Foreword

The Student Handbook is published by the Office of Student Affairs and Enrollment Management 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, Student Policy Manual, 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 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 the Dean of Student Affairs and Enrollment Management 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.

Purpose Statement

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

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

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

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.
THE PAINE COLLEGE IDEAL

To love truth and to seek it above material things;
To enoble and be ennobled by common fellowship;
    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.
Paine College Hymn

1. O college of our heart's desire, return splendid in our gare.
   And may the thing that thou hast sought, our nation's useful task.

2. Paine college, guardian of the way that each young foot must tread,
   True union is thy sacred fire and let us to thy open to this day and our firm, martial

3. Thy gates are truth aspire throughout the coming days.
   Strides display hearts clean and unafraid.
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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.

**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.
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 - I Timothy 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 cleanest 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 deserving. 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 - or 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.

Mission Statement

Paine College Mission Statement is reflective of the nature and purpose of the institution as a church-related liberal arts institution providing a high caliber education. The Mission Statement reflects the founding goals of the college and it is comprehensive in establishing the institution as grounded in Methodism and providing a basis for the institution’s operational foci. The statement is current as it is periodically reviewed, evaluated and approved by the governing body with appropriate input from its various constituencies. The Mission also firmly ties the College to its Biblical Foundation Statement.

Our Mission

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.

Our Vision

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

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.
Strategic Goals and Objectives, 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 (ERPTM) 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 and 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.
CAMPUSS

CAMPUSS MOOKING POLICY

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 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.

A "tobacco product" 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.

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

COLLEGE ASSEMBLY

College Assembly/Convocation Attendance Policy The purpose of the 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 monitor and document compliance with the assembly/convocation policies.
CLASS ATTENDANCE POLICY

Students should attend ALL classes for courses in which they are registered. 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. For example, a three (3) credit hour course meeting three times per week would allow a student a total of five absences. Absences incurred the day immediately preceding and the day immediately following a school holiday shall carry a double penalty. Three tardies shall constitute one absence. A student is tardy when he or she misses less than fifteen minutes of a class session. If the student misses fifteen or more minutes of a class session, he or she is considered absent. Absences for official school business shall not be counted against the allowed absences, providing the student presents proper documentation notifying the faculty person. Email notification may also be received from the Office of Academic Affairs. When a student has exceeded the limit of the number of allowed absences, he or she may remain in class only at faculty discretion. The faculty will consider appropriate documentation for emergencies when such documentation is presented on the day the student returns to class.

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 work 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)

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 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 Dean of Student Affairs and Enrollment Management. 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 Handbook, Paine College 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 and a production lab for student use.

Standard Hours

Fall & Spring Semester**
Mon-Thurs 7:45 am – 10:00 pm
Friday 7:45 am – 5:00 pm
Saturday Closed
Sunday 4:00 pm – 8:00 pm
*Learning Resources Center services are available from 8:00 a.m. – 5:00 p.m., Monday-Friday. Computer labs remain open during Library hours, but the second floor closes 30 minutes prior to the Library closing.

**Holiday and Summer Hours will be posted.

Library and LRC Services Require a Valid Paine College Identification Card.
Identification cards MUST be presented each time services are requested. These services include Any use of computer labs in the LRC (2nd floor).

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
706.821.8361

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.

Goal

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.
Mack Gibson Tutorial Enrichment Center

The mission of Academic Support is to provide academic support in order to increase the retention 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.

Academic Support achieves its mission by providing one-on-one or small-group tutoring in virtually all subjects to Paine College students, faculty, staff, and administrators, free of charge. In addition to reviewing course work and preparing for tests and quizzes, Academic Support can help students improve their study skills; plan, write, proofread, and format research papers; prepare oral presentations; and develop computer documents and slide shows. Academic Support also offers help with personal projects such as writing letters, preparing for standardized tests, preparing personal statements and other documents for graduate school applications, and improving computer skills. In short, we try to provide whatever help or support a student might need in order to achieve success.

Located in the Gibson Building, just across the driveway from Haygood-Holsey and through the fence, Academic Support maintains convenient hours:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Days</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>Fall and Spring Semesters</td>
<td>Monday – Thursday</td>
<td>9AM – 8PM</td>
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<tr>
<td></td>
<td>Friday</td>
<td>9AM – 5PM</td>
</tr>
<tr>
<td>Summer Sessions</td>
<td>Monday – Friday</td>
<td>9AM – 5PM</td>
</tr>
</tbody>
</table>

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
- Workshop Request

Tutors
- How to become a tutor
- Peer Tutor App Form
- Peer Tutor Reference Form

Academic Support Staff
- Dr. Sezilee Reid, Director of Mack Gibson Tutorial Enrichment Center
- Mrs. Cynthia Frazier-Edwards, Administrative Assistance
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 be in writing on the letterhead of the donor or agency. Students with pending scholarships and credit balances are advised to request that the institution hold their credit balance until all scholarships are posted to their accounts.

