posted on the external doors to the building at any time.
3. Organizations and clubs are not permitted to solicit funds in the Campus Center, unless permitted by the Vice President and Dean of Student Affairs. All solicitations by off-campus persons must be approved by the Vice-President of Institutional Advancement.
4. Narcotics and intoxicating beverages will not be permitted in the Campus Center (or anywhere on campus). Persons exhibiting behaviors of being under the influence of drugs or intoxicating beverages will be asked to leave the premises. Paine College students are subject to disciplinary action for violating policies related to drug and alcohol usage.

GENERAL POLICIES

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

1. The Office of the Director of Student Engagement shall serve as a central clearinghouse for all social functions, conferences and meetings.
2. A requisition must be completed and submitted within the approved timeframe before a date will be confirmed on the official calendar. Some weeks are reserved and blacked out annually. These weeks are not available for student events. All student activities must be approved by the organization's advisor(s), the organization's president, the Director of Student Engagement, the Campus Police, the building supervisor, the Director of Food Service (when necessary) and the Vice-President and Dean of Student Affairs. **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, except in the case of NPHC organizations, approval must be obtained from the Director of Student Engagement or the Vice-President and Dean of Student Affairs for either a faculty or staff member to serve as chaperone to the event. NPHC organizations must have approval from the Greek Life Advisor and Off-Campus advisor. Campus Safety will not open a building or a room for a club activity, unless the Advisor or his/her representative is present. **THE ACTIVITY WILL NOT START OR CONTINUE WITHOUT THE ADVISOR OR CHAPERONE.**
4. A police officer must 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 Engagement, and the Vice-President and Dean of Student Affairs. Utilizing any designation related to Paine College for an off-campus event which is not authorized may result in the immediate suspension of the remainder of the academic semester.
6. All social functions on-campus shall adjourn, no later than 1:00 a.m. on weekends, and 12:00 p.m. on weekdays.
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 Haygood-Holsey Hall or the Residence Halls. In situations where the Residence Halls are participating in the Step Show, special approval may be given by the Residence Life Coordinator or Assistant Dean of Student Affairs. In these cases, an official requisition form must be completed.

Game Room Rules

The following are regulations pertaining to the Peters Campus Center:

1. The Game Room is open daily for all students who are currently enrolled at the College. All other individuals must be cleared through the Office of Student Affairs.
2. No student should be in the game room for the purposes of social interaction at a time in which he or she should be attending class; unless that class has officially been cancelled.
3. Students are required to have their ID cards in their possession while using the facilities.
4. The Game Room is open and under supervision during the posted hours.

Monday – Thursday	9:00AM – 10:00PM
Friday	9:00AM – 10:00PM
Saturday & Sunday	12:00PM – 10:00PM
5. Gambling, betting and/or similar activities are NOT PERMITTED.
6. Food and beverages are permitted; all cleaning and damage expenses due to spillage will be billed to the individual(s) or sponsoring person/unit.
7. Students are responsible for any damage to Game Room equipment (i.e. poolsticks, tables, video game consoles, games, etc.).
8. Music may be played at a low level and must be free of any explicit language or sexual innuendo(s)
9. Game room patrons are not permitted to lean and/or sit on any game tables (i.e. pool tables, air hockey, etc.).
10. Equipment and furnishings assigned to the Campus Center cannot be removed for any reason, except with the written permission of the Vice President and Dean of Student Affairs.
11. Damage to the building, equipment, or furnishings will be charged to the individual or organization causing the damage.
12. Excessive noise and profanity will not be permitted in the Campus Center. Failure to abide by this stipulation will result in disciplinary action.
13. Young men must remove hats upon entrance to the building and any other building on campus (See Dress Code).

14. All participants must adhere to the Dress Code set forth in the Student Handbook. Any student failing to comply will be asked to leave the premise.
15. It is the responsibility of the students who use the game room to assist in maintaining its cleaning and upkeep. Continuous littering and trash will result in the game room being closed.

National Pan-Hellenic Council

The National Pan-Hellenic Council (NPHC) is a collaborative organization of nine historically African American, international Greek lettered fraternities and sororities. The National Pan-Hellenic Council, Incorporated is currently composed of nine (9) International Greek letter Sororities and Fraternities. The nine NPHC organizations are sometimes collectively referred to as the “Divine Nine”. The NPHC promotes interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions. NPHC was formed as a permanent organization on May 10, 1930, on the campus of Howard University, in Washington, D.C. The council promotes interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions. Today, the primary purpose and focus of member organizations remain camaraderie and academic excellence for its members and service to the communities they serve. Each promotes community awareness and action through educational, economic, and cultural service activities. The powers of the Council shall be to make laws that pertain to the governance of recognized NPHC Greek Lettered Organizations at Paine College.

- Alpha Phi Alpha – (www.apa1906.net)
- Alpha Kappa Alpha – (www.aka1908.com)
- Kappa Alpha Psi – (www.kappaalphapsi1911.com)
- Omega Psi Phi – (www.omegapsiphifraternity.org)
- Delta Sigma Theta – (www.deltasigmatheta.org)
- Phi Beta Sigma – (www.pbs1914.org)
- Zeta Phi Beta – (www.zhib1920.org)
- Sigma Gamma Rho – (www.sgrho1922.org)

Minimal Eligibility Requirements for Membership

- A current student in good academic, financial, and disciplinary standing
- Minimum required cumulative grade point average of 2.5 (some organizations may have a higher GPA requirement). The HIGHER REQUIREMENT applies
- Full-time status, having earned at least 30 credit hours at Paine College
- Transfer students must have earned at least 15 credit hours at Paine College and be

- classified as a sophomore
- Attend all university-sponsored training and educational workshops specifically required for membership recruitment eligibility
- Attendance at the interest meeting/rush of the organization into which you are seeking membership Must have documented on-campus community involvement and a proven leadership ability

Expectations

- All members will demonstrate professionalism
- All members will follow the Paine College Code of Conduct, policies, procedures and must adhere to the Paine College dress code
- All organizations will submit Organizational and Intake Packets (when applicable), present a tentative activity calendar for the year, pay dues and any organizational fees at the first official NPHC-PC meeting in August
- All requisitions will be completed no later than the second official monthly scheduled meeting in September
- All organizations will present updates during the NPHC monthly meeting.
- All organizations will submit a written report to the Greek Life Advisor, Off-Campus Advisor and the NPHC-PC Secretary of upcoming monthly activities at each 3rd Tuesday meeting (to include the name of the event, place, date, and time). If changes are needed to an organization event calendar they are to be addressed with the Off-Campus and Greek Life advisor prior to the changes.
- All official monthly NPHC-PC meetings will be on the 3rd Tuesday of each month of the FALL and Spring Academic terms.
- Professional Business attire required for all NPHC-PC official meetings.
- A representative from each organization MUST attend ALL NPHC meetings and events.
- One representative from NPHC-Paine College will is required to attend and present at the monthly NPHC – Local Augusta Chapter meetings on the 2nd Tuesday of each month at 6:00pm. Representatives will be rotated based on NPHC-PC membership.
- All requisitions must be completed adhering to the designated guidelines of the Division of Student Affairs. A copy should be submitted to the Greek Life Advisor for official reporting purposes.

The NPHC-PC will collectively facilitate the following:

- One mandatory NPHC-PC activity per academic year
- One mandatory on-campus program for all students per semester
- One mandatory community service project per semester
- One mandatory community service project per semester with local NPHC – Augusta Chapter
- One NPHC fundraiser per year

Each Organization will give of at least \$50 to the United Negro College Fund (UNCF) and \$30 to the local Chapter of the National Advancement of Colored People (NAACP) per year to be

collected at the Augusta or first official NPHC-PC meeting.

The NPHC-PC Members will:

- Start events on time
- Representatives (undergrad) from each organization MUST attend ALL NPHC sponsored events
- Advisor or designated sponsoring graduate chapter member MUST BE present at ALL events
- Maintain a sign-in-roster for each event and provide a copy to Greek Life Advisor
- Conduct a survey at the end of each event. Results should be provided to the Greek Life Advisor and shared at the following monthly NPHC meeting.
- For event tracking purposes, maintain a copy of the requisition, flyer, sign-in sheet, and survey in your organization's chapter binder. The Chapter binder should be current and will be reviewed by the Off-Campus Advisor(s).
- The NPHC-PC President is responsible for ensuring that NPHC-PC binder is kept current with ALL activities (collective and individual chapters) for the entire academic year. The NPHC-PC binder will be turned in at the end of the academic year (the last day of the final month) to the Greek Life Advisor. This binder will be reviewed by the Greek life Advisor and the Off-Campus NPHC Local Advisor.

Attendance Policy

NPHC-PC representatives are required to attend all NPHC-PC meetings. Class and work are not excused absences unless there is only one member of the organization. ALL FINES MUST BE PAID WITHIN FIFTEEN DAYS unless otherwise stated. If fines are not paid within fifteen days, there will be an additional late fee of \$2 per day. In addition, the organization will be placed on inactive status and will be prohibited from participating in any future activities EXCEPT COMMUNITY SERVICE EVENTS. THERE WILL BE NO WEARING OF PARAPHERNALIA, JEWELRY, T-SHIRTS, JACKETS, ETC., AND NO MEMBERSHIP INTAKE UNTIL ALL FINES ARE PAID.

FINES - ALL FINES WILL BE CREDITED TO NPHC-PC ACCOUNT

LATE: If a representative arrives to the meeting 10 minutes after the Secretary completes the roll call, the representative will be marked absent. See penalties for ABSENCE.

- 1st Offense: Fine \$30.00 Off Campus Advisor notification
- 2nd Offense: Fine \$40.00 Off Campus Advisor and Sponsoring Graduate Chapter notification
- 3rd Offense: Fine \$50.00 Off Campus Advisor and Sponsoring Graduate Chapter notification and suspension for a minimum of sixteen academic weeks

ABSENCE: If an organization fails to attend the NPHC meeting and fails to inform the Greek Life Advisor by email at least twenty-four hours prior to the meeting, the following penalties

will be imposed:

- 1st Offense: Fine \$30.00 Off Campus Advisor notification, and 10 hours of community service from a disinterested party
- 2nd Offense: Fine \$40.00 Off Campus Advisor and Sponsoring Graduate Chapter notification and 10 hour of community service from a disinterested party
- 3rd Offense: Fine \$50.00 Off Campus Advisor and Sponsoring Graduate Chapter notification, and suspension for a minimum of sixteen academic weeks

The organization will be placed on inactive status and will be prohibited from participating in any future activities EXCEPT COMMUNITY SERVICE EVENTS. THERE WILL BE NO WEARING OF PARAPHERNALIA, JEWELRY, T-SHIRTS, JACKETS, ETC., AND NO MEMBERSHIP INTAKE UNTIL WRITTEN DOCUMENTATION FROM THE DISINTERESTED PARTY'S COMMUNITY SERVICE REPRESENTATIVE ON CORRESPONDING LETTERHEAD AND VERIFIED BY THE OFF -CAMPUS ADVISOR AND/OR SPONSORING GRADUATE CHAPTER IS PROVIDED TO THE DIRECTOR OF GREEK LIFE AND ALL FINES ARE PAID. Community service as a requirement for another organization will not be considered.

OTHER FINES DUE IMMEDIATELY TO THE BUSINESS OFFICE

- FAILURE TO RESPOND TO NPHC DEADLINES: \$10.00 per organization
- STARTING AN NPHC EVENT LATE: \$20.00 per organization
- IMPROPER ATTIRE AT ANY TIME: \$10.00 per organization
(Du-Rags, bonnets, caps, sagging pants, short dresses -no more than two inches above the knee, thighs exposed, tight dresses, exposed cleavage, slides, flip-flaps, no shorts, short-shorts, etc).
- DISRESPECT-yelling, screaming, cursing, exiting a meeting without consent: \$10.00 per individual
- LATE TO AN NPHC EVENT: \$ 3.00 per individual
- MISSING AN NPHC EVENT \$10.00 per individual

1st Offense Chapter President and/or individuals will be notified of fines.

2nd Offense Chapter President and/or individuals and Off Campus Advisor

3rd Offense Chapter President and/or individuals, Off Campus Advisor and Sponsoring Graduate Chapter

The organization and/or individual will be placed on inactive status and will be prohibited from participating in any future activities EXCEPT COMMUNITY SERVICE EVENTS. THERE WILL BE NO WEARING OF PARAPHERNALIA, JEWELRY, T-SHIRTS, JACKETS, ETC., AND NO MEMBERSHIP INTAKE UNTIL ALL FINES ARE PAID.

SPECIAL ACTIVITIES AND/OR EVENTS AS REQUIRED BY THE ADVISOR OF
GREEK LIFE: PENALTIES TO BE ANNOUNCED PER ACTIVITY OR EVENT

**IN EVENT OF SUSPENSION, YOU ARE REQUIRED TO ATTEND ALL
COMMUNITY SERVICE EVENTS, BUT YOU ARE PROHIBITED FROM
WEARING PARAPHERNALIA**

Process and procedures for sanctions and violations not outlined in the above section:

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 (6) months' probation.
- c. For the third offense, the organization shall be placed on probation for one (1) 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.)

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. Advisor of the campus Pan-Hellenic Council, Campus Greek Life Advisor, National Pan-Hellenic Council. The results of the appeals shall serve as an advisory function for further action if necessary. A report on the appeal decision

with all documentation will be submitted to the Vice President and Dean of Student Affairs.

- b. Organizations may submit a final appeal with the Vice President and Dean of Student Affairs who may confirm the ruling of the appeal as submitted, make an alternate ruling, or refer the matter back to the Council for further discussion.

INTAKE ACTIVITIES

Periods of intake, including information meetings, rush parties or smokers, interviews, approval or disapproval by Chapter and National Office. Each organization must be approved for intake each semester by the Greek Life Advisor and the Office of Student Affairs . Each organization must turn in necessary documentation required for intake to the Vice President and Dean of Student Affairs. Intake Packets may be obtained from the Greek Life Advisor. Failure to complete the required Intake Documentation may result in the suspension of current and future intake processes.

Dates for rush parties, smokers, and information meetings shall be determined by the Council and forwarded to the Vice-President and Dean of Student Affairs and Director of Student Engagement for final approval. The culmination date for all intake activities shall be established by the Council and forwarded to the Vice- President and Dean of Student Affairs for final approval. No student may apply or interview to more than one organization per academic year.

All organizations are required to submit the list of all prospective members to the Office of Student Affairs and Greek Life Advisor at least two (2) weeks before the Intake Process begins. All organizations shall submit to the Council, Greek Life Advisor, and Vice-President and Dean of Student Affairs a roster of all persons inducted into their respective organizations by the end of the third day after induction. Failure of any Greek Lettered organization to adhere to the above rules and regulations on intake activities will subject the organization to an automatic one (1) semester probationary period, or any additional penalty so imposed by the Council. The beginning of this probationary period shall be the date of the infraction and the end shall be the last day of final examinations of the next semester.

The following rules and regulations for membership intake are outlined by the National Pan-Hellenic Council:

1. Applicants must be enrolled as a full-time student and have a cumulative GPA of 2.5 at the time application is submitted. The applicant must have sophomore status (28 hours class credit) and cannot be enrolled in any enhancement classes (regardless of class credits or GPA). Twelve (12) credits must be earned on the Paine College Campus.
2. Applicants must be approved by the Vice President and Dean of Student Affairs and the Greek Life Advisor. It is recommended that organizations submit prospective lists as outlined above.

3. Organizations must submit a comprehensive outline of intake activities to their own campus Faculty/Staff Advisor and the Greek Life Advisor, as well as submit said listin the Intake Packet.
4. A roster of all prospective members must be submitted to the Vice President and Dean of Student Affairs and the Greek Life Advisor at least two (2) weeks prior to the start of the Intake Period.
5. The culmination of all intake activities must end by the last day of classes of the same semester in which intake began (this includes neophyte presentations). No intake activities are approved during official exam periods of the college.
6. The Greek Life Advisor must have full knowledge of the rush/smoker/interest meeting, as well as the date of the campus presentation in the form of a letter to have intake before any signs can be placed on campus property.
- 7 Failure to adhere to any of the above guidelines on intake activities will subject the organization to an automatic probationary period for one (1) semester, or any additional penalty so imposed by the Council or the Vice President and Dean of Student Affairs, in consultation with the Greek Life Advisor.

A student who is inducted into an organization automatically agrees to adhere to the rules, regulations, and requirements of the respective organization. It is the responsibility of the person in charge of membership to be sure that these rules, regulations and requirements are consistent with the College's rules and regulations. Freshmen are not eligible for intake activities. Each organization to which the student applies shall receive an official transcript from prospective members which should be submitted in a sealed envelope. A comprehensive outline of the intake activities shall be submitted to the On-Campus Advisor of each organization. This activity sheet must be signed by the person in charge of membership and the President of the respective organization. With the official exception of membership fees, no organization shall impose excessive financial requirements on its prospective members. No intake activity is to be conducted during hours which conflict with student class schedules.