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:
  - Dean of Student Affairs and Enrollment Management, 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 students 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 Dean of Student Affairs and Enrollment Management, Chief Fiscal Officer and the Vice-President for Academic Affairs signatures are also required. The withdrawal form must be filed in the Registrar’s Office. A student who withdraws from the College and does not follow the withdrawal procedures as outlined will not be eligible for a refund. Only after the above requirements have been completed will a student be eligible for a credit to 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
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 an investigation, and determine the cause of the nature of the incident. The Chief of 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 Dean of Student Affairs and Enrollment Management 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 Dean of Student Affairs and Enrollment Management 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.


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 Campus Police Department.

   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  
13. Parking at Yellow Curb  
14. Registration Falsification  
15. Exceeding Temporary Parking Limit

After the third ticket, the vehicle operator is notified in writing that parking privileges have been revoked on campus for that academic year. The vehicle will be towed at the owner’s expense.

**Termination of Parking Privileges**

The following are reasons a driver may lose parking privileges on campus:

1. Driving under the influence of alcohol or drugs;

2. Excessive traffic violations (over three (3))

3. Excessive speeding or reckless driving;

4. Violations of city or traffic regulations – (i.e. DUI/Suspended Driver’s License);

5. Disabled vehicles must be removed from the campus parking lot within five (5) days or they will be towed away at the owner’s expense
AUXILLARY SERVICES

CAMPUS POST OFFICE

Paine College Mail Center is here to provide mailing services to the College community. The following information will explain the services available at our Mail Center.

Location and Hours (during the school year)

Peters Campus Building, Room 117
Monday – Friday 12:00 NOON – 4:00 PM
Saturday – Sunday CLOSED

Packages and Letters

Packages may be picked up during open hours by bringing the card that indicates you have a package to the Mail Center window. Accountable mail (Express, Certified, Insured and registered) may be picked up with the card and must be signed for by the recipient. Both (packages & Accountable mail) require proper picture ID to claim it. Delivered Departmental Accountable mail will have a card attached to the package as a courtesy to the department. This card must be 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

Student mail is placed in the respective residence hall boxes for the Resident Director. If the student has accountable mail (see Packages and Letters), a Notification Card with the date, student’s name and the type of mail received. This card is placed in the Residence Hall Box, to be given to the student.

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

Career Services is an integral part of the Paine community and supports the accomplishment of the overall mission of College. All students and alumni seeking job search assistance, résumé, and cover letter preparation, and interviewing techniques are encouraged to visit the Office of Career Services and utilize its various resources. The Office of Career Services works collaboratively with academic departments, Student Affairs, and employers to enhance students’ professional and career development. In addition, the Office of Career Services sponsors career fairs to bring employers to campus to have face – to – face interaction with students, careers and discuss careers and internship opportunities. Students also have the opportunity to attend the Career Opportunities Fair held annually in Atlanta, GA, as well as local career fairs in the CSRA.

Career Services is committed to providing services in a supportive and proactive manner. Services Provided:

- Résumés and Cover Letter Assisting
- Job Search Assistance and Mock Interviews
- Major Exploration and Career Counseling
- Professional and Career Development Workshops and Guest Speakers
- Career Fairs and Networking Events
- Professional and Career Development Workshops and Guest Speakers

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.

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 Dean of Student Affairs and Enrollment Management and 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 and Enrollment Management 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 Office of Counseling and Wellness Services 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 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 recommends all new students and transfer students enrolled for eight semester hours or more have a completed physical exam prior to registration.

2. The medical form must be properly completed by the examining physician and sent directly to the Office of Student Affairs & Enrollment Management.

3. The Dean of Student Affairs and Enrollment Management may require a student to leave the Residence Hall at the recommendation of a licensed physician.

4. The Counseling and Wellness Center or the Dean of Student Affairs and Enrollment Management 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 be duplicated or transferred only with 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 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 make arrangements for students to be seen by partner clinics, when available.

2. **All illnesses or accidents should be reported to the Counseling & Wellness Center.** If an illness occurs after closing hours of the clinic, 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 the College physician, or to the emergency rooms. A list of all prescription medications must be on file in the Office of Student Affairs & Enrollment Management.

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 medical emergencies beyond the scope of treatment provided by Counseling & Wellness Services, Paine College will assume the responsibility of transporting students to the nearest hospital/emergency room in college owned vehicles. **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. Confidentiality will be maintained and a reason for 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 an excuse for 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 & Enrollment Management.
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 and 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; child care services.

Application for Housing

All students who desire campus housing must secure an application from the Office of Residence Life. For all sessions a $50.00 application fee is required. All fees should be paid on or before March 31 for the fall enrollment, November 15 for the spring enrollment, and June 1 for summer enrollment. There is a late application fee of $50.00 if the application is not received by the due date.

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 form 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 Dean of Student Affairs and Enrollment Management 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 as outlined in Section 7.5.

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 the spring semester, whichever comes first.

Alcohol and Drugs

As outlined in the College’s Alcohol and Drug Policy, 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 Coordinator. The Residence Life Coordinator 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 only be completed by the Residence Life Coordinator. The staff will assist by identifying available spaces. The Residence Hall Director in the hall from which the student moves is responsible for:

1. Checking the resident out of the room and completing the Check-In/Check-Out List.
2. Sending damage information, through the date the resident moves, to the Coordinator of Residence Life.
3. 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.

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

Unauthorized room changes result in the following actions:

1. The resident who makes an illegal room change will be required to move back to the resident’s former room with all of the resident’s possessions within 24 hours.
2. The appropriate disciplinary referral will be processed by the Residence Hall Director.
3. The Residence Hall Director will approve or disapprove the room change after the appropriate disciplinary sanctions have been made.
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. Students are responsible for all personal belongings left in the Residence Halls. All students desiring to remain in the Residence Halls during any break must receive approval by the Dean of Student Affairs and Enrollment Management. 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.

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-conditioners;
2. Hanging clothing from the ceiling;
3. Hanging clothing or other objects from the sprinkler system;
4. Ironing on the mattress or desk;
5. Burning incense/candles.
6. Disconnecting smoke alarms

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.
1. Before the opening of the halls at the beginning of the academic year, the appropriate residence hall staff will complete a Maintenance Request Form, noting all existing damages. A copy of this report will be on file in the Office of Residence Life and available upon request.

2. In the event that damages occur during the course of the semester, Residence Hall staff will make a reasonable effort to determine the specific individual(s) responsible for the damage. If such a determination is not made, the cost of the damage will be assigned to the appropriate group.

3. The Coordinator of Residence Life will maintain a continuous record of all billings that have occurred. Such billings will include all costs directly related to the repair of the damage, including equipment, labor, maintenance, janitorial services, contractual services and all other appropriate costs.

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

5. Damages occurring through the first day of the last week of each semester will be included in the proration charges. Residents will receive a statement of residence hall charges by the fourth day of the last week of classes.

6. Any conflict pertaining to the amount of a prorated charge must be discussed with the Residence Hall Director. If not resolved, the resident should contact the Coordinator of Residence Life. If not resolved at that level, the resident should contact the Dean of Student Affairs and Enrollment Management.

7. Assessed prorated damages will be charged to the individual student account and must be paid to the Business Office on, or by the last day of classes. Failure to pay prorated charges will result in the student’s ineligibility to take final examinations and/or register for future academic terms.

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 of the President and Dean of Student Affairs and Enrollment Management. 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 violations and/or illegal activities are suspected. 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

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 key card is lost, a duplicate may be obtained for $100.00. Keys other than those issued by Paine College will damage the locks. Therefore, any student who has a duplicate key made, or lends the key for this purpose, may be subject to disciplinary action. A charge will be made for the damage to the lock and for the new key. Keys must be turned in at check-out. There will be a $100.00 core change fee added to the student’s account for keys which 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 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.
Mail

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

Maintenance of Rooms and Allowable Room Furnishings

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

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

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

**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 $20.00 per night. Failure to register guests will result in a $50.00 fee assessed against the student assigned to the room and possible other disciplinary sanctions (See section on Student Discipline). The Residence Director should make sure all fees for such visits are collected prior to the visitation. An overnight guest must abide by all College rules and regulations. Failure to do so will subject the host student to disciplinary action. Guests may stay in the halls for no longer than a 48-hour period. Exceptions must be approved by the Coordinator of Residence Life. A student who is not a resident of a hall is considered an overnight guest if the student chooses to spend a night in a hall other than the one they are assigned to. Children cannot be admitted to the Residence Halls as “overnight guests.”

**Personal Property**

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

**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. Private rooms are not assigned at the beginning of the semester. The private room fee is $1000.00/semester (Fall or Spring) and $750.00 for the Summer Term.
Private room procedures are as follows:

1. On the first day of registration, a private room list will be started in each Residence Hall.

2. The students on the list, beginning with the first person, will be notified by the Residence Director when a private room becomes available.

3. The student will be given 24 hours to pay the private room fee in the Business Office.

Once the student pays the Private Room fee, he or she must present the receipt to the Residence Life Coordinator. If the student returns within the appropriate timeframe with a receipt showing that the student has paid for a private room, 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 Coordinator and Residence Director. If the fee is not paid within the twenty-four (24) hour period, the student’s name will be removed or moved to the bottom of the private room list. The next person on the list will be contacted. The private room fee cannot be charged to the student’s account.

**Pregnancy Statement**

The current Residence Hall structure does not allow for dependent children or spouses live in residence halls. 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 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.

**Quiet Hours**

Quiet hours in the Residence Halls are between the hours of 10:00 p.m. to 8:00 a.m., Sunday through Friday. Quiet time is set aside for studying and resting. During quiet hours, the residential area of campus, both inside and outside of facilities, must be 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 a given year, any student may lose the right to reside in the Residence Halls and may be subject to
other disciplinary action(s). During mid-term and final examination periods, quiet hours are in effect 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.