Hazing

The following rules on hazing were taken from the National Pan-Hellenic Council Handbook HAZING IN ANY FORM IS PROHIBITED. The NPHC and its affiliate organizations have reemphasized 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 nine

affiliate organizations has 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 (1) 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 Student Handbook.) At no time shall an organization ask or allow any of its prospective members to:

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

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

GEORGIA STATE LAW ON HAZING

§ 16-5-61. Hazing

(a) As used in this Code section, the term:

- (1) "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.
- (2) "School" means any school, college, or university in this state.
- (3) "School organization" means any club, society, fraternity, sorority, or a group living together which has students as its principal members.
- (4) "Student" means any person enrolled in a school in this state.

(b) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

(c) Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Other Regulations

All chartered and other social organizations must adhere to guidelines as listed under General Regulations and Greek Lettered 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.

Council of Fraternity and Sorority Organizations (CFSO)

The Council of Fraternity and Sorority Organizations (CFSO) was established in 2019 to advance the general interests of the Greek Community in connection with the welfare of the student body and Paine College as a whole. The CFSO serves as the advisory body to the Office of Student Affairs in the development of policies, initiatives and programs related to the Greek Community of recognized fraternities, sororities, and similar organizations at Paine College. The CFSO is committed to cultivating the intellectual, social, and ethical development of our members in an environment of freedom with responsibility. The CFSO serves as the governing council for all fraternities, sororities, and similar organizations not recognized by the National Pan-Hellenic Council such as:

- Professional Greek Organizations
- Greek & Social Fellowship Organizations
- Local-based (Selective-Membership) Clubs/Organizations

Eligibility Requirements

- A current student in good academic, financial, and disciplinary standing
- Minimum required cumulative grade point average of 2.5 (please be aware that organizations may have a higher GPA requirement). The HIGHER REQUIREMENT applies
- Full-time status, having earned at least 30 credit hours at Paine College
- Transfer students must have earned at least 15 credit hours at Paine College and be classified as a sophomore
- Attend all university-sponsored training and educational workshops specifically required for membership recruitment eligibility
- Attendance at the interest meeting/informational of the organization into which

you are seeking membership

- Some organization may have additional requirement's not outline in this handbook please refer to the local/ National Organizations requirements

Expectations

- All members will demonstrate professionalism
- All members will follow Paine College Codes of Conduct, policies, procedures and adhere to the Paine
- College dress code
- All organization will submit Organizational and Intake Packets (when applicable), present tentative activity calendar for the year, pay dues and any organizational fees at the first official CFSO meeting
- All requisitions will be completed no later than the second official meeting
- All organization will present updates during the CFSO bi-monthly meeting.
- All organization will submit a written report to the Greek Life Advisor, Off-Campus Advisor and at the CFSO bi-monthly meeting (to include the name of the event, place, date, and time). If changes are needed to an organization event calendar, they are to be addressed with the On-Campus and Greek Life advisor prior to the changes
- Professional Business attire required for all CFSO official meetings
- A representative from each organization MUST attend ALL CFSO meetings and events

The CFSO organization will facilitate the following:

- One mandatory activity per academic year
- One mandatory on-campus program for all students per semester
- One mandatory community service project per semester
- One fundraiser per year
- The CFSO will convene to review, vote on all new organizations, and recolonizations

Each Organization will give of at least \$50 to the United Negro College Fund (UNCF) and \$30 to the local Chapter of the National Advancement of Colored People (NAACP) per year.

The CFSO EVENTS will:

- Start on time
- Advisor or designated staff /faculty MUST BE present at ALL events
- Maintain a sign-in roster for each event and provide a copy to the Greek Life Advisor and keep a copy in each organization's binder
- Conduct a survey at the end of each event and provide results to the Greek Life Advisor and share at the following CFSO meeting.
- For event tracking purposes, maintain a copy of the requisition, flyer, sign-in sheet, and survey in your organization's binder. A chapter binder should be current and will be

reviewed by On-Campus Advisors.

- The CFSO President is responsible for ensuring that CFSO binder is kept current with ALL activities (collective and individual chapters) for the entire academic year. The CFSO binder will be turned in at the end of the academic school year (the last day of the previous month) to the Greek life advisor. This binder will be reviewed by the Greek Life Advisor and or the Director of Student Engagement.
- Submit all requisitions adhering to the requirements of the Office of Student Affairs. A copy of the completed requisition should be submitted to the Greek Life Advisor.

Process and procedures for sanctions and violations not outlined in the above section:

1. The Council of Fraternity and Sorority Organizations (CFSO) has the power to impose penalties on its members with exception of the NPHC-PC 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 (6) months' probation.
 - c. For the third offense, the organization shall be placed on probation for one (1) 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 the CFSO 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 On- Campus Faculty/ Staff Advisor and the Off-Campus Advisor (when applicable) of the organization should be notified in writing.
3. If the problem cannot be resolved between the offending organization, On-Campus Faculty/ Staff Advisor and the Off-Campus Advisor (when applicable) and the person or group who brings the complaint of a violation, the matter should be brought to the CFSO through its President. If any further action is needed, the matter will go to the following in the order listed:
 - a. The CFSO
 - b. The National Chapter of the organization (when said organization exists)
4. Appeals to the decisions of the Council shall be made in the following order:
 - a. Advisor of the campus CFSO and Campus Greek Life Advisor. The results of the appeals shall serve as an advisory function for further action

if necessary. A report on the appeal decision with all documentation will be submitted to the Vice President and Dean of Student Affairs.

- b. Organizations may submit a final appeal with the Vice President and Dean of Student Affairs who may confirm the ruling of the appeal as submitted, make an alternate ruling, or refer the matter back to the Council for further discussion..

INTAKE ACTIVITIES

Periods of intake, including information meetings, rush parties or smokers, interviews, approval or disapproval by Chapter and National Office. Each organization must be approved for intake each semester by the Greek Life Advisor and the Office of Student Affairs. Each organization must turn in necessary documentation required for intake to the Vice President and Dean of Student Affairs. Intake Packets may be obtained from the Greek Life Advisor. Failure to complete the required Intake Documentation may result in the suspension of current and future intake processes.

Dates for rush parties, smokers, and information meetings shall be determined by the Council and forwarded to the Vice President and Dean of Student Affairs and Director of Student Engagement for final approval. The culmination date for all intake activities shall be established by the Council and forwarded to the Vice President and Dean of Student Affairs for final approval. No student may apply or interview to more than one organization per academic year.

All organizations are required to submit the list of all prospective members to the Office of Student Affairs and Greek Life Advisor at least two (2) weeks before the Intake Process begins. All organizations shall submit to the Council, Greek Life Advisor, and Vice President and Dean of Student Affairs a roster of all persons inducted into their respective organizations by the end of the third day after induction. Failure of any Greek Lettered organization to adhere to the above rules and regulations on intake activities will subject the organization to an automatic one (1) semester probationary period, or any additional penalty so imposed by the Council. The beginning of this probationary period shall be the date of the infraction and the end shall be the last day of final examinations of the next semester.

The following rules and regulations for membership intake are outlined by the Council of Fraternity and Sorority Organizations (CFSO)

- 1 Applicants must be enrolled as a full-time student and have a cumulative GPA of 2.5 at the time application is submitted. Twelve (12) credits must be earned on the Paine College Campus.
2. Applicants must be approved by the Vice President and Dean of Student Affairs and the Director of Student Engagement. It is recommended that organizations submit prospective lists to either the Vice President and Dean

of Student Affairs or Greek Life Advisor to ensure accuracy.

3. Organizations must submit a comprehensive outline of intake activities to their own campus Faculty/Staff Advisor and the Greek life Advisor. The culmination of all intake activities will end by the last day of classes of the same semester in which intake began (this includes neophyte presentations)
4. A roster of all prospective members must be submitted to the Vice President and Dean of Student Affairs and the Greek Life Advisor two weeks before beginning the intake process.
5. The Greek Life Advisor must have full knowledge of the rush/smoker/interest meeting, as well as the date of the campus presentation in the form of a letter to have intake before any signs can be placed on campus property.
6. Failure to adhere to any of the above guidelines on intake activities will subject the organization to an automatic probationary period for one (1) semester, or any additional penalty so imposed by the Council or the Vice President and Dean of Student Affairs, in consultation with the Greek Life Advisor.

A student who is inducted into an organization automatically agrees to adhere to the rules, regulations, and requirements of the respective organization. It is the responsibility of the person in charge of membership to be sure that these rules, regulations and requirements are consistent with the College's rules and regulations. Freshmen are not eligible for intake activities. Each organization to which the student applies shall receive an official transcript from prospective members which should be submitted in a sealed envelope. A comprehensive outline of the intake activities shall be submitted to the On-Campus Advisor of each organization. This activity sheet must be signed by the person in charge of membership and the President of the respective organization. With the official exception of membership fees, no organization shall impose excessive financial requirements on its prospective members. No intake activity is to be conducted during hours which conflict with student class schedules.

Hazing

The following rules on hazing were taken from the National Pan-Hellenic Council Handbook and applies to all organizations on the campus of Paine College. **HAZING IN ANY FORM IS PROHIBITED.** Any form of hazing in the membership development and intake process is a violation of college policy.

HAZING IN ANY FORM IS A VIOLATION OF NPHC RULES. Additionally, each of the nine affiliate organizations has 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.

A 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 (1) 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 Student Handbook.) At no time shall an organization ask or allow any of its prospective members to:

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

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

GEORGIA STATE LAW ON HAZING

§ 16-5-61. Hazing

(a) As used in this Code section, the term:

(1) "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.

(2) "School" means any school, college, or university in this state.

(3) "School organization" means any club, society, fraternity, sorority, or a group living together which has students as its principal members.

(4) "Student" means any person enrolled in a school in this state.

(b) It shall be unlawful for any person to haze any student in connection with or as a

condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

(c) Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Greek Expansion Policy

Purpose and Philosophy

Organizations may establish chapters and charter organizations at Paine College only through formal application. Expansion proposals from students, chapters, and/or national Greek letter organizations interested in expansion must first be consistent with the mission and policies of Paine College. Additionally, the Office of Student Engagement believes that any addition of new fraternities and sororities to the college campus should contribute to the climate of collegiality promoted by existing chapters and the entire student body.

The purpose of the Greek Letter Organization Expansion Policy is to ensure that a healthy and thorough process for expansion guides the growth of Greek letter organizations at Paine College both organizationally and institutionally. The NPHC and CFSO councils recognize the importance of a stable support structure for new organizations and want the development of the new organizations to reflect the pace of growth at the College. The aim of Greek life expansion is to provide opportunities for the long-term benefit of all students, both current and future, and for the broader Greek community at Paine College.

Paine College and the Office of Student Affairs reserves the right to change the policies, procedures, rules, and regulations that govern Greek Life at any time. Changes will become effective at the time they are implemented. It is the responsibility of Greek Life members to ensure that they are up-to-date with the guidelines for Greek Life involvement on the campus of Paine College.

Expansion Committee

The Greek Letter Expansion Committee (GLEC) shall manage the initial consideration of matters pertaining to the expansion of organizations and/or chapters into the Greek Community at Paine College. The GLEC does not oversee the chartering of Greek organizations with academic affiliations but will serve in an advisory capacity as needed.

Membership

The Expansion Committee will consist of the Assistant Dean of Student Affairs, Director of Student Engagement, Greek Life Advisor, two (2) student representatives from the National Pan-Hellenic Council (NPHC-P) two (2) student representatives from the Council of Fraternities and Sororities (CFSO), the SGA First Vice President, one Staff member and one Faculty member. The staff representative, who will come from a unit outside of Student Affairs, will be appointed on an annual basis by the Vice President and Dean of Student Affairs. The faculty representative will be appointed on an annual basis by the Provost and Vice President of Academic Affairs. The

Assistant Dean of Student Affairs will serve as the Committee Chairperson.

Duties and Responsibilities

The duties of the committee will be to organize and review the applications of requests by organizations seeking membership in the Greek Community at Paine College. The committee will assess the viability of Greek letter organization as well as the existing College need for the individual organization seeking membership.

- Requests for membership may be made by a potential organization at any time throughout the academic year.
- Applications for consideration will be accepted throughout the year. The deadline to submit applications for Fall review will be is October 1. Requests for Spring review will be March 1.
- The committee will convene in October and March to review applications.
- The committee will complete the review of applications no later than November for the Fall and
- April for the Spring.
- The committee will notify all organizations of the determinations by the last day of the month.

Expansion Process

Scope of the Expansion Policy

New Greek letter organizations must be approved through the expansion process adopted within the Student Handbook along with the Policy and Procedure Guide administrated by Office of Student Affairs. Any Greek organization that has been suspended or seeks to be rechartered must do so following the process as outlined in the Expansion Policy. Organizations that are currently active and have not experienced a lapse in activity will not need to undergo the Expansion Process; unless instituted as a sanction for violation of institutional policy. The scope is as follows:

I. Review by Greek Organization Expansion Committee

The application process begins by contacting the Office of Student Affairs . A formal application is then completed by the applying organization and submitted to the Expansion Committee for review.

1. **Expansion Viability Assessment:** The Greek Life Advisor within the Office of Student Affairs will conduct an Expansion Viability Assessment for the Expansion Committee. The assessment tracks overall enrollment, recruitment/ intake statistics, new member class size, council size, success of prior expansion approvals, and the at-risk organizations in each council. This assessment will determine whether the committee will accept the expansion applications.
2. **Initial Review:** The chairperson of the Expansion Committee will conduct an initial review of the proposed documents to ensure full

- completion of all requested materials.
3. **Committee Review:** The Expansion Committee will review all materials submitted for charter in the shared standards sections after receiving the completed document from the petitioning organization.
 4. **Determination of Council:** Based on the mission and affiliation of the national organization, in cases where a national organization exists, the Expansion Committee will determine which governing council the petitioning organization may be considered for if chartered at Paine College.
 5. **Invitation to Present:** The Expansion Committee will determine whether the petitioning organization will be invited to prepare a presentation for the appropriate governing council and the Expansion Committee. If the petitioning organization is moved forward in the process, the organization will be extended an invitation to give a presentation in person on campus to both the Expansion Committee and the designated governing council.
 6. **Council Vote on Expansion:** Following the presentation the governing council will then conduct their expansion voting procedures outlined in their constitution. Based on the voting outcome, a recommendation for approval or denial will then be made by the governing council to the Expansion Committee. An official letter from the governing council president containing specific reasons as to why the governing council wishes to extend an invitation to join the governing council or not will be sent to the Expansion Committee.
 7. Once approved by the Greek Organization Expansion Committee, the applying organization must be formally approved for charter and recognition from the Office of Student Affairs through the Council of Fraternity and Sororities (CFSO) if the expansion organization will become Greek an organization.
 8. The Expansion Committee will make a recommendation. Which chartering council to recommendation to will depend on the type of organization. All petitions for the Divine Nine will go to the (NPHC-PC), other Greek Letter petitions will go to the (CFSO).

Expansion Procedures

In order for expansion to occur, 2/3 (two-thirds) of the chapters in a council must be at full chapter status as defined by the national organization. Expansion of Greek-letter organizations cannot exceed adding one new chapter per council per academic year.

- I. **Formal Application from a National Office**
 - A. *Formal Application*

The formal application will include but is not limited to the following:

1. A letter of petition explaining the purpose and intent of the organization. This letter shall also include the justification and interest in affiliating with Paine College.
2. If applicable, an official letter of intent on letterhead from the inter/national organization stating that the inter/national organization has knowledge of the interest group with an outline of the support the inter/national organization will give the group along with their requirements for chartering.
3. Completion of the official application for New Student Organization charter documents as outlined within the policies of the Office of Student Affairs.
4. If applicable, provide verification if the inter/national organization is affiliated with any of the following:
 - a. National Pan-Hellenic Council (NPHC)
 - b. Council of Fraternities and Sororities Organization (CFSO)
5. If the organization is attempting to reactivate a previously approved charter, documentation of the status of good standing must be included regarding judicial and financial matters from both the College and the affiliated national organization. This information will be gained through the Office of Student Affairs, the petitioned council, or the national office.

B. Student Organization Documentation

Copies of the following inter/national organization policies, procedures, and programs:

1. Logistical Information:
 - a. Name of organization
 - b. Founding date and location
 - c. Membership statistics:
 - i. Current number of chapters and colonies – include locations
 - ii. Current number of undergraduate members and alumni/ae
 - iii. Average chapter size
 - iv. Number of chapters closed in the last five years and their reasons for closing
 - d. Membership costs: new member, initiation fees, membership dues
 - e. National organization leadership and location
2. Program Policies:
 - a. Plan of consultations and supervision for establishing a colony
 - b. Position statements and trainings on hazing, alcohol and sexual violence prevention
 - c. Intake policies and guidelines (if applicable)
 - d. Complete new member program
 - e. Minimum standards for potential new members

- f. Scholarship/academic support programs
 - g. Community service and philanthropy programs/requirements
 - h. Sample chapter constitution and bylaws
 - i. Leadership/member development programs
 - j. Code of conduct/standards/judicial procedures
 - k. Risk management program and/or policy
 - l. Proof of insurance
 - m. Notification of any pending legal action being taken against other chapters and/or the inter/national organization
3. Organizational support:
- a. List of all chapters and locations
 - b. Volunteer support at the district and local level
 - c. Approval from the inter/national organization to colonize
 - d. Nearest chapter (s)
 - e. Number of alumni/ae in the area

C. Advisor and Alumnae Advisor(s) Documentation

1. The name, address, telephone number and email address of a faculty/staff from Paine College who has agreed to serve as an advisor must be provided, as well as a signed, written statement from this person of a willingness to serve within this capacity.
2. The name, address, telephone number and email address of the chapter alumni/ae advisor(s), as well as a signed written statement from this person of a willingness to serve in this capacity. (for organization with national affiliation)

II. Formal Application from a Group of Students

If the request is being made by a group of students currently enrolled, the interested students must notify the Office of Student Affairs' Greek Life Advisor of their desire to charter a fraternity/sorority.