3. 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.

Smoking

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

Tattooing and Body Piercing

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.

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 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 this document.

Residence Hall Emergency Procedures

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

Accidents

In the event of a vehicle accident on the campus, you should contact the Campus Police Department at Ext. 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 Ext. 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 Ext. 8235 and contact the residence hall staff.

Evacuation of Residence Halls

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

If Evacuation is ordered:

1. Exit rooms immediately and use the nearest stairwell or exit (if residing on first floor).

2. In the case of fire, remain as close to the floor as possible while exiting.
3. Proceed to the area that has been designated as the emergency reporting area for your residence hall.

4. Wait for further instructions from College officials.

5. Do not go back into the building.

An evacuation plan can be found on the back of each residence hall room door. All students must evacuate the residence hall for fire drills or whenever a fire alarm is pulled. Residence Life Staff is trained annually on the 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 and Wellness Center at Ext. 8390. An assessment will be made by a College official whether the student should be transported to the hospital.

Media

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

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 Police at Ext. 8235.

Residence Hall Fees and Charges

See Appendix E
DINING SERVICES

Meals (For Off-Campus Students)

<table>
<thead>
<tr>
<th>Meal</th>
<th>Price</th>
</tr>
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<tbody>
<tr>
<td>Breakfast</td>
<td>$5.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$5.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$5.00</td>
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</tbody>
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Hours of Operation

Monday, Tuesday, Thursday, & Friday

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:00AM – 9:00AM</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:30AM – 1:30PM</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00PM – 7:00PM</td>
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</tbody>
</table>

Wednesday (Chapel Day)

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:00AM – 9:00AM</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:00PM – 2:00PM</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00PM – 7:00PM</td>
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</table>

Saturday, Sunday, & Holidays

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
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<tbody>
<tr>
<td>Brunch</td>
<td>11:30AM – 1:30PM</td>
</tr>
<tr>
<td>Dinner</td>
<td>4:00PM – 6:00PM</td>
</tr>
</tbody>
</table>

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 Dean of Student Affairs and Enrollment Management 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 a active component of various committees within the Division of Student Affairs and Enrollment Management. 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 Dean of Student Affairs and Enrollment Management. 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.
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

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
- Psychology Club
- Georgia Association of Educators- Student Program
- Math/Computer Science Club
- History Club
- Paine College Communication Association (P.C.C.A.)
- Honors Program
- Honda All-Star Team
- Students-In-Free Enterprise (SIFE)
- Sociology Club
- 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.

- 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

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
- Devoted Disciples

Regulations Governing All Student Organizations and Clubs

- The organization must be created and controlled by currently enrolled students of Paine College.

- 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 Dean of Student Affairs and Enrollment Management. 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 and Enrollment Management.

- The President of each organization (or his/her designee) must participate in monthly Board of Senators meeting held the 1st & 3rd Wednesday of every month.

- 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.

- 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.

*As an On-Campus Advisor, one must:*

- Be approved by the Director of Student Engagement and Dean of Student Affairs and Enrollment Management

- Read and uphold the policies found on the Paine College website and Student Handbook ([www.paine.edu](http://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 Dean of Student Affairs and Enrollment Management
- 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 Dean of Student Affairs and Enrollment Management.
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 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 sanctions.
9. Organization packets and fees are due the last week in April of the Academic year. 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.

12. Organizations or clubs are prohibited from using the College’s name when negotiating contractual agreements or establishing bank accounts, unless approved by the Dean of Student Affairs and Enrollment Management, 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.

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.

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 Dean of Student Affairs and Enrollment Management 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 as per the Student Government Association Constitution (article XXII (22), Section 11).
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. There must be a minimum of two (2) special duty officers required to work each event. 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 Dean of Student Affairs and Enrollment Management
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 Dean of Student Affairs and Enrollment Management.

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 Dean of Student Affairs and Enrollment Management. 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 Dean of Student Affairs and Enrollment Management. 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 Dean of Student Affairs and Enrollment Management 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. 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 governing 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 Dean of Student Affairs and Enrollment Management.

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 Dean of Student Affairs and Enrollment Management. The College reserves the right to refuse to post or take down such postings which are not in good taste, vulgar, or contradictory to the mission or goals of Paine College.

3. Organizations and clubs are not permitted to solicit funds in the Campus Center, unless permitted by the Director of Student Engagement or Dean of Student Affairs and Enrollment Management. 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 behavior of being under the influence of drugs or intoxicating beverages will be asked to leave the premises.

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. Application for a date on the student events calendar must be made to the Director of Student Engagement on forms provided by this office. All student activities must be approved by the organization’s advisor, the organization’s president, the Director of Student Engagement, the Campus Police, the building supervisor, and the Dean of Students Affairs and Enrollment Management. NO STUDENT ACTIVITY WILL BE APPROVED WITHOUT ALL APPROPRIATE SIGNATURES.