1. If the interest group has a inter/national fraternity/sorority they want to affiliate with, the interest group will provide the name of the National fraternity/sorority to the Greek Life Advisor.
2. Greek Life Advisor will contact the National fraternity/sorority to see what the interest of the inter/national Organization is in expanding to Paine College.
3. If the inter/national fraternity/sorority is interested in Paine College, then the Expansion Policy will be sent to the inter/national Headquarters for their review and subsequent application.
4. All mentioned requirements are applicable once the steps above are completed.

III. Re-colonization

This policy provides students, alumni group/graduate chapter members, and inter/national offices with information relating to reactivation of a previously chartered Greek-letter organization.

1. Before initiating contact with potential new members, students and/or members of an alumni group/graduate chapter or national organization wishing to reactivate an organization will contact the Vice President and Dean of Student Affairs and or the Greek Life Advisor.
2. In the case that a chapter was expelled or dissolved due to judicial or disciplinary action, the chapter must also have completed all necessary sanctions previously required by the national organization, Paine College, or any governing entity.
3. Inactive status is defined as one or more of the following:
 - Organizations with less than five members for two consecutive semesters will be declared inactive by the Office of Student Affairs.
 - Current membership does not meet grade eligibility standards for student organization participation.
 - Organizational roster has not been updated in two (2) semesters
 - Chapter president/designee has not attended the Board of Senators/NPHC/CFSO whichever is applicable. Compliance is reached when any President attends any required training, workshop, seminar.
 - No College approved events have occurred within the last two (2) semesters

A. Organization Inactive for Non-Disciplinary Reasons

Greek organizations that are inactive due to low participation, lack of interest, or other non-disciplinary factors for less than two years may regain active status by reaching compliance with the Office of Student Affairs. Greek organizations that remain inactive for more than two years must reapply through the formal expansion process as outlined in this document. If an organization has been inactive for five consecutive years, Paine College will revoke the charter of the organization.

B. Organizations Inactive for Disciplinary Reasons

Greek organizations suspended for conduct or disciplinary purposes either by the college or the inter/national organization may not be considered for reactivation until all of the following criterion are met (1) all members of the suspended chapter have either left the institution and/or a minimum of four years have passed; (2) the group has a written commitment from a Paine faculty/staff to serve as an advisor; (3) a letter from the Office of Student Affairs authorizing the organization to return has been submitted, notification has been sent to the Expansion Committee affirming compliance with all noted sanctions have been completed, monies owed to Paine College and/or their council have been paid, and/or

any pending legal processes have been concluded. The SGA Judicial Division will review the matter prior to it being sent to the Expansion committee in order to verify that the organization is eligible. Notification from the Chief Justice will be sent to the Expansion Committee once a review has been completed.

A formal appeal of this expectation may only be reconsidered by the Office of Student Affairs and/or approved by the Vice President and Dean of Student Affairs.

Disciplinary Revocation of Inter/national Charter

Paine College automatically removes any organization whose local charter/chapter is revoked or dissolved for disciplinary reasons by its inter/national charter authority for the period indicated by the inter/national office. Such groups can apply for active status under the same terms as groups under disciplinary sanction by the college.

Organization will complete the expansion process as outlined in this stated policy. If the petitioning organization is considered for expansion, the presentation may include, but is not limited to 1) the steps the chapter will take to ensure polices are in place and adhered to and, 2) structures that have been developed to address any pervious issues as well as other as questions submitted by the Expansion Committee.

Other Regulations

All chartered and other social organizations constitution and by-laws shall be consistent with Paine 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. Policy changes made by Paine College supersede any that might be outlined in the individual governing documents of a respective organization.

OTHER ACTIVITIES

Intramural Sports

An Intramural Program is provided for all students. Paine College 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. Paine College understands it is important to give, not just our intercollegiate student athletes but everyone, the opportunity to participate in competitive extracurricular activity. Participation in intramural sports has the potential to positively affect a person physically, socially, and mentally. All students are encouraged to participate in some phase of the program.

Through participation in Intramural Sports, individuals gain the opportunity to develop sportsmanship, reduce stress, keep physically fit, develop leadership and interpersonal skills, and

have fun. The program allows students to display the school's pride with zest and emphasizes an acknowledgement of 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 office of Student Engagement and the Athletics Department reserve the right to put into immediate effect any rule changes or modifications regarding policies and procedures.

Intramural Code of Conduct

The Intramural Program is meant to provide a fun, positive atmosphere for the Paine College community to compete in organized sports. While it is okay to make winning a goal, participants cannot lose sight of the greater mission of fostering camaraderie and interacting with peers. At all times, participants in the Paine College Intramural Program should act in a manner appropriate for intramural competition. If at any time a participant, coach or fan, in the judgment of an Intramural staff member, goes beyond what is appropriate, the individual will be disqualified from the game in progress and shall be required to meet with the Assistant Dean of Student Affairs and/ Vice President and Dean of Student Affairs before being allowed to play in another intramural contest.

Eligibility

All students are eligible to play intramurals with the exception of leagues/ tournament play (see rules and eligibility for leagues/ tournament play) The other exceptions to eligibility are for students who have played professionally in that sport or its equivalent sport, for students who have been on a varsity roster in that sport during the current school year, or if that student is a member of a club team in that sport or its equivalent sport and the team is already at the club limit for the team roster in that league. Current students who are signed to Intercollegiate Athletic contracts at Paine College are also ineligible.

*Equivalent sport refers to any sport that is so close to the intramural sport that the intramural office deems the skills for one would necessarily translate to an unfair advantage in intramural play. Examples are Baseball players are restricted from intramural softball, football players are restricted from flag football.

Disqualification

Will be issued for actions such as, but not limited to, the following:

1. Damaging, or in any way abusing Paine College property, fields, gyms, equipment, etc.

2. Consumption/possession of alcoholic beverages, smoking, or use of any illegal substances
3. Verbal or physical misconduct directed at any person whether they be a(n) intramural official, opponent, teammate, fan, administrator, etc. Any question regarding what constitutes misconduct should be directed to the Office of Student Affairs
4. Excessively disputing any official's judgment call (i.e. safe/out, ball/strike, in/out, fouls, penalties, etc.)
5. Dangerous use of equipment

Sportsmanship

Good sportsmanship is vital to maintaining the appropriate recreational atmosphere of intramural sports. All intramural participants and spectators are expected to conduct themselves in a civil and sporting manner at all times - before, during, and after contests. Behavior that promotes intolerance or prejudice, degrades any racial, ethnic, gender or religious group, infers an explicit sexual reference, demeans on the basis of skill or intellect or promotes destructive behavior is considered disrespectful to the College and its members, and will be addressed accordingly. This includes Intramural team names and information posted on the Paine College website or any other form of social media.

Automatic Expulsion

The Assistant Dean Student Affairs and/or the Director of Student Engagement has the right to suspend individuals or teams from further participation in the intramural program for violations of conduct unbecoming an intramural participant or team. Actions which interfere with others' enjoyment of the league is a specific departmental point of emphasis. Any actions which are not just inappropriate for intramural participants, but of Paine College students in general, will also be directed to the Office of the Vice President and Dean of Student Affairs.

Individual Penalties

Any individual ejected from a contest may be suspended from future contests. That individual must meet with the Assistant Dean of Student affairs to determine the severity of disciplinary action before being allowed to resume play. Any disciplinary action is at the discretion of the Assistant Dean of Student Affairs.

Team Penalties

Any team receiving a sportsmanship rating of 1 will be required to have its team manager and possibly specific offending team members meet with the Assistant Dean of Student Affairs before the team can be reinstated. The individual participants will also be subject to the penalties outlined above. A sportsmanship rating will be determined by the intramural staff working the event after

each game for both participating teams. Any team that has two (2) participants ejected from a single contest will forfeit that contest (regardless of score) and may be suspended from future contests.

Sportsmanship Rating System

Regular Season Games

After each game, teams will be given a sportsmanship rating by the Intramural Officials according to the sportsmanship displayed. Teams must have a minimum average sportsmanship rating of "3.0" to be eligible to participate in the playoffs. If a game is not completed due to any circumstances, the sportsmanship rating earned will stand regardless if the game is official or not.

Playoff Games

Teams must have a sportsmanship rating of "3.0" or better in each game to advance. If a team receives below a "3.0" sportsmanship rating in any playoff game, they will be removed, and their opponent will advance given their sportsmanship rating was above a "3.0". If neither team receives a "3.0" rating, both teams will be removed, and the next round will be a bye. Sportsmanship rating is also one method used to break ties after the regular season.

Ratings

"5" Excellent Conduct and Sportsmanship - Captain, players, and fans all display an excellent attitude. Conduct is positive at all times, even if the opponent does not display a high level of sportsmanship. If necessary, the captain calmly converses with the intramural officials regarding rule interpretations and calls. The team has winning and losing in perspective such that their conduct in all ways provides an example for the league and the program.

"4" Good Conduct and Sportsmanship - The team shows good sportsmanship and cooperates with the opposing team, Officials, and Intramural Supervisor. Opponents are treated with respect and there are no warnings, yellow cards, or unsporting technical fouls.

"3" Average Conduct and Sportsmanship - The team still shows cooperation with officials and opponents but may have some complaints and grumbling. Good attitude is missing on occasion but there are no blatant displays of bad attitude. The captain is in control of the team.

"2" Below Average Conduct and Sportsmanship - Teams constantly comment to the Officials, Intramural Supervisor, and/or opposing team from the field and/or sidelines. The team captain exhibits little or no control over teammates or himself/herself.

"1" Poor Conduct and Sportsmanship - Captain has no control over teammates and/or himself/herself. Team is completely uncooperative and poorly represents themselves and the Paine College Intramural.

General Rules

Paine College Intramural sports currently uses rules from the National Intramural Recreational Sports Association and National Federation of State High School Association NFHS to govern all intramural sports unless modified by Paine College. Persons subject to the rules are team representatives: including players, substitutes, coaches, trainers, spectators and other persons affiliated with the team. These participants shall be governed by the decisions of the officials assigned to the game.

In order to make Intramural Sports a fun and fair playing environment for all participants, the following limitations on Club Sport and Varsity Athletes will be enforced:

Only two total club sport athletes or former varsity athletes for their sport/equivalent sport (i.e., Intramural Softball for Club Baseball players) may participate on the same Intramural team.

For Co-Rec sports (i.e., basketball), any combination of male/female club sport athletes may only equal 2 total.

Former Varsity athletes must be one full calendar year removed from being listed on the roster for that team in order to participate in Intramural Sports.

Currently Paine College offers a number of activities under Intramurals and two league play sports. Student can sign out sports equipment in the Office of Student Engagement. Students can sign out equipment for the following:

- Basketball
- Dodgeball
- Pool
- Table tennis
- Kickball

Leagues/ Tournament Play

Flag Football Men/ Woman (Fall Semester only)

Each team will play roughly 2 games during the Spring Semester league -subject to change depending on facility availability. Games will consist of seven (7) vs seven (7). Rosters may consist of no more than (14). No player may participate who is not on the team roster. No player is allowed on two flag football team rosters at the same time. Playoffswill consist of a single elimination bracket. All teams who have not forfeited and have no sportsmanship incidents will

qualify for the playoffs granted there is enough facility space to accommodate every team. Playoff rankings will be random for the Spring Semester. A pre-game meeting with the team captains will be held at least twenty-four hours prior to game day. This meeting will discuss rules of emphasis and game management items. Captains may voice their concerns/protests at the meeting. It is the responsibility of the team captain to relay any information in this meeting to their team.

(additional information is located in Intramurals rule book and tournament rules)

5v5 Co-Rec Basketball (Spring Semester only)

Each team will play roughly 3-5 games. Games will consist of five (5) vs five (5) Teams. Teams may play with 4 players but cannot play with more than 3 of a single gender on the court at any given time. should assume all games will be played as scheduled unless they are contacted by the intramural office. Playoffs will consist of a single elimination bracket. All teams who have not forfeited and have no sportsmanship incidents will qualify for the playoffs granted there is enough facility space to accommodate every team. Playoff ranking will be based on record, points allowed, head-to-head, and sportsmanship rating (where a tie may exist). A pre-game meeting with the team captains will be held at least twenty-four hours prior to game day. This meeting will discuss rules of emphasis and game management items. Captains may voice their concerns/protests at the meeting. It is the responsibility of the team captain to relay any information in this meeting to their team *(additional information is located in Intramurals rule book and tournament rules)*

Conditions of Participation

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

Eligibility

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

Sports Event

Participants and spectators who exhibit unsportsmanlike behavior before, during, or after the contests 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 an 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 Student Engagement. To be reinstated, the ejected participant must meet with the Assistant Dean of Student Affairs. 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 Assistant Dean of Student Affairs. If a player fails to meet, he/she will be suspended indefinitely.

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 and those that sign for the equipment will not be responsible for lost or stolen equipment owned by participants.

Awards

Championship trophies will be awarded to all Intramural Champions. Other awards and recognition may be done at the end of each season or at another date.

Intercollegiate Athletics

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.

STUDENT DISCIPLINE

AUTHORITY FOR STUDENT DISCIPLINE

The Student Disciplinary System of Paine College shall consist of the President of the College, the Vice President and Dean of Student Affairs, the Disciplinary Committee and the Appeals Board. 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.

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.

THE AUTHORITY OF THE VICE PRESIDENT AND DEAN OF STUDENT AFFAIRS

The President, in his/her capacity as Chief Executive Officer of the College, has delegated his/her responsibility and authority for establishing, monitoring, and enforcing regulations governing student life to the Vice President of Student Affairs. However, the President retains the right to be solely responsible for imposing the sanction of expulsion. 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.

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.

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.

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.

Every student and registered student organization shall have the right to receive a statement of regulations published by the College.

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.

Students shall have the right to establish and elect a democratic student government.

Each student shall have the right to petition the College for redress of grievances, amendment of College regulations, and modification of College policies.

Students shall be secure in their persons, assigned living quarters, papers, and effects from unreasonable, illegal, or unauthorized searches and seizures.

The College affirms the right of students to participate in governing, especially in the policies

and decisions that affect student life.

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.

The College recognizes the right of each student to interview for employment with any organization, firm, corporation, or any other body.

All student publications shall be free of censorship.

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.

STUDENT ARRESTS

Authority will be vested in the Office of the Student Affairs and the Chief of Police to act for the College within the framework of these policies, in situations regarding student arrests.

Permission will be sought from the student to notify his/her legal guardian(s). In the event permission is secured, the Office of Student Affairs and and/or the Chief of Police will notify the guardian(s) of the student at the College expense (telephone calls only).

If permission is not granted, the College will assume no further responsibility.

Note: If the Family Educational Rights and Privacy Act (FERPA) waiver has been signed, the identified party will be notified.

The College does not promote or advocate faculty/staff becoming involved in matters concerning students. The College will assume no responsibility for providing bond of any type for the release of a student who has been arrested. However, this will not preclude any individual acting on his/her own to provide bond. The College will take no official action against the student until after he/she has been proven guilty in the courts, unless the presence of the student on campus presents a threat or problem in which case the Office of the Vice President of Student Affairs will take action to remove the student from the campus.

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 Paine College Student Disciplinary System.

PAINE COLLEGE STUDENT DISCIPLINARY PROCEDURES

Misconduct will result in referral to the Office of the Vice President and Dean of Student Affairs. The Vice President and Dean of Student Affairs, or his/her designee, after thorough investigation of all facts and circumstances connected with a case, shall make a decision and transmit the decision in writing to the student within three (3) days. In cases where

the student does not feel that the final determination rendered through the Division of Student Affairs was fair, he or she may file an appeal directly with the Office of the President. Such written notification must be submitted within seventy-two (72) hours, but in no event later than three (3) class days from the date of receipt of written findings and the recommended penalty to be imposed. While a hearing is pending before the Appeals Board, the sanctions imposed by the Office of the Vice President and Dean of Student Affairs shall be sustained and carried out. In cases of sanctions resulting in immediate suspension, expulsion, or indefinite suspension, the student shall physically leave College- owned or controlled property within twenty- four (24) hours after receipt of written findings and the recommended penalty to be imposed. The student may return to College-owned or controlled property for the express purpose of attending the appeal hearing or for completing total property. He is or she is not to attend classes or any college sponsored events while the appeal is being processed

FILING CHARGES

Any academic or administrative official, faculty or staff member, or student may file charges against any student for misconduct with the Office of the Vice President and Dean of Student Affairs. In circumstances where the presence of the student on- campus poses a physical threat to another individual, or causes a disruption in the education process, that student may be summarily suspended, pending the procedures as outlined above.