3. Organization Advisors are required to attend all activities of their groups. This includes meetings, parties, dances and other social activities. In this way, the student organization is protected should any mishap occur. If the Organization Advisor cannot be in attendance, approval must be obtained from the Director of Student Engagement or the Dean of Student Affairs and Enrollment Management for either a faculty or staff member to serve as chaperone to the event. Campus Safety will not open a building or a room for a club activity, unless the Advisor or 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, the Dean of Student Affairs and Enrollment Management, and the Vice-President for Fiscal Affairs and complete the proper requisition.

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 the Haygood-Holsey Hall or the Residence Halls.
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 Dean of Student Affairs and Enrollment Management

2. Students are required to have their ID cards in their possession while using the facilities.

3. The Game Room is open and under supervision during the posted hours.
   
   **Monday - Thursday** 8:00AM – 10:00PM
   **Friday & Saturday** 11:00AM – 10:00PM
   **Sunday** 12:00PM – 10:00PM

4. Gambling, betting and/or similar activities are NOT PERMITTED.

5. Food and beverages are permitted; all cleaning and damage expenses due to spillage will be billed to the sponsoring person/unit.

6. Students are responsible for any damage to Game Room equipment (i.e. pool sticks, tables, video game consoles, games, etc.).

7. Music may be played at a low level and must be free of any explicit language or sexual innuendo(s).

8. Game room patrons are not permitted to lean and/or sit on any game tables (i.e. pool tables, air hockey, etc.).

9. Equipment and furnishings assigned to the Campus Center cannot be removed for any reason, except with the written permission of the Dean of Student Affairs and Enrollment Management

10. Damage to the building, equipment, or furnishings will be charged to the individual or organization causing the damage.

11. Excessive noise and profanity will not be permitted in the Campus Center. Failure to abide by this stipulation will result in disciplinary action.
12. Young men must remove hats upon entrance to the building and any other building on campus (See Dress Code).

13. 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.

THE NATIONAL PAN-HELLENIC COUNCIL

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

1. The Council has the power to impose penalties on its members for violations of its and the College’s laws and policies. These shall be as follows:

   a. For the first offense, the organization shall receive a letter of reprimand.

   b. For the second offense, the organization shall be placed on six (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 its members violates one of the Council regulations or policies or the College’s regulations or policies, the proper order of notification shall be as follows:

   a. The President of the Chapter should be notified in writing.

   b. The graduate Faculty Advisor of the organization should be notified in writing.

3. If the problem cannot be resolved between the offending organization, its graduate Advisor and the person or group who brings the complaint of a violation, the matter should be brought to the Council through its President. If any further action is needed, the matter will go to the following in the order listed:

   a. The sponsoring graduate chapter
b. The Augusta Area Pan-Hellenic Council

c. The National Chapter of the organization

d. The National Pan-Hellenic Council

4. Appeals to the decisions of the Council shall be made in the following order:

a. Faculty Advisor, Advisor of the campus Pan-Hellenic Council, National Pan-Hellenic Council and/or Dean of Student Affairs and Enrollment Management at the College. The results of the appeals shall serve as an advisory function for further action if necessary. All final decisions shall be up to the Campus Council and a report of such decisions shall be made to the Dean of Student Affairs and Enrollment Management.

b. To admit, according to the criteria stated in the By-Laws, petitioning fraternities and sororities to membership in the Augusta Undergraduate Chapter of the National Pan-Hellenic Council.

c. To levy and collect annual dues

d. To make recommendations to the member organizations for legislation, and to refer to the member organizations for discussion, matters which are of interest to the College sororities and fraternities.

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 Dean of Student Affairs and Enrollment Management. Each organization must turn in necessary documentation required for intake to the Dean of Student Affairs and Enrollment Management and Director of Student Accounts for approval.

Dates for rush parties, smokers, and information meetings shall be determined by the Council and forwarded to the Dean of Student Affairs and Enrollment Management 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 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 Dean of Student Affairs and Enrollment Management and the Director of Student Engagement at least two (2) weeks before the Intake Process begins. All organizations shall submit to the Council and the College’s Office of Student Engagement 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 a sophomore’s 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 Dean of Student Affairs and Enrollment Management and the Director of Student Engagement. It is recommended that organizations submit prospective lists to either the Dean of Student Affairs and Enrollment Management or the Director of Student Engagement to ensure accuracy.

3. Organizations must submit a comprehensive outline of intake activities to their own campus Faculty/Staff Advisor.

4. A roster of all prospective members must be submitted to the Dean of Student Affairs and Enrollment Management and the Director of Student Engagement five (5) working days before the intake process.

5. The culmination of all intake activities must occur and/or end by the last day of classes of the same semester in which intake began (this includes neophyte presentations).

6. The Office of Student Engagement 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 Dean of Student Affairs and Enrollment Management, in consultation with the Office of Student Engagement.

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. 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.

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.

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.