ALL charges must be in writing on the appropriate forms provided by the Campus Police Department or the local Police Department. ALL charge forms must be signed by the person filing the charges.

THE COLLEGE RESERVES THE RIGHT TO BRING CHARGES WHICH IT DEEMS APPROPRIATE WHENEVER THE STUDENT'S CONTINUED ENROLLMENT IS CONSIDERED A THREAT TO PERSONS OR PROPERTY OR TO ESTABLISHED PROCEDURES OF DISCIPLINE AND DECORUM.

PRELIMINARY REVIEWS

The Vice President and Dean of Student Affairs or his/her designee shall make preliminary review of all charges and determine if the matters can be disposed of informally by mutual consent without the initiation of disciplinary proceedings. Such disposals shall be final and there shall be no subsequent proceedings or appeals. The charge form shall include a statement reflecting the disposal of the matter, and shall be signed and dated by the person filing the original charge.

A hearing is waived in all cases that a student admits guilt or there is overwhelming evidence of guilt.*

*The student will be notified in writing of such a decision.

NOTICE OF CHARGES AND APPEAL

Written notice of the charge(s) with a copy of the charge(s) against a student shall be forwarded by campus or U. S. Postal Service mail within at least forty-eight (48) hours, but in no event later than two (2) class days. Except in cases of a scheduled hearing for a student who has been summarily suspended, no matter will be scheduled for a hearing earlier than seventy-two (72) hours from the date of the mailing of the notice. A notice of charges or appeal sent by campus mail should be placed in an envelope addressed to the student and should contain the date placed in the campus mail.

Additionally, an acknowledgement of receipt by the student should be affixed to the envelope. A notice of charges or appeal sent through the Postal Service should be addressed to the student at his/her address of record on file with the College and the postage should contain the College's metered postmark or a legibly dated U. S. Postal Service's postmark.

The student is required to respond to all charges by having a conference with the Vice President and Dean of Student Affairs, and/or a designee. A written response from the student must be submitted within forty• eight (48) hours or two (2) working days after the meeting.

PAINE COLLEGE DISCIPLINARY COMMITTEE

1. Jurisdiction. The Disciplinary Committee will hear all cases brought to it by the Vice President and Dean of Student Affairs or his/her representative. The Committee will make the necessary recommendations to the Vice President and Dean of Student Affairs within 48 hours (2 business days) after the hearing. The student will be notified in writing by the Vice President and Dean of Student Affairs or his/her representative of the Committee's decision.
2. Composition. The Paine College Disciplinary Committee shall be composed of the Director of Student Engagement (or his/her designee), the Chief of Campus Police (or his/her designee), two (2) student representatives (appointed by the Student Government Association President), the Director of the Counseling Center (or his/her designee), one (1) faculty member (appointed by the Provost and Vice- President of Academic Affairs), and one (1) staff member (outside of the Student Affairs Department).
3. The Student Government Association President (or a member of his/her cabinet) can be present as an advocate for students as needed. The Vice President of Student Affairs will serve on the committee as an ex-officio member.

Note: Representation on the Disciplinary Committee may change based on the parties potential bias concerning a presented case or hearing.

4. Terms. All the appointments to the Committee shall be made, no later than the first week of September. The term for all members, except the Vice President and Dean of Student Affairs and Director of Student Engagement shall be for one year. Any member of the Disciplinary Committee may be re-appointed for an additional term.

5. Procedures for Disciplinary and Appeals Committees Selection. Any officially registered Paine College student, who is not on Student Affairs or Academic Sanction, is eligible to serve as a member of the Disciplinary Committee or the Appeals Committee.

a. **Membership:** The voting membership of the Disciplinary Committee consists of: the Director of Student Engagement, two (2) student representatives (appointed by the Student Government Association President), one (1) faculty member, and one (1) staff member. Non-voting members include: The Vice President and Dean of Student Affairs, Chief of Campus Police (or his/her designee), the Director of the Counseling Center (or his/her designee), and designated student advocate.

Note: There can be a maximum of four (4) student representatives selected by the Student Government Association President to serve on the Disciplinary Committee, however, only two (2) student representatives will be present to serve on the Committee during hearings.

b. **Selection of Students:** A list of all registered students will be obtained from the Office of the Registrar by September 1st of each academic year. Students selected by the Student Government Association President to serve on the Committee will be interviewed for the Disciplinary or Appeals Committee. The students serving on either Committee will be reviewed for disciplinary actions that would disqualify the student from serving. The students serving on either Committee must also have at least a 2.5 GPA. The four (4) students selected by the Student Government Association President will be contacted for an interview by the Vice President and Dean of Student Affairs.

c. **Interview Process:** The Selection Committee for the Disciplinary Committee and Appeals Committee will consist of: Student Government Association President and Vice-President, the Vice President and Dean of Student Affairs (or his/her designee), and the Director of Student Engagement. Each student on the final selection list will be asked a series of questions by the Selection Committee to determine the student's understanding of College policies and disciplinary procedures, the student's level of maturity, and availability to serve. The members and alternates of each committee will be determined by the Selection Committee. The students selected will then be contacted in writing by the Vice President and Dean of Student Affairs's Office.

d. **Meeting Dates:** The Disciplinary Committee will meet as needed. Generally, meetings would occur on the second or fourth Tuesday or Thursday of each month, (except in the case of an emergency) at a designated time and location. The Appeals Committee will meet on the first and third Tuesday (except in case of an emergency) of each month at a designated time and location. However, the committees reserve the right to have called hearings as agreed on by most members or as needed by the Vice President and Dean of Student Affairs. The students affected will be duly notified.

e. The Disciplinary Committee is appointed for the academic year (nine months) and does not function in the Summer. However, the Vice President and Dean of Student Affairs, may

assign a Committee to review cases of students brought to the Vice President and Dean of Student Affairs during the Summer session.

HEARINGS

All formal hearings will be conducted by the Disciplinary Committee. A student may waive his/her rights of a hearing during the preliminary review of a charge by the Vice President and Dean of Student Affairs. A statement must be submitted to the Dean of Student Affairs Office stating that the individual student has waived his/her rights of a hearing. In cases where the student has agreed to review by the Vice President and Dean of Student Affairs. The Vice President of Student Affairs has authority to issue appropriate sanctions.

In cases of sanctions resulting in immediate Suspension, Expulsion, or Indefinite Suspension, the student shall physically leave College-owned or controlled property within twenty-four (24) hours after the incident has occurred.

The College reserves the right to suspend a student pending a hearing, if the student's conduct poses a threat to the College Community.

HEARING PROCEDURES:

1. A written notification of the hearing shall be prepared and forwarded to the accused within five (5) business days, following a notice of the charges (by the Vice President and Dean of Student Affairs or a designee).
2. In the absence of a written notification from the Vice President and Dean of Student Affairs, the accused and accuser must be present for the hearing.
3. Hearing Process:
 - a) Introduction of the case by the Vice President and Dean of Student Affairs, the Director of Student Engagement, or a designee
 - b) Presentation of the case by the accuser
 - c) Witnesses for the accuser
 - d) Presentation of the case by the accused
 - e) Witnesses for the accused
 - f) Written notification of the results will be communicated to the student within three (3) days of the hearing.
 - g) Questions from the Committee – at any time in the process
 - h) Private deliberations by the Committee – non-voting members will be asked to leave with the exception of the Counseling Center representative
 - i) The hearing will be closed to the public
4. If a student fails to attend the hearing, the case will be adjudicated without prejudice in his/her absence.

The Director of Student Engagement will communicate with the student the following rights (before the hearing):

The right to appear in person

The right to decline to answer questions

*The right to obtain counsel to advise

**The right to advance inspection of evidence

The right to hear the evidence against him/her and question witnesses

The right to a written finding of the facts and the recommended penalty to be imposed

Written statement specifying the exact charge(s) of misconduct

The right to present his/her case with witnesses

The right to a written finding of the facts and recommendations

**These rights do not apply in the Appeals Process.

* Counsel for a student at an appeals hearing may serve in the advisory capacity and for his/her client only. He or She may question neither the client, the Board, nor any other participants in the hearing and may not be an active participant in such proceedings. The College reserves the right to have Counsel of its choice present at appeals hearings. A student requesting the advice from Counsel during a hearing must notify the Director of Student Engagement in writing at least seventy-two (72) hours before the hearing date.

PAINE COLLEGE JUDICIAL APPEALS PROCEDURES

GROUND FOR APPEAL

The Appeals Board shall be responsible for insuring that the student charged with violations which constitute an offense have been accorded both substantive rights and due process with the College's established Code of Conduct and Disciplinary Procedures. Anyone or more of the following may constitute reasonable grounds for referring a matter to the Appeals Board:

Failure to conduct an investigation in such a manner that the student had an adequate opportunity to present his/her defense to the charge(s) of misconduct

Failure to present facts or evidence "substantial" enough to justify a finding against the student

The penalty imposed was not in keeping with the nature or gravity of the misconduct

If an appeal is denied, the student shall be provided written notification, including a

reinstatement of the sanction imposed and such other information as shall be necessary to inform the student of his/her status.

The proceedings of all appeal hearings shall be a written record which shall: 1) adequately identify all persons giving oral testimony at an appeal, and 2) identify all documents or other items reviewed or considered at an appeal. After an appeal hearing 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 Appeals Board is appointed for the academic year (nine months) and does not function in the Summer. However, the Vice President and Dean of Student Affairs may appoint an Ad Hoc Board to review cases of students who appeal during the Summer.

APPEAL PROCESS

Appeals are written and submitted to the Vice President and Dean of Student Affairs. He or she has authority to read and review appeals. In some cases the Vice President and Dean of Student Affairs may deem it necessary to refer appeals to the Appeals Board.

1. Jurisdiction. The Paine College Appeals Board shall hear all student appeals referred by the Vice President and Dean of Student Affairs.
2. Composition. The Paine College Appeals Board shall be composed of three (3) faculty members, appointed by the Provost and Vice-President of Academic Affairs and four (4) students approved by the Selection Committee. The Chairperson shall be appointed by the President.
3. Term. All appointments to the Appeals Board shall be made, no later than the first week in the month of September. The term for all members shall be for one (1) year. Any member of the Appeals Board may be re-appointed.
4. Appeals. Adjudications and recommendations by the Paine College Appeals Board shall be forwarded to the Vice President and Dean of Student Affairs, who will notify all necessary college administrative officials.

EX-PARTE CONTACTS

Once a hearing 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.

DISCIPLINARY SANCTIONS

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

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.

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.
3. Falsification of Information, – intentionally furnishing false or misleading information, altering documents, forging signatures, or impersonating a College official.
4. 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.
5. 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.
6. 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
7. 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.
8. Breaking and Entering with intent to relieve the College or College personnel of property.
9. 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.

10. 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.
11. Illegal use of telephone lines by use of a false telephone number or unauthorized use of another person’s telephone number or credit card.

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 f 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 anywhere 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.

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.

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 one 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: one 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 one 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 Vice President and Dean of Student Affairs or the Director of Residence Life.

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.

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: \$25 Second Offense: \$50; Third Offense: \$100
 3. Subsequent Offenses: \$100. 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.

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.

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.

Academic Regulations

GRADING SYSTEM/QUALITY POINTS

Academic Calendar as the last day for class changes and is the official end of the drop/add period. Students can add and drop courses via the online registration system, referred to as PaineNet. (Also, see the section on Withdrawals from a Course.)

Grade	Description	Quality Points
A	Excellent (90 – 100%)	4.0
B	Good (80 – 89%)	3.0
C	Satisfactory (70 – 79%)	2.0
D	Poor (60 – 69%)	1.0
F	Failure (59% and below)	0.0
NF	Failure due to unsatisfactory class attendance	0.0
WF	Withdrew – failing	0.0
W	Withdrew – without penalty	0.0
WP	Withdrew – passing, no penalty	0.0
NC	Non-credit	0.0
U	Unsatisfactory	0.0
I	Incomplete	0.0
V	Audit – no credit	0.0
K	Credit by examination	0.0
CP	Continued in Program	0.0

Course credit is awarded for earned semester credit hours only.

GRADE CHANGES

A grade will be changed only if an error in computation has been discovered. Grade changes must be made prior to mid-term of the following semester. Faculty must exhaust extreme care in grade computations and in entering students' grades. These errors adversely impact students and will be monitored by Department Chairs and the Office of Academic Affairs. Grade changes must be processed by the required deadline as noted in the College academic calendar.

ADDING AND DROPPING CLASSES

The last day for adding/dropping a course will be a date specified in the College Catalog and filed with Human Resources. A copy should also be submitted to the Office of Financial Aid.

OVERVIEW OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) INCLUDING ADMENTMENTS

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 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.

ADMISSIONS - ENROLLING AT PAINE COLLEGE

Students are admitted to Paine College on the basis of scholastic achievement, academic potential, educational purpose, and personal characteristics.

APPLICATION DEADLINES

Fall SemesterJuly 1

Spring Semester December 1

Summer Session.....May 1

Failure to meet the identified deadlines may prevent the student from being admitted for the desired semester.

As soon as all documents for the admission process have been received, the applicant will be notified of the action taken.

FULL ADMITTANCE WITH CONDITIONS

Students who might not fully meet admissions criteria will be fully admitted and entered into Project Breakthrough for the initial semester. These admissions determinations are made on a case by case basis by the Vice President and of Student Affairs. Students under this category are required to submit additional admissions documents. These students must earn a 2.0 GPA by the end of the initial semester of enrollment and will work with a success coach to develop an academic success plan. For additional requirements, please contact the Office of Admissions.

DESCRIPTION OF APPLICANTS

First-time freshman are students, who are about to complete or have completed an accredited secondary school or General Education Diploma (GED) within the last five years and have no previous college credits which were earned after the completion of the secondary program.

First-time freshman students are expected to have a minimum grade point average (GPA) of 2.0 on a 4.0 scale with 16 units of preparatory courses from a school accredited by a state or regional accrediting agency.

The units must include:

English.....	4 units	Mathematics.....	3 units
Natural Sciences.....	3 units	Social Sciences (one history).....	3 units
Electives.....	3 units		

Electives may include work in foreign languages, fine arts, health and physical education, and other courses that are consistent with the Paine College curriculum.

Continuing students are students who are first-time students to Paine College but have earned less than 28 transferrable credit hours from a regionally accredited institution of higher education. Continuing students follow the application process for first time students and will be required to submit official transcripts from all previously attended institutions for transfer credit evaluation purposes and a completed transfer approval form from the most recent institution attended.

Transfer students are students who have earned more than 28 transferrable credit hours from an institution of higher education accredited by an approved U.S. Department of Education agency in good standing.

Readmit Students are students who previously attended Paine College and have experienced a break in enrollment for at least one semester. Upon readmission, if entering under a new academic year, students will be required to move to the current catalog year for degree program requirements.

DUAL ENROLLMENT

Motivated high school students may enroll in Paine College’s Dual Enrollment program and earn college credit while earning high school credit. To be admitted to the Dual Enrollment program students should submit the following items to Paine College along with setting up an account and profile at www.GAFutures.org.

- a. Admissions Application
- b. Official high school transcript and a 2.5 and above GPA
- c. Paine College Dual Enrollment Application with parent signature
- d. DOE Participant Agreement Form

TRANSFER STUDENTS

Transfer students are students who have earned more than 28 transferrable college semester credit hours from an institution of higher education must also complete the requirements for a first-time Freshman. The accrediting agency must be recognized by the U. S. Department of Higher Education and the Council for Higher Education Accreditation (CHEA). Applicants may be accepted at Paine College following a review of their official transcript(s) from ALL other institutions. Transfer students must have a cumulative GPA of a 2.0 on a 4.0 scale.

A transfer student who has completed fewer than 28 transferrable semester credit hours of college work at an approved institution must also satisfy the admission requirements for a first-time freshman applicant.

NON DEGREE SEEKING STUDENTS

A non-degree seeking student is one who is taking classes without the intent of earning a degree or obtaining college credit.

CENTER FOR ADVANCED PROFESSIONAL STUDIES (CAPS STUDENTS)

The Center for Advanced Professional Studies (CAPS) extends the College's learning community beyond the core partnership of faculty and traditional degree students, furthering the educational mission of Paine College in a welcoming setting for adult learners.

INTERNATIONAL STUDENTS

Students from countries other than the United States are important to the College community and are encouraged to apply. A student is considered an international student if he or she is not a citizen of the United States.

APPLICATION PROCEDURES

First-Time Freshmen Students and Continuing Students

The admission application must be submitted by the deadline of the desired enrollment term. All supporting documents should be submitted at least TWO weeks prior to the beginning of the semester in which the applicant expects to enter. Applicants must submit the information below:

Completed Paine College Application for Admission Includes:

- Non-refundable application fee of \$25 (\$40 for international students)
- SAT or ACT score reports
- Official high school transcript demonstrating graduation with a minimum grade point average (GPA) of 2.0 on a 4.0 scale with 16 units of preparatory courses from a school accredited by a state or regional accrediting agency. The final transcript must be provided in order to complete the admissions file finalize the admission process.

Advanced placement credit acceptability and equivalency is determined by the Office of the Registrar. Students may be given course credit for Paine College courses listed in the Academic Catalog following the receipt of official documentation that the student scored at least three (3) on the advanced placement (AP) test. Course credit for AP credit will be officially posted to the academic record only after official enrollment and after the close of add/drop period for the semester of enrollment.

Students who participated in Dual Enrollment during high school must submit official college transcripts from all schools where college courses were taken in order to receive course credit (grades of “C” or higher are transferrable).

TRANSFER STUDENTS AND CONTINUING STUDENTS

The admission application must be submitted by the deadline of the desired enrollment term. All supporting documents should be submitted at least TWO weeks prior to the beginning of the semester in which the applicant expects to enter. Applicants must submit the information below:

Completed Paine College Transfer/Continuing Application for Admission Includes:

- ┆ Non-refundable application fee of \$25 (\$40 for international students)
- ┆ Official transcripts from all post-secondary institutions previously attended
- ┆ Completed Transfer Approval Form from the last institution attended verifying good academic standing

Applicants who have completed less than 28 semester credit hours of college work at another post-secondary institution accredited by an approved U.S. of Education agency in good standing must also submit an official final high school transcript and/or official GED scores along with SAT or ACT scores. **Standardized test scores are not required for applicants who have been out of high school for five years or longer.** Failure to submit information about all college work will result in academic sanctions which may include dismissal and denial of admission.

Advanced placement credit acceptability and equivalency is determined by the Office of the Registrar. Students may be given course credit for Paine College courses listed in the Academic Catalog following the receipt of official documentation that the student scored at least three (3) on the advanced placement (AP) test. Course credit for AP credit will be officially posted to the academic record only after official enrollment and after the close of add/drop period for the semester of enrollment.

Transcripts submitted by the student are **NOT ACCEPTED for the purposes of official admissions offers; unless they are in sealed official institutional envelopes which can be verified by admissions staff.** Official transcripts must be received from all institutions attended for official review and possible acceptance. Electronic transcripts received via the National Student Clearinghouse, National Student Clearinghouse Exchange, EScrip-Safe, Joint Services Transcript (JST), and Parchment are considered official transcripts. Transcripts must provide conclusive grades. If courses on the transcript are showing as register, pending, or in progress, an

updated transcript must be submitted that has grades posted or the courses dropped.

Courses with the grade of "C-" or lower are not transferable; remedial or sub-collegiate courses and/or units are not transferable. Accepted course credit for officially enrolled students will be officially posted to the Paine College transcript two weeks after the last day of the add/drop period. No course will be officially accepted or credited to the Paine College program of study or Paine College transcript without receipt of an official transcript from the previously attended institutions.

A minimum of 31 semester credit hours, not including common core curriculum hours, must be completed at Paine College from the required courses for a single major to earn a degree from Paine College. The final transcript for auditing purposes serves as the official record for verification purposes. The final course required to complete graduation requirements must be taken at Paine College.

The computation of cumulative, term, and major grade point averages will only include academic work completed at Paine College. Transfer credit is not included.

Paine College awards semester hour credit only. See section entitled Policies on Awarding Transfer Credit and Evaluation of Academic Records in this catalog.

The degree requirements outlined in the Paine College Catalog at the time of entry are those which are to be met by all transfer students with the exception of requirements found in conflict with agencies such as the Professional Standards Commission, etc.

TRANSIENT OR EXCHANGE STUDENTS

Paine College students who take courses at another accredited college or university and wish to have these credits counted toward their degree are considered Transient Students. The contents of such courses **MUST** be equivalent to the Paine College courses. The College will accept a maximum number of nine semester credit hours in which grades of at least "C" are earned (grades of "C- "and below are not acceptable). To receive approval for transient status students must have written permission from the advisor and:

Be in good academic standing (2.0 minimum grade point average) and eligible to return

- ┆ Submit a copy of the course description from the other institution to their academic advisor for prior approval of course work
- ┆ Complete a "Transient or Exchange Student" application form
- ┆ Submit completed and approved "Transient or Exchange Student" application form to the Office of the Registrar

The student will also be required to gain admission/approval at the institution where the course is to be taken.

No course will be accepted without prior approval.

The procedures outlined must be completed by the STUDENT prior to the end of the final

examination period before the transient or exchange status is to become effective.

Students from other institutions applying for entrance as transient or exchange students must:

- Present a transient form signed by the designated college officials approving the course(s) to be taken and certifying that the applicant is a student in good standing eligible to return to that institution
- Completed Paine College Application for Admission
- Non-refundable application fee of \$25/\$40 for international students.
- Provide additional documents as necessary.

After course completion, students must request an official transcript to be sent to their home institution. All transcript costs and processing times apply.

RE-ADMISSION

Students whose attendance has been interrupted for one semester or more and who wish to return must apply for re-admission. Applications should be submitted to the Office of Admissions thirty (30) days prior to the beginning of the semester in which enrollment is desired. Applications for re-admission should be secured from and returned to the Office of Admissions upon completion. Forms can also be found online. Students who have been **suspended** or **dismissed** for academic reasons should refer to the sections on **Academic Suspension** and **Academic Dismissal**. Students who have attended other institutions during the period of enrollment interruption will be required to submit the following additional documents as a part of the readmission process:

- ┆ Completed Paine College Application for Admission
- ┆ Non-refundable application fee of \$25/\$40 for international students
- ┆ Official transcripts of all institutions attended
- ┆ Transfer approval form from the most recent institution attended

NON DEGREE SEEKING STUDENTS

A non-degree seeking student is one who is taking classes without the intent of earning a degree or obtaining college credit. These students must:

- Complete and submit an application form, along with the application fee of \$25/\$40 for international students to the Admissions Office
- Submit official transcripts of all high school or college work.

When a non-degree seeking student desires to change enrollment status to degree seeking, all requirements for new freshmen or transfers must be met. Students requesting upper-level courses must submit a college transcript verifying that prerequisites have been met. (See appropriate section on **Application Procedures** or **Transfer Students**).

DUAL ENROLLMENT

Motivated high school students may enroll in Paine College's Dual Enrollment program and

earn college credit while earning high school credit.

1. Admissions Application
2. Official high school transcript and a 2.5 and above GPA
3. Paine College Dual Enrollment Application with parent signature
4. DOE Participant Agreement Form

CENTER FOR ADVANCED PROFESSIONAL STUDIES (CAPS STUDENTS)

The Center for Advanced Professional Studies (CAPS) offers educational programming in a welcoming setting for adult learners. To be admitted to the CAPS program, a student must meet one of the following conditions:

Be at least 25 years of age or older at the time of enrollment

- ┆ Have graduated from high school or received a GED at least five years prior to the date of enrollment to Paine College
- ┆ Be an active-duty military service member or spouse of an active-duty military service member.

VETERANS

The following guidelines and requirements are set for students who receive Department of Veterans Affairs (VA) Benefits under Provisions of Chapters 30, 31, 32, 33, 35 and 38, or Chapter 1606, Title 10, U.S. Code. Failure to comply with these guidelines may result in the termination of benefits. Eligible students must have completed all college admissions requirements and must be fully admitted into a degree program before Enrollment Certification (VA form 22-1999) can be submitted to the Veterans Administration. To enable veterans to apply for formal educational programs leading to the award of a degree, Paine College is able to grant academic credit according to the recommendations listed in **A Guide to the Evaluation of Educational Experiences in the Armed Services**, which is published by the American Council on Education.

Any student expecting to receive VA Educational Benefits is required to notify the VA Certifying Official in the Registrar's Office prior to the close of registration for a given semester. VA benefits are provided for courses of study, which have been noted on VA form 22-1990 or 22-5490. Students will not be certified to receive VA Benefits for courses of study not identified on this form.

A veteran (or his/her dependent) desiring to change their major must, for VA purposes, complete VA Form 22-1995 or 22-5490 (which may be obtained from the VA Certifying Official in the Registrar's Office or accessed via www.gibill.va.gov and submitted to the Veterans Administration. A copy of the form must also be filed with the VA Certifying Official on campus. The form should be submitted online using the secure internet access of PaineNet. If the student has received pay for the number of required elective courses, he/she will not be eligible to receive VA funds for his/her enrollment in additional elective courses except by written consent of the Department of Veterans Affairs. It is the responsibility of the students to notify the VA Certifying

Official of any changes in their enrollment (e.g., degree program, credit hours, withdrawing from class or school).

Eligible veterans may receive equivalent credit for physical education activity courses upon presentation of a copy of his/her separation papers (DD214) to the VA Certifying Official in the Registrar's Office. A veteran has the option to enroll in these activity courses without receiving equivalent credit, if desired. Once credit is awarded for these courses based on military service, the physical education activity courses may not be taken as electives.

INTERNATIONAL STUDENTS

Students from countries other than the United States are important to the College community and are encouraged to apply. A student is considered an international student if he or she is not a citizen of the United States. The College has been authorized under federal law to enroll non-immigrant alien students and to issue I-20 forms.

International students applying for admission to Paine College, in addition to meeting the admissions criteria and following the application procedures, must submit the following:

1. A Paine College application
2. Application fee of \$40 in the form of an international money order in U.S. dollars; or a check from a bank in the United States
3. A recommendation form from an individual who can verify the applicant's academic ability
4. A brief autobiographical essay
5. General Certificate of Education (GCE) scores and course work indicating at least 5 passes at the "Ordinary" level; one of those passes must be in English; students from non-English speaking countries must provide a certified translation of their high school certificate and transcript; the cost of translation is the applicant's responsibility
6. Test of English as a Foreign Language (TOEFL) score (22 minimum required) or ESL score (Students for whom English is not the native language are required to exhibit proficiency in the English language.). Applicants already in the United States may submit either the TOEFL, SAT, ACT or English Proficiency Examination (ESL) scores. Information concerning these tests and other requirements for international students are available from the Admissions Office. The SAT/ACT score is required for all incoming freshmen who are already in the United States. The SAT/ACT will be waived for some international students if there is evidence the test is not offered in the student's country. However, these students will be required to take the test during the first semester they are enrolled at Paine College.
7. A statement of financial responsibility identifying the person(s) financially responsible for the applicant's needs during his or her stay in the United States; this statement will include verification of salary from the employer or a funds availability statement from the appropriate financial institution.

The full range of financial aid is not available for international students, so they should be prepared to finance their education at Paine College.

POLICIES ON AWARDING TRANSFER CREDIT AND EVALUATING ACADEMIC RECORDS

Courses with grades of “C” and above will be accepted for transfer only from institutions that are accredited by an accrediting agency recognized by the U. S. Department of Education and the Council for Higher Education Accreditation (CHEA) and that offer at least an associate degree. Courses with the grade of “C-” or lower are not transferable; remedial or sub-collegiate courses and/or units are not transferable.

An official evaluation (Evaluation of Transfer Credit or Academic Assessment) will be done by the Office of the Registrar once fully accepted, **providing all supporting official documents are on file.** Official documents include but are not limited to official transcripts, test scores, and official documents required for admission. Electronic transcripts received via the National Student Clearinghouse, National Student Clearinghouse Exchange, EScrip-Safe, Joint Services Transcript (JST), and Parchment are considered official transcripts. The official evaluation will be made accessible to the Financial Aid Office to assist with the determination of classification for the purposes of awarding financial aid. The evaluation is also made accessible to Student Support Services and the Department of Student Affairs so that courses to be used to satisfy program graduation requirements can be determined and properly credited and recorded on the program sheet to be shared with the student.

To enable veterans to apply for formal educational programs leading to the award of a degree, Paine College is able to grant academic credit according to the recommendations listed in the Guide to the Armed Services, which is published by the American Council on Education. Veteran students must provide an official copy of the Joint Services Transcript (JST) for the purpose of official evaluation and academic credit.

Students may also be granted academic credit using College Level Examination Program (CLEP). Each academic department evaluates credit based on department standards.

All students may be granted Advance Placement (AP) credit. Advanced placement credit acceptability and equivalency is determined by the Office of the Registrar. Students may be given course credit for Paine College courses listed in the Academic Catalog following the receipt of official documentation that the student scored at least three (3) on the AP test.

Upon enrollment, two weeks after the add/drop period, as noted on the Academic Calendar, all transfer work accepted will be officially posted to the academic transcript.

Paine College awards semester hour credit only. Therefore, transfer students from quarter hour system colleges will only receive the equivalent semester hour credit for quarter hour work accepted. Quarter hours will be converted to semester hours by multiplying each quarter hour by

2/3 and rounding to the nearest whole semester hour; and posted to the academic record as follows:

Quarter Hour to Semester Hour Conversion Table

Quarter Credits	Semester Credits
1	1
2	1
3	2
4	3
5	3
6	4

The computation of cumulative, term, and major grade point averages will only include academic work completed at Paine College. Transfer credit is not included.

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 of the Student Life Policies Manual)
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).
6. Upon request from any student, the Vice-President/Dean of Student Affairs Office will provide guidance about the appropriate system for redress of a particular complaint. The complete procedure for complaints can be found in Appendix D.

The procedures set forth below may be used by grievant 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 grievant 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 sixty (60) business days of the decision, action, or events giving rise to the grievance. The Vice-President/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).

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.

FORMAL RESOLUTION

Step One

If the 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/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/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/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.

Step Two

The committee shall meet, elect a chair, and send the grievant hearing request to the respondent(s), all within ten (10) business days of being appointed. The chair shall offer the respondent(s) an opportunity to provide a written response to the allegations within ten (10) business days to the chair. The chair may also instruct the parties that they have ten (10) business days to provide each other and the committee with (i) copies of any exhibits they wish to introduce 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.

Step Three

The chair shall notify the parties of the hearing date, time, and place at least ten (10) 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 (10) 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 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 person disrupting the bearing 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/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.

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, finding 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 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.

Step Five

The Vice-President of Student Affairs shall issue a written decision within twenty (20) business days of receipt of the committee's report and official record. The decision may 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/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.

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.

Student Grievance Appeal Procedures

Within ten (10) business days of receipt of the Vice-President/Dean of Student Affairs decision, a grievant who is not satisfied with the response of the administrator after the initial review may appeal. The appeal of the Vice-President/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/Dean of Student Affairs actions need not involve a de novo factual investigation unless new, relevant evidence has become available since the committee hearing. The Vice-President/Dean of Student Affairs may, but is not required to, direct that further facts

be gathered or that additional remedial action be taken. Within fifteen (15) calendar days of receipt of the request for review, the Vice-President/ Dean of Student 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/ Dean of Student Affairs decision is final.

An appeal concerning due process should be made by submitting the written grievance, together with the Vice-President/Dean of Student Affairs' written decision, to the President. The President or his/her designee (e.g. Provost) shall review the appeal within five (5) business days. The President (or designee) will review the decision of the Vice-President/Dean of Student Affairs and the findings of the hearing committee and, upon judgement that the hearing failed to follow these procedures, return the case to the hearing committee for reconsideration, along with description of the perceived error in procedure and a recommendation for its correction. If the President (or designee) finds that the Vice-President/Dean of Student Affairs and the hearing committee followed the correct procedures and the Vice-President/Dean of Student Affairs' decision was based on merit, the President shall notify the student in writing of his/her findings.

Appendix A

The Paine College Student Government Association

Constitution and By-Laws

Effective: Fall 2020



(Constitutional Changes Approved by Vote of the Senate April 2020)

Preamble

Whereas the mission of Historically Black Colleges and Universities is to educate and develop individuals to assume leadership in their communities, it is necessary that this tradition be upheld. Therefore, we, the students of Paine College, in order to develop a spirit of cooperation by leading and strengthening the student body and creating a unified bond between students, faculty, staff and administration, encourage student initiative, student leadership, and facilitate scholastic achievement with the goal to aid in the growth of this institution. To uphold the standards and mission of this institution, which is to provide a liberal arts education of the highest quality that emphasizes academic excellence, ethical and spiritual values, social responsibility, and personal development to prepare men and women for positions of leadership and service in the African American community, nation, and the world. To advocate for and maintain student rights and interests with the understanding that students have the right for representation. We hereby establish the Student Government Association of Paine College and adopt the following Constitution and By-Laws. This Constitution supersedes all previous Constitutions.

Article I: Name

This organization shall be known as the Student Government Association (SGA) of Paine College.

Article II: Purpose

Section 1: To act as the voice of each student by being a liaison between students, administration, faculty, staff, and the organized bodies of the institution.

Section 2: To offer opportunities for members of the Association to share concerns, express opinions and jointly participate in the solution of problems with other members of the college community.

Section 3: To provide and execute educational programs, projects, and events (forums, community service, workshops, and awareness campaigns) that are designed to enhance the entire Paine College community.

Section 4: To foster and recognize high standards of service and professionalism as demonstrated through the Paine College core values, in the furtherance of the educational purpose and the overall mission of Paine College.

Article III: Membership

Membership in the Student Government Association shall consist of all duly elected officers of the Executive Division, the members of the Legislative Division, the members of the Judicial Division, the Class Officers, and Royal Court.