OTHER ACTIVITIES

Intramural Sports

An Intramural Program is provided for all students. Students may participate as individuals, as a class, club, fraternity, sorority, or organization. The Intramural Program begins in the fall and continues throughout the school year. 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 Department of Athletics or Office of Student Engagement reserve the right to put into immediate effect any rule changes or modifications regarding policies and procedures.
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 Events

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 Director of Student Engagement. 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 Director of Student Engagement. If a player fails to meet, he/she will be suspended indefinitely.

Intercollegiate Athletics

Intercollegiate Athletic competition plays an important role in the lives of Paine College students. The present Athletics Program includes varsity teams in basketball, baseball, softball, track and cross-country, volleyball and golf. Paine College is a member of the Southern Intercollegiate Athletic Conference (SIAC) of the National Collegiate Athletic Association (NCAA) for Division II Schools.

STUDENT DISCIPLINE

STUDENT RIGHTS/RESPONSIBILITIES AND DISCIPLINARY PROCEDURES

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 Dean of Student Affairs and Enrollment Management.
The regulations contained in this section 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.

RE: Zero Tolerance for Fighting, Weapons, and Alcohol/Drugs

It is important for any violator of the Paine College Student Handbook to be held accountable for their conduct.
There will be **ZERO TOLERANCE** for anyone found fighting, possessing or using a weapon and/or possessing, distributing, or using controlled substances and/or alcohol. It is our goal that the rules and regulations regarding discipline are enforced consistently, fairly and promptly, and that all staff and students are informed about the policies and procedures that relate to discipline.

By communicating with students in a clear and timely manner regarding our expectations, we anticipate disciplinary issues to decrease in frequency and magnitude. We ask you to please take time to review your Paine College Student Handbook.

Thank you for your cooperation, and we hope this will result in a more positive learning environment for the staff, students and parents.

**CODE OF CONDUCT**

**STUDENT CONDUCT DURING PUBLIC EVENTS**

Students, faculty, administrators, and the general audience in attendance at any activity on campus have the right to uninterrupted and unobstructed use of Paine College facilities during the presentation of assembly programs, plays, talent shows, movies, concerts, athletic events, and other performance activities. Smoking, drinking, verbal and/or physical disruptions are prohibited.

Students willfully interrupting and/or obstructing the orderly processes and functions of a public presentation of any type will be subject to disciplinary action. Paine College reserves the right to ask anyone conducting him or herself in an unacceptable fashion according to this policy, to leave an event.

**DISCIPLINARY MEASURES**

The following are possible disciplinary measures which may be imposed upon the student for infractions of College regulations:

1. **EXPULSION.** If a student is expelled, he/she is deprived of student status and must carry out a total separation from the College. A penalty of expulsion is reserved to the President of the College. **AN EXPELLED STUDENT IS INELIGIBLE FOR READMISSION TO THE COLLEGE AND A RECORD OF SUCH EXPULSION SHALL REMAIN A PART OF THE STUDENT'S PERMANENT RECORD. A STUDENT EXPELLED FROM THE COLLEGE MAY NOT RESIDE IN COLLEGE-OWNED OR LEASED HOUS-ING FACILITIES, ATTEND COLLEGE-SPONSORED FUNCTIONS, ON OR OFF-CAMPUS, PARTICIPATE IN STUDENT ORGANIZATIONS, REPRESENT THE
COLLEGE IN ANY CAPACITY, OR VISIT ANY CAMPUS FACILITY. EXPULSION INCLUDES IMMEDIATE REMOVAL FROM THE RESIDENCE HALL AND THE CAMPUS WITHIN 24 HOURS. Any violation will lead to arrest.

2. INDEFINITE SUSPENSION. A student is withdrawn from the College for an indefinite/un-specified period of time. Reinstatement may be requested by completion of an application for admission and a case review by the President or body named by the President. The same restrictions listed above for expelled students apply to those under Indefinite Suspension. A penalty of Indefinite Suspension is reserved to the President of the College. INDEFINITE SUSPENSION INCLUDES IMMEDIATE REMOVAL FROM THE RESIDENCE HALL AND THE CAMPUS WITHIN 24 HOURS. Any violation will lead to arrest.

3. SUSPENSION. If a student is suspended, he/she is deprived of student status and must carry out a total separation from the College for a stated period of time not to exceed two (2) years. Conditions of readmission shall be stated in the order of suspension, but such order remains a part of the student's permanent record, regardless of whether such student is successfully readmitted. If a student, while on suspension, violates any of the terms set forth in the notice, further discipline in the form of legal action, an additional period of suspension not to extend for any period longer than one (1) year, or expulsion may result. If the violation is reported two (2) weeks prior to the end of the semester, or between two (2) semesters, the violator(s) will be suspended for the following semester. The Summer term does not count as a regular semester. Students suspended near, or at the end of the Spring Semester (for the Fall Semester) may not attend the Summer Session. However, students on academic suspension may request special permission from the Vice-President of Academic Affairs to attend Summer School. Students suspended for the Fall Semester for disciplinary reasons will not be allowed to attend Summer School.