Members of the Student Government Association are expected to maintain a certain level of decorum that aligns with the mission, beliefs, and ethical and spiritual values of Paine College. Decorum is defined as the respectful and mindful manner by which one conducts himself or herself to reflect the best light upon self, others, his or her elected position, and Paine College. Behavior that reflects negatively upon the Student Government Association and/or the College may not constitute neglect of duties or a breach of the Student Government Association Constitution; however, such behavior may qualify as a violation of the Constitution and may be grounds for impeachment or removal.

Article IV: Structure

The Student Government Association shall be divided into five divisions as followed: Executive Division (Executive Board), Legislative Division (Student Senate), Judicial Division (Student Court), Class Officers, and Royal Court.

Article V: Programs, Committees, and Meetings

Section 1: All programs and committees, including those of the Board of Senators shall be approved by the Executive Division.

Section 2: To hold a meeting for any division of the Student Government Association a quorum of a simple majority must exist.

Section 3: The Executive Division shall meet once a week to address student issues. The Legislative Division shall meet monthly. The Judicial Division shall meet monthly and as needed. The Class Officers and Royal Court shall meet twice a month.

Section 4: All divisions must have a Secretary that keeps accurate records of attendance and minutes at all meetings. The Legislative and Judicial Divisions should submit all records and minutes to the Executive Secretary of the Executive Division within twenty-four (24) to forty-eight (48) hours after the meeting.

Section 5: The Executive Division shall hold at least one Town Hall Meeting per month that is open to the entire student body, faculty, staff, administration, and alumni. The Student Government Association President shall hold a “State of the Lion” address at the first and last Town Hall Meeting. During the first, the Student Government Association President shall outline the plans of the Student Government Association. During the last Town Hall Meeting, the Student Government

Association President shall address the accomplishments of the Student Government Association and what progress still needs to be made.

Section 6: Each member of each division of the Student Government Association, including Royal Court, must complete the Professional Development Plan.

Section 7: Proceedings in the Student Government Association shall be conducted in the accordance with Roberts' Rule of Order, where said rules do not conflict with this document.

Article VI: Amendment to the Constitution

Section 1: The Executive Division and/or the Student Government Association may propose amendments to this Constitution. In cases where the College makes changes in policies and procedures, which are reflected in this Constitution, those changes shall automatically become a part of this document.

Section 2: The amendment procedures shall go as followed:

- A. Any proposed amendments must be typed.
- B. If proposed by the Executive Division, the amendment must be voted on by the Legislative Division.
- C. If an amendment is proposed by the Legislative Division, it must be voted on by the Executive Division.

Section 3: The ratification procedures shall go as followed:

- A. An amendment is ratified when approved by a majority of the Student Government Association.
- B. The Executive Board Advisor shall perform the final review, with the Executive Secretary, after the constitutional amendments have been ratified.

Article VII: Authority and Powers

The Student Government Association shall have the power to:

Section 1: Conduct all elections for the Student Government Association with the help of Student Affairs and any other election of importance to the entire student body.

Section 2: Make any recommendations in writing to any part of the College Community on behalf of the valid interest of the student body.

Section 3: Execute and accomplish plans needed to perpetuate the goals of the Association as reflected by the Constitution.

Section 4: Maintain access to information pertinent to College operations and to higher education in the State of Georgia, other than personal files and student records.

Section 5: Recommend an annual budget close to the end of the academic year to the College and administer funds allocated to the Student Government Association and all programs funded by it.

Section 6: Create a shared budget for Student Government Association and its projects, as well as recommend allocation of funds to chartered campus organizations for their programs and projects and regulate the use of funds upon the approval of the College.

Section 7: Protect legitimate rights and interest of the student body.

Section 8: Be a sole, legitimate advocate on behalf of the student body's academic, social, and cultural welfare.

Section 9: Ensure the Mission, Vision, Core Values, and Ideal of Paine College as a premiere liberal arts institution.

Article VIII: The Executive Division

The Executive Division shall be comprised of the President, First-Vice President, Second-Vice President, Chief of Staff, Executive Secretary, Executive Treasurer, Miss Paine College and Mister Paine College.

The Executive Division shall have the power to:

Section 1: Work with the student body and the College Administration on institutional policies and regulations.

Section 2: Act as a liaison between the student body and the College Administration.

Section 3: Provide leadership for the student body.

Section 4: Meet at least once a week.

Section 5: Review and approve the finalized budget, in conjunction of meetings and research of the prior Executive Division.

Section 6: Create new agencies that provide education activities that the Student Government Association believes most closely approaches the needs and desires of the student body.

Section 7: Take an active role in New Student Orientation week, for both Fall and Spring semesters.

Section 8: Assembly is an important part of heritage, spirit, and ideal of Paine College. All Student Government Association members MUST be present at assembly and may miss no more than TWO chapel assemblies per semester.

Section 9: To have a total of 3 community service hours per month, for both Fall and Spring semesters.

Section 10: Maintain an organized filing system for information to be passed down from Student Government Association members in the years to come.

Article IX: Elections of the Executive Division Officers

Section 1: The officers elected to the Executive Division shall be:

- A. President
- B. First-Vice President
- C. Second-Vice President
- D. Chief of Staff
- E. Executive Secretary
- F. Executive Treasurer
- G. Miss Paine College
- H. Mister Paine College

Section 2: The Officers of the Executive Division shall be elected by the following criteria

- A. The First and Second Vice President, Chief of Staff, Executive Secretary, and Executive Treasurer shall be elected by fifty (50) percent Vote, twenty (20) percent Campaign, fifteen (15) percent Speech, and fifteen (15) percent Interview.
- B. The President shall be elected by forty (40) percent Vote, twenty (20) percent Interview, fifteen (15) percent Debate, fifteen (15) percent Campaign, and ten (10) percent Speech.
- C. Should the candidate run unopposed, he/she will be elected by forty (40) percent Vote, twenty (20) percent Interview, fifteen (15) percent Campaign, fifteen (15) percent Student Interview, and ten (10) percent speech.
- D. Miss and Mister Paine College shall be elected by thirty (30) percent Vote, fifteen (15) percent Speech, fifteen (15) percent Interview), fifteen (15) percent Talent, fifteen (15) percent Question and Answer, and ten (10) percent Campaign.
- E. Should the candidate run unopposed, he/she will be elected by forty (40) percent Vote, twenty (20) percent Interview, fifteen (15) percent Campaign, fifteen (15) percent Student Interview, and ten (10) percent speech.

Article X: Qualifications

Section 1: All officers and representative of the Executive Division must be and remain a full-time

Paine College student during their tenure in office.

Section 2: To qualify for any elected office of the Executive Division, not including the Student Government Association President, First-Vice President, Miss Paine College, and Mister Paine College, a person should have a career GPA of 2.5 the semester preceding the elections and maintain a 2.5 career GPA through-out the term of office.

Section 3: To qualify for any elected position on the Executive Division, excluding the Student Government Association President, Miss Paine College, and Mister Paine College, you must be at least a Sophomore following the elections.

Section 4: To qualify for the Office of Student Government Association President, a person must be a Junior or Senior the semester following the election and have earned at least sixty (60) credit hours at the time of service and must have previously served in an office of the Student Government Association in the **Executive Division**. In addition, the candidate must have made a 3.0 career GPA in the semester preceding the elections and maintain a 2.8 GPA during their time of office.

Section 5: To qualify for the position of Miss and Mister Paine College, a person must be a Junior or Senior the semester following the election and have earned at least sixty (60) credit hours at the time of service and must have previously served in an office in the Executive Division, as a class officer, and/or a member of Royal Court. They must have sterling attributes of character, be in good standing with the college with no past or pending disciplinary actions or criminal convictions. In addition, the candidate must have a 3.0 career GPA preceding the elections and maintain a 2.8 career GPA during their time of office.

Section 6: Candidates for Miss and Mister Paine College will participate in the Hall of Fame competition and an on-campus pageant in which good posture, poise, talent, charisma, and speaking ability will be observed through the following competitions: projection question, formal wear, talent, and popular vote. They will also have an interview that will take place sometime before the pageant. Additionally, the candidates will participate in a student forum with questions from the student body and the student body will cast their vote for the candidate of their choice during general elections.

Article XI: Duties and Responsibilities of the Executive Division

Section 1: Each officer must keep a notebook of all activity planning and progress that shall be passed on to the next year's officer who takes their position. Each officer must also assist in maintaining Student Government Association's office hours.

Section 2: *It shall be the duty of the Student Government Association President to:*

- A. Be the official spokesperson and report official recommendations of the Student Government Association to the College Community.
- B. Preside over all regular Student Government Association General Assembly Meetings and Executive Division Meetings.
- C. Share with the Executive Treasurer the responsibility for all Student Government Association finances.
- D. Collaborate with the Executive Division and select a day and time to have weekly Student Government Association meetings for the academic year. Special meetings require at least twenty-four (24) hour notice.
- E. Schedule and announce all Executive Division meetings at least two days in advance.
- F. Coordinate the duties and activities of the Student Government Association.
- G. Appoint and remove the chairpersons of all Student Government Association standing committees, boards which must be verified by the Dean of Student Affairs.
- H. Vote in the event of a tie at Executive Division Meetings.
- I. Maintain a relationship with the Student Government Association of other academic institutions.
- J. Assist the Student Government Association advisors in scheduling leadership workshops for the betterment of all students and the Association.
- K. Collaborate with the President of the College and the Dean of Student Affairs concerning issues of the student interest.
- L. Shall serve on all disciplinary hearing committees.
- M. Serve on institution committees as requested by Senior Administrators.
- N. Must complete five (5) office hours a week.
- O. Serve as the representatives to the Paine College Board of Trustees as an ex-officio member.

Section 3: It shall be the duty of the First-Vice President to:

- A. Assume all powers and responsibilities of the Student Government Association President when the person is absent or unable to perform the duties of Student Government Association President.
- B. Act in full capacity of the Student Government Association President for the remainder of the term of office if the President resigns or is removed from office but must maintain the required GPA, since already elected on the Executive Division.
- C. Preside over all Board of Senators meetings as the Speaker of the Senate.
- D. Monitor the activities of the Legislative Division.
- E. Serve as the official representative of the Legislative Division.
- F. Oversee the management of the Student Government Association constitution and by-laws.
- G. Shall serve on all disciplinary hearing committees.
- H. Represent the Student Government Association at all appropriate faculty meetings.

- I. Serve on institution committees as requested by Senior Administrators.
- J. Must complete three (3) office hours a week.

Section 4: It shall be the duty of the Second-Vice President to:

- A. Serve as the Chief Justice of the Judicial Division.
- B. Serve on institution committees as requested by Senior Administrators.
- C. Monitor the academic activities of and pertaining to College policies which deal with all student services.
- D. Assist in programming on issues of interest to the campus community. Will serve as Chair to the organization of the Lion's Activity Board.
- E. Remain available to assist the Student Government Association President and First-Vice President on committees and projects.
- F. Must complete three (3) office hours a week.

Section 5: It shall be the duty of the Executive Secretary to:

- A. Keep an accurate, written record of the proceedings of all meetings of the Executive Division, the Legislative Division, and the General Assembly.
- B. Keep an accurate, written record of the attendance of each member at all meetings of the Executive Division and the Legislative Division.
- C. Work with Second-Vice President to create the Academic Calendar for the Executive Board events by the last day of September.
- D. Address information management issues pertaining to student needs and services.
- E. Serve on institution committees as requested by Senior Administrators.
- F. Act as the Executive Assistant to the President of the Student Government Association.
- G. Maintain the Student Government Association e-mail.
- H. Must complete three (3) office hours a week.

Section 6: It shall be the duty of the Executive Treasurer to:

- A. Monitor the activities of and pertaining to college policies which deal with budgetary issues.
- B. Share with the Student Government Association President the responsibilities for all Student Government Association finances.
- C. Distribute fairly all monies among campus organizations, groups, and special requests.
- D. Prepare and maintain an annual report of all expenditures during his/her tenure.
- E. Work and communicate with the Chief Fiscal Officer on issues of interest of the College community.
- F. Monitor and advise all financial officers of the campus organization.
- G. Work closely with the Student Government Association President to plan an ANNUAL Student Government Fundraising event.**

- H. Serve on institution committees as requested by Senior Administrators.
- I. Must complete three (3) office hours a week.

Section 7: It shall be the duty of the Chief of Staff to:

- A. Advise the Student Government Association President with respect to ruling on parliamentary procedure (**Roberts' Rule of Order**).
- B. Monitor proceedings throughout all meetings of the Executive Division, Legislative Division, Town Hall Meetings, and the General Assembly.
- C. Serve as chairperson of the Student Elections Committee. In the event that the Chief of Staff runs for an elected position, the Student Government Association President shall serve as or appoint the chairperson.
- D. Provide oversight and guidance to events or services of high priority.
- E. Assist and support each Executive Division member with their individual projects or events.
- F. Oversee the activities of **EACH** standing committee. Each committee shall be established by September 1st of the academic school year.
- G. Serve in institution committees as requested by Senior Administrators.
- H. Must complete three (3) office hours a week.
- I. Work closely with the Student Government Association Advisor to create an annual report of Professional Development Plans for all Executive Board

Section 8: It shall be the following duties for Miss and Mister Paine College:

- A. Miss and Mister Paine College must sponsor three activities per month, totaling twelve for the semester: one community service, one social, and one academic or educational.
- B. Miss and Mister Paine College must sponsor at least one event per month as an individual and one as a unit.
- C. Miss and Mister Paine College Elect will plan Coronation and all special events with the assistance of the Royal Court Advisor. (All participants **MUST** sign an agreement to comply with the rules and regulations set forth by Miss and Mister Paine College Elect in order to participate in Coronation).
- D. The pageant for Miss and Mister Paine College shall be held in the month of March, and the reigning Miss and Mister Paine College will oversee it.
- E. Miss and Mister Paine College must promote college spirit, serve as official ambassadors of the college, and perform other duties as requested by the President and the Office of Public Relations.
- F. Miss and Mister Paine College must keep a notebook of all activity planning and progress that shall be passed on to the next year's officer. Must complete three (3) office hours a week.

Article XII: Duties and Responsibilities of Royal Court

Section 1: The Royal Court shall be an entity that is run by the Miss and Mister Paine College of the Executive Division.

Section 2: The Paine College Royal Court shall consist of Miss and Mister Paine College, the First Attendants to Miss and Mister Paine College, Class Kings and Queens, and Miss and Mister United Negro College Fund (UNCF), and Miss and Mister Homecoming.

Section 3: The entire Royal Court, with the exception of Mister and Miss United Negro College Fund and Miss and Mister Homecoming will run during the General Election period.

Section 4: All candidates with the exceptions of Mister and Miss Paine College for elections must have a career GPA of 2.5 the semester prior running for their position. All candidates MUST maintain a career GPA of 2.5 during the time of their reign.

Section 5: All Royal Court entities MUST perform 10 hours of community service per semester.

Section 6: All Royal Court participants MUST host AT LEAST two activities per year, except for Miss and Mister Paine. One must be academic or educational. **Of their three (3) activities, Miss and Mister United Negro College Fund must host at least one activity to collect donations for the United Negro College Fund in partnership with the Office of Institutional Advancement.**

Section 7: **Assembly is an important part of the heritage, spirit, and ideal of Paine College. All Royal Court members MUST be present at assembly and may miss no more than TWO chapel assemblies per semester.**

Section 8: Violation of sections 3-7 is grounds for dismissal from Royal Court. Royal Court Members who have not complied with the preceding requirements will receive TWO written warnings. If negligence of duties continues, the member will be removed.

Article XIII: Election, Duties, and Responsibilities of the First Attendants to Miss and Mister Paine College

Section 1: Should anything happen, the First Attendants to Miss and Mister Paine College shall serve in the place of Miss and Mister Paine College for the remainder of their term of service.

Section 2: The First Attendants to Miss and Mister Paine College have added responsibility of planning community service events for the Paine College Royal Court. They will also serve as chairs of the Community Service Committee.

Article XIV: Election, Duties, and Responsibilities of Miss and Mister Homecoming

Section 1: Miss and Mister Homecoming will campaign in the fall during Fall Elections.

Section 2: *Candidates for Miss and Mister Homecoming must have the following:*

- A. At least a 2.5 career GPA.
- B. A rising junior or senior at the time of elections and must be a junior or senior at the time of their reign.

Section 3: *Candidates for Miss and Mister Homecoming must possess the following qualities:*

- A. Sterling attributes of character
- B. Poise
- C. Speaking ability
- D. Charisma
- E. School spirit

Section 4: Popular vote shall determine the winning candidates for Miss and Mister Homecoming.

Section 5: Miss and Mister Homecoming must assist the Second-Vice President in planning, participating, and taking an active role in Homecoming.

Article XV: Impeachment Proceedings

Section 1: All elected officers may be impeached for negligence or irresponsibility in performing the duties of their office.

Section 2: Maintaining a high academic standard is a MUST in your position, falling beneath the grade point average (GPA) requirements for your position is grounds for impeachment in all divisions of the of the Student Government Association.

Section 3: Letters of warning for not performing the duties and responsibilities of an office must be given before any person is removed from their position in any division of the Student Government Association.

Section 4: After receiving a written complaint from the Judicial Division that clearly outlines the aligned offenses, the Student Government President will review the case with the Dean of Student Affairs, before any further action is taken.

Section 5: The impeachment process shall begin after the case has been reviewed by the Dean of Student Affairs. The Student Court, along with two representatives from the student body, who have been recommended by the Student Court, embedded by the Executive Division, shall investigate the charges. No later than fourteen (14) days after the proceedings have begun, the Court shall report all findings to the Executive Division and the Dean of Student Affairs.

Section 6: A vote two-thirds (2/3) of the student court shall be required for removal from the office. If the impeachment vote stands, the penalty shall be removal from office.

Section 7: Charges may be appealed to the Dean of Student Affairs no later than seven (7) days after the decision has been rendered. A decision must be made in seven (7) days after the appeal.

Section 8: If impeached or you decide to resign from your current position, you would not be permitted to run for any position the following semester.

Article XVI: The Legislative Division

The Legislative Division shall be comprised of the Board of Senators. The Board of Senators shall consist of a total of ten (10) Senators. Four (4) elected Senators; one (1) from each class, each Class President, and the NPHC President and Vice President.

Section 1: The Purpose of the Board of Senators

- A. Act as a liaison between the Executive Division and the campus organizations and the student body at large by bringing club organizations closer together in the hopes of promoting widespread involvement.
- B. Assist the Executive Division in the governance of and distributing funds to campus organizations. Any organizations needing funds must submit proposal to the Executive Division at least a month in advance.
- C. Find effective solutions concerning the student body.
- D. Assist campus organizations in making sign contributions to the total campus community.

Section 2: The Duties and Functions of the Board of Senators

- A. Attend all Legislative body meetings.
- B. Plan, participate, and take an active role in Student Government Association functions.
- C. If proposed by the Executive Division, the amendment must be voted on by the Legislative Division.
- D. Bring any information and issues that may be of concern or interest to their constituency.
- E. Send recommendations for any entity of the college to the Executive Division.
- F. Vote to provide a means for expression of student's opinion and open discussion.
- G. Appoint a Secretary to keep an accurate, written record of the proceedings and attendance of all Legislative Division meetings. The Secretary must submit the proceedings no later than seventy-two (72) hours after the meeting to the Student Government Association Executive Secretary.
- H. Take an active role in the Fall and Spring orientation. Each Senator must serve on the orientation team and serve as an ambassador to the College.

Section 3: The First-Vice President of the Executive Division shall serve as the Speaker of the Senate.

Section 4: If a Senator is unable to attend a meeting, he/she shall notify the Speaker of the Senate

in writing at least twenty-four (24) hours prior to the commencement of the meeting.

Section 5: Each Senator shall have one vote. If a Senator is unable to present at a meeting, the Senator must forward his/her vote, sealed in an envelope, and submit it to the Speaker of the Senate, no later than one day after the vote has been taken. In the event of a tie, the Speaker of the Senate, who does not have a voting right, will vote in the event of a tie.

Section 6: *A Senator shall be declared ineligible to serve for any of the following reasons:*

- A. Any Senator having two or more unexcused absences. Unexcused absences are indicated when the Senator does not notify the Speaker of the Senate in writing of the Senator missing a meeting and/or by not acquiring an alternate to represent the Senator at the meeting. The Executive Division shall evaluate reasons for missing meetings and determine the validity of these excuses.
- B. Any Senator not participating, planning, and taking an active role in Student Government Association functions as determined by the Executive Division shall be declared ineligible to serve.

Section 7: *In the case of a Senator being declared ineligible:*

- A. The Board of Senators shall recommend a replacement.
- B. The Speaker of the Senate will then take the recommendation to the Executive Board for approval or denial.

Section 8: The Board of Senators must keep a notebook of all activity planning that shall be passed on to the next year's Board of Senator.

Article XVII: The Judicial Division

The Judicial Division shall be comprised of five members, these students will be elected to represent each class and they will be called Student Justices. They will be known as Judges. The Second-Vice President will serve as Executive Administrator or Chief Justice.

Section 1: *Judicial Powers*

- A. All judicial power of the Student Body shall be vested in the Judicial Division, and such other tribunals as are established by law.

Section 2: *The Purpose of the Justices*

- A. The Justices will hear the appeals of any members being impeached and organizations being placed on probation and/or suspension.
- B. The Judicial Division shall operate like a Court during all meetings and hearings.

- C. Check and make sure that the organizations are following the by-laws and constitution of their organizations and the Student Government Association Constitution.
- D. Make sure that the organizations complete all documents required by the Director of Student Engagement.

Section 3: *The Duties and Functions of the Justices*

- A. Attend all Judicial body meetings and hearings.
- B. Plan, participate and take an active role in Student Government Association functions.
- C. Vote to determine whether an organization goes on probation after hearing evidence from the Legislative Division and after conducting their own investigation.

Section 4: If a Justice is unable to attend a meeting, he/she shall notify the Chief Justice in writing at least twenty-four (24) hours prior to the commencement of the meeting.

Section 5: Each Justice shall have one vote. If a Judge is unable to be present at a meeting, the Judge must forward his/her vote, sealed in an envelope, and submit it to the Chief Justice, no later than one day after the vote has been taken. In the event of a tie the Chief Justice, who does not have a voting right, will vote.

Section 6: *A Justice shall be declared ineligible to serve for any of the following reasons:*

- A. Any Justice having two or more unexcused absences. Unexcused absences are indicated when the Justice does not notify the Executive Administrator in writing of the Justice missing a meeting and/or by not acquiring an alternate to represent the Senator at the meeting. The Executive Division shall evaluate reasons for missing meetings and determine the validity of these excuses.
- B. Any Justice not participating, planning, and taking an active role in Student Government Association functions as determined by the Executive Division shall be declared ineligible to serve.

Section 7: *In the case of a Judge being declared ineligible*

- A. The remaining Justices must recommend a replacement to the bench, and the Chief Justice must take it to the Executive Division for approval.

Section 8: The Judges must keep a notebook of all activity planning that shall be passed on to the next year's Justice.

Section 9: *The Judicial Division shall have jurisdiction*

- A. Over cases and controversies involving questions of the constitutionality of actions by student governing groups, organizations, and their representative.
- B. Over violations of the Student Body Constitution and Statues.

- C. Over conflicts between student groups.
- D. To issue advisory opinions concerning student rights under the Student Body Constitution upon request the Student Body President.

Section 10: Administrative-Practice and Procedure

- A. The Second-Vice President of Student Government Association shall serve as Executive Administrator or Chief Justice of the Judicial System and shall be vested with the rules adopted by the court and the authority to:
 - 1. Assign duties among the Justice of the Court.
 - 2. Supervise the administration of the Court and all judicial matters.
 - 3. Conduct and preside over court proceedings.
 - 4. Rule on procedural questions that arise during the course of Judicial proceedings.
 - 5. Rule on the pertinence of evidence presented before the court as established by System of Student Body Statues and other related documents.
 - 6. Report orally and in writing the recommendations of the court.
 - 7. Recommend measures to the Student Senate for the improvement of the administration of justice.
 - 8. Keep all records of the Court and deliver to his/her successor all permanent records of the court.
- B. The Senior Justice or Junior Justice shall be authorized to assume the powers of the Chief Justice, in his/her absence.
- C. Students who will be tried before the Judicial Division shall be notified in writing at least one week before the date of the trial. This notice shall contain a statement of the charges; the date, time, and place of the hearing; an explanation of the general procedure that will be followed; and a trial to hearing.
- D. Over the issuance of all summons of students to appear before the Student Supreme Court.

Section 11: Sessions

- A. The Chief Justice shall call regular sessions of the Judicial Division whenever he/she deems necessary.
- B. The Judicial Division must meet within one week after an appeal has been presented to consider said positions except in cases involving election disputes where a trial must be held within three days of the filing of the appeal.
- C. Hearing are closed at the Court's discretion.

Article XVIII: Class Officers

All Class Officers are to be the voice on behalf of their respective class. The following are the duties and responsibilities:

Section 1: It shall be the duties of the Class President

- A. Maintain a 2.5 career GPA according to the Student Government Association Constitution and By-Laws.
- B. Serve as a role model for the class.
- C. Enforce rules and regulations set by the organization.
- D. Sponsor activities which reflect the Mission, Purpose, and Ideal of Paine College, and which will not conflict with the institution's image or orderly operation.
- E. Formally announce all Executive Board Meetings at least four (4) days in advance. Special Meetings require at least twenty-four (24) hour notice.
- F. Ensure that all speakers and events are pre-approved by the Director of Student Engagement, Dean of Students, and Vice President of Student Affairs.
- G. Ensure that all requisitions are turned in and approved by the Office of Student Activities or approving body within the time frame requested.
- H. Make sure that payment is made for any College expenses incurred by the organization.
- I. Work with the Secretary in preparing meeting agendas.

Section 2: It shall be the duties of the Class Vice President

- A. Maintain a 2.5 career GPA according to the Student Government Association Constitution and By-Laws.
- B. Serve as a role model for the class.
- C. Assist the Class President in decision making.
- D. Serve as the acting Class President when the Class President is absent or cannot fulfill their duties.
- E. Take charge/oversee all works and obligations delegated by the Class President.
- F. Send out meeting/event announcements.
- G. Assist the Class President in ensuring that all requisitions are turned in and approved by the Office of Student Engagement or approving body within the time frame requested.
- H. Cooperate with the Class President in promoting class activities.
- I. Sponsor activities which reflect the Mission, Purpose, and Ideal of Paine College, and which will not conflict with the institution's image or orderly operation.

Section 3: It shall be the duties of the Class Secretary

- A. Maintain a 2.5 career GPA according to the Student Government Association Constitution and By-Laws.
- B. Serve as a role model for the class.
- C. Ensure that the meeting agenda is typed, approved, and copied for the upcoming meeting by the designated deadline.
- D. Keep organized and typed records of all meeting minutes.
- E. Ensure that meeting minutes have been reviewed and approved by the Advisor of the Class Board within the designated time.
- F. Distribute copies of the minutes and agenda at each meeting.

- G. Meet regularly with the Advisor to keep track of organizational information.
- H. Observe and document information from functions and events.
- I. Cooperate with the Class President in promoting class activities.
- J. Sponsor activities which reflect the Mission, Purpose, and Ideal of Paine College, and which will not conflict with the institution's image or orderly operation.

Section 4: It shall be the duties of the Class Treasurer

- A. Maintain a 2.5 career GPA according to the Student Government Association Constitution and By-Laws.
- B. Serve as a role model for the class.
- C. Meet regularly with the Advisor to keep track of the organization's finances (I.e. income, expenditures, etc.).
- D. Keep an accurate record of all monies coming in and out.
- E. Present regular reports on the organization's financial position.
- F. Advise on fundraising ideas and strategies.
- G. Oversee and monitor budgets for various functions and/or events.
- H. Cooperate with the Class President in promoting class activities.
- I. Sponsor activities which reflect the Mission, Purpose, and Ideal of Paine College, and which will not conflict with the institution's image or orderly operation.

Section 5: It shall be the duty of the Class Parliamentarian

- A. Maintain a 2.5 career GPA according to the Student Government Association Constitution and By-Laws.
- B. Serve as a role model for the class.
- C. Advise the Class President of proper parliamentary law and parliamentary procedure to ensure that meetings are conducted in an orderly manner.
- D. Enable the group to transact business with speed and efficiency.
- E. Plan, prepare, and preside over at least one class assembly meeting during the months whereby official Town Hall Meetings are not taking place.
- F. Preserve a spirit of harmony within the group.
- G. Make sure the will of the majority is carried out and the rights of the minority preserved.
- H. Cooperate with the Class President in promoting class activities.
- I. Sponsor activities which reflect the Mission, Purpose, and Ideal of Paine College, and which will not conflict with the institution's image or orderly operation.

Section 6: It shall be the duty of the Class Events Coordinator

- A. Maintain a 2.5 career GPA according to the Student Government Association Constitution and By-Laws.
- B. Serve as a role model for the class.

- C. With the exception of the Freshman Coordinator, must oversee the planning and preparation of at least two events per month. Of those events, one must be academic. The Freshman Coordinator must oversee the planning of at least one event per month.
- D. Responsible for all creativity and design of functions and events.
- E. Ensure that all required requisitions are completed. Signed, and approved by the necessary parties and submitted to the Director of Student Engagement for approval.
- F. Ensure that a copy of all requisitions is given to the Advisor/ Class Secretary for filing.
- G. Assign tasks to officers and others involved as seen fit to assist in the implementation and successful execution of events and functions.
- H. Cooperate with the Class President in promoting class activities.
- I. Sponsor activities which reflect the Mission, Purpose, and Ideal of Paine College, and which will not conflict with the institution's image or orderly operation.

Section 7: For the duties of the Class King and Queens see **Article XII: Duties and Responsibilities of Royal Court.**

Article XIX: Standing Committees

Section 1: Standing Committees for the Student Government Association shall be known as follows: Student Election Committee, Student Affairs Committee, Food Service Committee, Lion's Activity Board Committee, and Community Service Committee.

Section 2: Chairpersons of standing committees shall serve for one academic year. If a chairperson is unable to serve or the chair's position becomes vacant, the Student Government Association President may appoint a chairperson pro temp to service.

Section 3: Each standing committee must keep a notebook of all activity planning that shall be passed on to the next year's officer.

Section 4: Duties of the Standing Committees

- A. Student Election Committee
 - a. This committee shall be composed of the Chief of Staff and at least one representative form the Executive Division or Legislative Division of the Student Government Association and three other students.
 - b. This committee shall oversee the electoral process and select additional members, necessary, to carry out this process. The committee shall be responsible for the preparation, supervision, and the tabulation of election ballots.
 - c. This committee shall be responsible for corresponding with all participating candidates about elections and correspond with Student Affairs.
- B. Student Affairs Committee
 - a. The First-Vice President shall serve as chair of this committee.

- b. This committee shall be composed of the First-Vice President and Treasurer of the Executive Division along with three other students.
 - c. This committee shall work and communicate with the Dean of Student Affairs on issues of interest to the campus community.
 - d. This committee shall work with students and representatives from residence life in order to address issues and concerns of the campus for the bookstores, health and counseling, financial aid, tutoring, residence life, computer services, campus facilities, and any other student services deemed necessary by student opinion.
- C. Food Service Committee
- a. This committee shall be composed of the Executive Secretary, one representative appointed from the Legislative Division, and a host of students who are interested.
 - b. This committee shall work with the Dean of Student Affairs and the Manager of the Cafeteria to improve the quality of food for students.
 - c. This committee shall present surveys once a month to students to get the take on the quality of food being offered on campus.
 - d. This committee shall address all issues pertaining to food on campus.
- D. Lion's Activity Board Committee
- a. This committee shall be composed of the Second-Vice President, Mister and Miss Homecoming, one representative of the Legislative Division, and a host of other students.
 - b. The Second-Vice President shall serve as chair for this committee.
 - c. The Lion's Activity Board Committee shall examine interest of students with regards to events, projects, forums, or homecoming festivities.
 - d. This committee shall work with the Director of Student who will act as an advisor to address issues or interest in student activities.
 - e. In preparation of Homecoming, along with Mister and Miss Homecoming, this committee may serve as the official student Homecoming Committee. The chair can require separate student interviews to be part of the student Homecoming Committee.
 - f. This committee shall meet twice a month and on an as needed basis.
 - g. This committee must submit a calendar of events for the entire academic year by the last day in the month of September.
- E. Community Service Committee
- a. This committee shall be composed of the First Attendants to Miss and Mister Paine College, Miss Paine College, Mister Paine College, and a host of other students.
 - b. The First Attendants to Miss and Mister Paine College shall serve as chairs of this committee.
 - c. This committee shall work with the Director of Student Engagement in coordinating off campus community service events for the student body.

- d. This committee must organize a minimum of ten (10) community service hours per semester.

Article XX: General Elections and Regulations

Section 1: All class officers and organizational queens, with the exception of entering freshman, must have a 2.5 career GPA and maintain a 2.5 average while holding that office.

Section 2: In order to become as candidate for office, the student must submit an application for the desired office. A specific deadline shall be set by the Executive Division and/or Director of Student Engagement (or the Student Government Association Advisors) for submission of all applications.

Section 3: No person can simultaneously hold an Executive Division Office and Class Office.

Section 4: No person currently serving on Student Government Association can assist or openly support any candidate for election for any class office, such as internet groups, or campaign team.

Section 5: Candidates must attend the yearly Student Leadership Conference put on by the Student Government Association Executive Division before they can qualify for any position. Candidates will be allowed to use Social Media to campaign. However, the candidates must take ALL campaign information down from campus before the day of voting, by 11:59 p.m. or they will be disqualified.

Section 6: There shall be at least one week for campaigning before Election Day. All means of campaigning must be approved by the Executive Division and the Office of Student Engagement. Any violations of campaigning rules and regulations will result in automatic disqualification of the candidate.

Section 7: The Spring General Elections will be held from March till the second week of April of every year.

Section 8: All class elections shall be held during the general election with the freshman class elections, which shall be had by the third week of August. Any other necessary elections will also be held at this time.

Section 9: The ballots must be counted immediately after the closing of the polls and the completed returns will be announced the following Wednesday during assembly. Numerical statistics will not be posted but will be presented to the candidate upon request.

Section 10: The Dean of Student Affairs or his/her representative will certify and publish the results of the elections.