A student may be suspended for the remainder of a semester should it be determined that immediate separation from the College is required because of the nature of the offense, or if it is suspected that the student's continued presence on campus may pose a threat to persons or property. This does not preclude an additional suspension period of one or more semesters. Immediate suspension applies to certain violations even though the student may not impose a threat to persons or property on the College campus.

4. COMMUNITY SERVICE ASSIGNMENT. Assignment to work a specific number of hours at a community service agency or College Department (i.e. Maintenance, Dining Hall, Campus Police Department, etc.). The Dean of Student Affairs and Enrollment Management or the Disciplinary Committee will decide the assignment for community service. All community service assignments must be completed within the semester, or within the appointed time assigned in the written notification to the student. Failure to complete community service as assigned will lead to a minimum suspension of one (1) semester.

5. STRICT SOCIAL PROBATION. A student on Strict Social Probation is not in good standing with the College. He/She automatically forfeits all rights and privileges afforded students. A student who is placed on Strict Social Probation will only be permitted to attend class and the Library. Strict Social Probation shall not extend for any period longer than one (1) year from
the time of the determination that a disciplinary offense has been committed, but it does remain a part of the student's permanent record. Any conduct in violation of this probation may result in the imposition of an additional period of Strict Social Probation not to extend for any period longer than one (1) year, or it may result in the imposition of the suspension penalty.

6. RESTRICTION. A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the College in any way, denial of the use of facilities, parking privileges, or participation in extracurricular activities for a maximum period of one (1) year.

7. CONDUCT PROBATION. A period of observation during which the student must comply with College rules and regulations and any other restrictions imposed by the College.

8. EDUCATIONAL SANCTIONS. A student may be required to attend an educational program, participate in a community service project (of an educational nature), assist residence hall staff, or engage in other appropriate activities as assigned.

9. COUNSELING. A student who manifests behaviors and/or attitudes which make it difficult for him/her to function effectively as a member of the Paine College community may be required to attend counseling sessions. The decision to impose counseling sessions will be determined by the Dean of Student Affairs and Enrollment Management or by recommendation of the Disciplinary Committee. The student will receive written notification of the reason for the referral to the Counseling Center and the duration he/she is required to complete.

10. REMOVAL. A student may be removed from the residence hall for a specified period of time. The student must vacate the residence hall within forty eight (48) hours after receipt of written findings of the penalty to be imposed, unless otherwise stated in the letter of findings. Depending on the nature of the offense, a student may be asked to vacate the Residence Hall in twenty-four (24) hours or less.

11. RESTITUTION. A student who has committed an offense against property will be required to reimburse the College or other owner for damage to, or misappropriation of such property. Any such payment in restitution shall be at least double the actual cost of repair or replacement. THE IMPOSITION OF THIS PENALTY DOES NOT PRECLUDE THE ADDITIONAL IMPOSITION OF ONE OR THE OTHER OFFENSE PENALTIES.

12. REPRIMAND. A written reprimand, or censure, may be given to any student whose conduct is inconsistent with the College's rules and regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he/she is, in effect, being given another chance to conduct himself/herself as a proper member of the College community.

NOTE: All students who are Expelled, Indefinitely Suspended, Suspended, or Removed will be placed on Conduct Probation for at least one (1) semester, if and when readmitted to the
College. Additional disciplinary measures including, but not limited to, those outlined under Disciplinary Sanctions for specific offenses, may be imposed by the College as it deems necessary to facilitate the student's growth and development, and aid in the maintenance of a collegiate atmosphere.

The College reserves the right to modify these sanctions as it deems necessary depending on the severity of the infraction. Each sanction may carry one or more additional penalties.

**DISCIPLINARY SANCTIONS**

THE 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 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 Police or authorized College officials. Any law enforcement official may present warrants for arrest and make arrests on campus.

**DISCIPLINARY SANCTIONS**

The following penalties may be prescribed for students found guilty of the offenses listed below. The Division of Student Affairs and Enrollment Management reserves the right to apply sanctions on an individual incident basis. Sanctions may be combined.

A. EXPULSION
   
   Immediate removal from the Residence Hall pending final disposition.
1. Discharging or pointing a firearm at another person on College-owned or controlled property or at College-sponsored or supervised activities.

2. 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.

3. 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).

*Defensive actions (self-defense) are those which cause a person to protect his/her life or physical well-being after being physically assaulted or placed in imminent danger when no other options, College official or law enforcement officers are available and the person attempts to avoid harm.

4. Breaking and Entering with intent to relieve the College or College personnel of property.

5. Committing rape, including assault with intent to rape, or sodomy, including aggravated sodomy.

6. Possessing or carrying firearms (including, but not limited to pistols, rifles, shotguns, or ammunition), having dangerous knives, explosives 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.

7. 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.

8. Arson or attempted arson

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.

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

11. Conviction of any one offense or a combination of offenses for the third time, unless otherwise stated below under specific Disciplinary Sanctions.