Section 11: The members of the Elections Committee along with the Student Affairs staff shall serve as poll keepers in Election Day, along with the Student Government Association Advisor or their representative.

Section 12: Orientation sessions for the newly elected officers will be scheduled by the Chief of Staff following the election and extending to the end of the Spring Semester.

Section 13: The Annual Inauguration of the newly elected officers shall be held in the month of September.

Section 14: It is mandatory that immediately following the election the newly elected officers plan a retreat for the academic year as well as a student leadership conference for the upcoming year. Any issue with funds can be reported and resolved to the Dean of Students or the President of the College.

Section 15: *Each officer shall repeat the following oath prior to assuming office:*

“I, _____, do solemnly affirm that I will uphold the Constitution of the Student Government Association and the policies of Paine College, and will execute my responsibility as _____ to the Paine College Student Government Association to the best of my ability.”

Section 16: The oath of office shall be administered by the President of the College or the President’s representative.

Section 17: Any vacancy in the Student Government Association shall be filled by a special election from the Executive Division of the Student Government Association, along with an application and interview process. For the Fall, the election will be held in conjunction with the freshman class election which shall be held by the third week of August. For the Spring, the elections will be held in the third week of January. Proceedings will follow the aforementioned guidelines.

Article XXI: General Elections and Procedures

Section 1: Individuals who are members of the Student Election Committee will conduct all College elections under jurisdiction of the Student Government Association. The committee shall be chaired by the Chief of Staff.

Section 2: The Student Government Association shall have the right to vote for the officers listed under Article III, Section 1.

Section 3: All class officers shall be chosen by their respective class during the designated period of election.

Section 4: No candidate for office may be a member of the Student Election Committee.

Article XXII: Campus Organizations

Section 1: Every student group to be recognized as an official campus organization of the student body of Paine College shall be chartered by the Student Government Association.

Section 2: Applications for charters shall be obtained from the Office of Student Affairs and shall contain pertinent information about the organization's officers and functions. These applications shall be reviewed and accepted or rejected by the entire voting membership of Student Government Association Executive Division within two weeks of the time of receipt of the application.

Section 3: *Charters shall be issued after consideration of the following criteria*

- A. The organization must have a constitution which has been accepted or rejected by Student Government Association subject to review.
- B. The organization must have a minimum of one Faculty/Staff Advisor and elected officials for the organization.
- C. The organization must be in good standing with the Student Government Association form the previous year, unless it is newly chartered.

Section 4: All charter organizations are eligible to apply for funds distributed by the Student Government Association Executive Division.

Section 5: All chartered organizations must have a minimum of any combination of at least six (6) meetings for the semester, and at least two (2) organized activities a semester to remain active.

Section 6: All chartered organizations are accountable to Student Government and re-apply at the start of each academic year to remain active.

Section 7: All organizations must report concerns or requests to Student Government Association's First-Vice President. Student Government Association's First-Vice President will report it to the Executive Division.

Section 8: All religious organizations must report any concerns or requests relating to ministry or mission to the First-Vice President.

Section 9: All organizations activities/events shall be approved by the Director of Student Engagement.

Section 10: **All organizations are required to donate to the United Negro College Fund annually.**

Section 11: An updated Constitution, list of officers, and activities of the organization shall be submitted to and retained by the Director of Student Engagement and he/she shall work in conjunction with the First-Vice President of the Student Government Association Executive Division to ensure this requirement is fulfilled.

Section 12: Failure to abide by guidelines set forth by the Student Government Association Constitution and By-Laws will result in disciplinary action taken by the Executive Division, who will report the incident to the Judicial Division. Disciplinary action may result in probation, suspension, or termination of any registered organization.

Section 13: The charter, constitution and any information of the suspended organization will be placed in active file in the Student Government Association Office. The organization may be reactivated if it receives a favorable vote from the Executive Division and approval from the Judicial Division and the Office of Student Engagement.

Section 14: A terminated organization may be reactivated again the next academic year by following the guidelines for the establishment of an organization on campus.

Section 15: **ALL** chartered organizations must have at least six (6) meetings per semester. All organizations are required to complete three (3) hours of community service a month and four (4) events per semester. (The National Pan-Hellenic Council must complete five (5) hours a month and twelve (12) events per semester). Failure to adhere to this policy will result in a fine:

Organizations

- 1. First Offense- Warning**
- 2. Second Offense- \$25 and Probation**
- 3. Third Offense- \$50 and Suspension for a Semester**
- 4. Fourth Offense- \$75 and Termination of Registered Student Organization**

National Pan-Hellenic Council

- 1. First Offense- \$150 fine**
- 2. Second Offense- \$250 fine**
- 3. Third Offense- \$350 fine and Probation**
- 4. Fourth Offense- \$500 fine and Suspension for a Semester**
- 5. Fifth Offense- Termination of Student Organization**

Article XXIII: Funding of Eligible Organizations

Section 1: An organization must be represented at all requested Student Government functions and meetings. If this regulation is not followed, the organization will be less likely to receive funding,

unless a valid excuse is given to the Legislative Division known as the Board of Senators.

Section 2: A Student Government Association Fund Request Form must be completed a month prior to the event, activity, or purchase and returned to the Student Government Association office or appointed official.

Section 3: receipts must be submitted to the Student Government Association or appointed official one week, at least, after an event, program, or purchase after funds have been issued. Original receipts and request forms must be placed in the mailbox located in the Student Government Association Treasurer's box.

Section 4: Organizations must submit a report, no later than two weeks after every event.

Section 5: The Student Government Association must be recognized as a co-sponsor in any literature or announcement made regarding a program or event that is funded by the Student Government Association fund.

Section 6: Violation of these regulations will result in inability to request funds and/or the organization not being chartered next year.

Article XXIV: Amendments to the By-Laws

Section 1: The Executive Division and/or the Student Government Association may purpose amendments to these By-Laws. In cases where the College makes changes in policies and procedures which are reflected in the By-Laws, those changes shall automatically become a part of this document.

Section 2: Procedures

- A. Any propose amendments must be typed.
- B. If proposed by the Executive Division, an amendment must be voted on by the Legislative Division known as the Board of Senators.
- C. If an amendment is proposed by the Student Government Association, it must be voted on by the student body

Section 3: Ratification

- A. Such an amendment must be ratified when approved by majority of the Student Government Association.

Maintenance Request

Hall Name: _____

Resident Name: _____ **Room Number:** _____ **Date:** _____

Items	Complaint
Bed/Mattress	
Chair/Desk	
Closet/Phone Outlet	
TV Outlet/Curtains	
Walls/Light Fixtures	
Blinds/Air Conditioner Unit	
Doors/Toilet	
Sink/showers	
Vent/Floor	
Other	

To be completed by Maintenance Department Staff or Contractor Only:

Date Completed: _____ **Signature:** _____



Office of Residence Life
Residential Life Comprehensive List of Fines

Offense	Fine
Burning Candles or Incense	\$25.00
Destruction of College Property	Determined by Extent of Damage
Disrespecting Staff	\$100.00
Disruption of Quiet Hours	\$10.00
Excessively Loud Music	\$10.00
Failed Health and Wellness Inspection	\$25.00
Failure to Respond to a Fire Alarm	\$50.00
Failure to Vacate as directed by Staff	\$25
Improper Disposal of Trash	\$25.00
Improper/Late Checkout Fee	\$100.00
Lockout	\$5.00
Loitering	\$25.00
Lost ID Card Fee	\$25.00
Lost Key/Failure to Return Key	\$75.00
Missed Mandatory Hall Meeting (Unexcused)	\$25.00
Overnight Guest Fee	\$25.00 per night (Authorization is Required)
Pets in Dorm Room	\$50.00 and Immediate Removal of Pet
Possession and/or Drinking Alcohol	\$250.00 and Possible Immediate Removal from Residence Hall
Possession and/or Smoking of Illegal Substances and Possession of Paraphernalia	\$250.00 and Possible Immediate Removal from Residence Hall
Possession and/or Smoking Tobacco and Vaping Products	\$150.00
Possession of Public Area Furniture	\$25.00
Propping Open Entry/Exit Doors	\$50.00
Propping Open Fire Exit Doors	\$100.00
Room Cleaning (During Checkout)	\$75.00
Room Damage	Determined by Extent of Damage
Tampering with or Misuse of Fire and Safety Equipment	\$250.00
Unapproved Parties	\$250.00
Unauthorized Appliance	\$25.00
Unauthorized Furniture Removal	\$25.00
Unauthorized Overnight Guest Fine	\$100.00
Unauthorized Room Change	\$25.00
Unauthorized Use of the Fire Exit	\$50.00
Unauthorized Visitation	\$75.00
Unauthorized Visitation in Lobby	\$25.00
Unclean Bathroom	\$25.00
Unclean Hallway (Trash Outside your Door)	\$10.00
Unclean Lobby	\$25.00 and/or Closed (Determined by RD)
Unclean Room	\$25.00

All first offenses will incur a fine as listed. A second offense will incur double the fine listed. A third offense will result in triple the fine and a mandatory meeting with the Assistant Dean of Student Affairs and/or the Vice President and Dean of Student Affairs may result in possible removal from the resident hall. These financial assessments may result in additional disciplinary actions and/or sanctions that may be taken by Student Affairs.

Signature

ID Number

Date

Reporting and Redress of Complaints

All faculty, staff, students, and other individuals associated with Paine College are subject to and responsible for complying with this policy. Any member of the Paine College community, who believes he or she has been subjected to discriminatory harassment in violation of this policy, or suspects the occurrence of forbidden harassment, shall report the matter at once as described below so that Paine College may promptly deal with it. Paine College provides a variety of avenues by which an individual who believes to have been harassed against may proceed, so that each person may choose an avenue appropriate to their particular situation.

Individuals who believe that they have been harassed or discriminated against shall address their concerns to the appropriate administrative official at the College as set forth below:

Complainant

Faculty Member
Administrative/Staff Member
Students
Vendors, Contractors, 3rd Parties
Affairs

Appropriate Administrator

Immediate Supervisor or Human Resources
Immediate Supervisor or Human Resources
Vice President and Dean of Student Affairs
Vice President of Administrative and Fiscal

Informal Resolution

Informal procedures are designed to work out a mutually agreeable solution to a problem. At the option of the complainant only, it may be possible to resolve a harassment or discrimination complaint through a voluntary conversation between the complainant and the alleged harasser or discriminator, which conversation is facilitated by a College designee appointed by the appropriate Vice President. If the complainant, the accused, and the College designee feel that a resolution has been achieved through this informal procedure, then the conversation may remain confidential and no further action need be taken. The results of any informal resolution shall be reported by the College designee in writing signed by the complainant and the accused and submitted to the appropriate Vice President.

If the complainant, the accused, or the College designee, chooses not to participate in the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, the complainant may utilize the formal procedure.

Formal Resolution

The College will also initiate a thorough investigation and take corrective or disciplinary action as appropriate against incidents of discriminatory harassment that comes to the College's attention, regardless of whether a formal complaint is made by an alleged victim.

If the administrator listed above is the subject of the harassment allegations, or the complainant is otherwise uncomfortable approaching a designated administrator, the complainant should direct the complaint to one of the other appropriate administrators listed above.

In order to maintain a level of consistency in all investigations and dispositions at the College, the appropriate administrator, once contacted, will frequently consult with the other two individuals identified above.

Official allegations of harassment are to be made to the appropriate administrator in writing as soon as possible, but in all cases within 180 calendar days of the allegedly harassing or discriminatory event. The complaint must include the following information: name, address, and

telephone number of the complainant; the nature of the complaint; date(s) and location(s) of the alleged occurrences(s); evidence on which the complaint is based; and the redress sought by the complainant.

The appropriate administrator shall have 20 calendar days in which to conduct an investigation of the complaint. The appropriate administrator may act as investigator or may arrange for another individual to act as investigator in the matter. The investigator's report will be provided to a College officer or supervisor with the requisite authority to impose appropriate sanctions.

The purpose of the investigation is to establish: (1) whether there is a reasonable basis for believing that the alleged violation of the policy has occurred; and (2) the factual circumstances surrounding the claim. The investigator shall promptly provide the person against whom the complaint is made with a copy of the formal complaint and shall notify the appropriate College officer or supervisor of the nature of the complaint and of the identity of the parties.

In conducting the investigation, the investigator may interview the complainant, the person against whom the complaint is made, and any other persons believed to have relevant factual knowledge. At all times, the investigator shall make a demonstrated and documented effort to maintain confidentiality. The parties and any notified College officer or supervisor shall maintain strict confidentiality as well.

The investigation shall afford the person against whom the complaint is made an opportunity to respond to the allegations of the complaint. The investigator shall be in communication with the complainant until the complaint is resolved. The complainant shall be informed of general actions taken, but shall not be informed of specific conversations held with the person against whom the complaint is made.

Upon the expiration of the 20-calendar day period, the investigator shall have an additional 10-calendar days to produce a final written report. The final written determination will summarize the investigator's findings of fact and state whether, based on the findings, there was a violation of this Policy. The investigator shall have no independent authority to impose sanctions. This report will be provided to the parties, to the appropriate College officer or supervisor, and to the President of the College.

Corrective discipline, which may include termination, will be imposed in accordance with the provisions set forth in Volume IV (Faculty Policies) or Volume V (Administrative and Staff Policies), as applicable. Staff and administrative employees who wish to file a grievance for a disciplinary penalty imposed for violating this Policy should follow the grievance procedures outlined in Volume V. Faculty members who wish to file a grievance for a disciplinary penalty imposed for violating this Policy should follow the grievance procedures outlined in Volume IV.

A complaint may also be brought by a person outside the College community if the alleged offense occurred with regard to application for admission as a student, to inquiry or application for employment, to bidding for contracts by individuals or company representatives, or to any other official action by a member of the College community. The appropriate administrative official to whom such a complaint should be directed will be determined by the position the individual was attempting to obtain at the College.

Harassment of Paine College employees or students in connection with their work or studies by non-employees may also be a violation of this policy. Any member of the Paine College

community who observes any harassment by a non-employee shall report such harassment immediately to the Vice President of Administrative and Fiscal Affairs, who will work with the complaining party to investigate the complaint, and the College will take prompt corrective action if inappropriate conduct is found to have occurred.

As part of Paine College attempt to remedy a complaining party's concerns, the complaining party may be informed of the remedial measures undertaken and disciplinary actions imposed against the violator.

Students

Students are bound by the principles outlined in this policy. However, complaints against students (when acting in the capacity as a student) shall be resolved under the Student Rights, Responsibility, and Disciplinary Procedures as outlined in Volume VII of the Policy Manual. Investigation of complaints against students who are acting in the capacity of an employee shall be conducted by the Human Resources, or a designee, who shall report the investigation findings and recommendations to the Vice President and Dean of Student Affairs.

Additional Reporting

The Georgia Office of Civil Rights (OCR) or the federal Equal Employment Opportunity Commission ("EEOC") may also investigate and process complaints of sexual and other unlawful discriminatory harassment. In addition, any person who is dissatisfied with the College's internal procedures utilized for handling complaints, or who is dissatisfied with the result of the investigation or the sanctions imposed, may seek redress through the EEOC, to the extent allowed by law. The EEOC may be contacted at 1801 "L" Street, Northwest, Washington, D.C. 20507 or at (800) 669-4000. In the event that a complaint is filed with an external agency or court, the College reserves the right to determine, in its discretion, whether the College's internal complaint resolution procedure should be discontinued or continued separately.

Confidentiality

Investigations under this policy shall be conducted in a manner that will protect, to the extent possible, the confidentiality of all parties. Paine College, however, cannot guarantee complete confidentiality where it would conflict with the Paine College obligation to investigate meaningfully and, where warranted, to take corrective action.

Appeals

If either party disputes the findings or is dissatisfied with the procedures or recommendations of the investigator's report, the party may appeal such findings by filing a written appeal with the President within 15 calendar days of receipt of the written report. The President will review the record of the matter and will reach a final determination as to any action to be taken within 10 calendar days of receipt of the appeal. The determination of the President is final.

Anti-Retaliation Statement

Retaliation against anyone who files a complaint, serves as a witness, or otherwise participates in the enforcement of this policy is strictly prohibited. Initiating a complaint of harassment or discrimination will not affect a complainant's employment, compensation or work assignments or, in the case of students, grades, class selection, or any other matter pertaining to student status. Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory work or educational effect requires a determination based on all of the facts pertaining to the situation.

False accusations of harassment or discrimination can seriously injure innocent people. It is a violation of this policy, therefore, for anyone knowingly to make false accusations of harassment. A determination that a complaint is without merit, however, is not necessarily equivalent to a false allegation. A finding for the accused does not constitute a finding the complaint was in bad faith.

INSTRUCTIONS ON FILING A COMPLAINT WITH TRACS

“An individual may make an inquiry to TRACS regarding complaint procedures or about issues and concerns that could be considered complaints at which time TRACS will direct the individual to the TRACS website at www.tracs.com with instructions on downloading the packet containing the Policies and Procedures for Complaints Against Member Institutions, the TRACS Complaint Information Sheet, and the TRACS Complaint Processing Form. However, TRACS response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS Complaint Information Sheet.”