B. INDEFINITE SUSPENSION
1. Forging, altering, destroying, or misusing College documents, records, identification cards, or papers with intent to defraud.

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 fact, distribution of false printed materials, and conduct manifestly intended to deceive or mislead.

3. Collusion, which includes cooperation of students, or students and staff personnel in securing confidential information/material, bribery by students or staff personnel to change College file information.

C. 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 physical 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 COUNSELING sessions upon readmission to the College. (This includes threatening a College employee or a student).

*Defensive actions (self-defense) are those which cause a person to protect his/her life or physical well-being after being physically assaulted or placed in imminent danger when no other options, College official or law enforcement officers are available and the person attempts to avoid harm.

3. 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.

4. Committing theft by unlawfully taking or appropriating any property of another person or of the College with the intention of depriving the person or College of said property taken or appropriated. The violator(s) will also be required to make RESTITUTION.

5. 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.

Violators will be required to attend COUNSELING sessions and will be placed on CONDUCT PROBATION for at least one semester after being readmitted to the College.
6. Willful destruction, vandalism, misuse or damage to property owned or controlled 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, VIOLATORS WILL BE EXPELLED from the institution.

7. 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 on college-owned or controlled property, the violator(s) will be immediately escorted off the premises.

8. 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. Violators will be required to attend COUNSELING sessions for at least one (1) semester and will be on CONDUCT PROBATION after being readmitted to the College.

9. 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 that 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

10. 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. A second conviction for the same offense will result in two years SUSPENSION from the College. Violators will be required to attend COMPULSORY COUNSELING sessions before readmission.

11. Harassment or Hazing by engaging in an act which intimidates, annoys, alarms, embarrasses, ridicules, or produces psychological or physical discomfort. This includes making obscene or harassing telephone calls. (NOTE: The penalty does not preclude any criminal action which may be taken by external authorities.) Hazing is a crime punishable by law.
12. **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**.

13. **Possessing, distributing, or using alcoholic beverages** on College-owned or controlled property or at College sponsored or supervised events on or off campus. A second conviction of either or a combination of these offenses will result in two (2) years **SUSPENSION** from the College. Upon readmission to school, the student cannot reside on campus for one (1) semester.

**NOTE:** Conviction of an offense or any combination of offenses for the third time will result in **Suspension** for at least one (1) year. Suspension for a longer period, **Indefinite Suspension**, or **Expulsion** depending on the severity of the infraction and prior sanctions (unless otherwise noted under specific Disciplinary Sanctions).

D. **SUSPENSION FOR ONE SEMESTER**

1. **Failure to attend scheduled disciplinary meeting.** Students who are scheduled for a disciplinary hearing must attend the meeting as scheduled. Students must provide official documentation to the Dean of Student Affairs and Enrollment Management for approval in order to reschedule. Violators who fail to attend scheduled disciplinary meetings will receive an additional penalty of one (1) semester.

2. **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 or controlled property, participating in water fights, raids, cross dressing, carrying lewd objects, etc. Any damage incurred will result in an additional penalty of **RESTITUTION.** Violators will also be required to perform **COMMUNITY SERVICE.**

3. **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 (2) years **SUSPENSION** from the College. **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.

4. **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.

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 is involved.
6. **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.

*Defensive actions (self-defense) are those which cause a person to protect his/her life or physical well-being after being physically assaulted or placed in imminent danger when no other options, College official or law enforcement officers are available and the person attempts to avoid harm.

Note: Based on the gravity/nature of the altercation, the Disciplinary Committee can make a recommendation for the students to attempt mediation through the Counseling Center. However, it is at the professional discretion of the Counseling Center to deem mediation as a viable or non-viable solution. If mediation is not a viable solution, the case will be referred back to the Dean of Student Affairs an Enrollment Management or the Disciplinary Committee for further review. If personal injury occurs and/or medical expenses are incurred as a result of the altercation, mediation will not be an option.

**E. 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 is also in violation of this regulation. (Period of Removal: One (1) Semester)

2. **Evidence of smoking** tobacco or any tobacco-related substance in the residence halls may result in immediate removal from the residence hall. (Period of Removal: Immediate removal for one (1) semester). The smell of marijuana is grounds for reasonable search and may lead to search of room with the local law enforcement if necessary.

3. 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 (2) warnings and Community Service; Third Offense: One (1) Semester, Fourth Offense: Permanent Removal).

4. **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 (1) semester) Suspension and removal from the Residence Hall imply that the affected student is restricted from visiting any Residence Halls, unless permission is granted by the Dean of Student Affairs and Enrollment Management or the Coordinator of Residence Life.

5. **Smell of smoke in the room or any area in the Residence Halls** (any smell of smoke e.g. burning incense, cooking in room, tobacco smoke (cigars, cigarettes). (Period of Removal: Immediate removal for one (1) semester)
F. STRICT SOCIAL PROBATION

1. Abuse which includes a verbal or written exchange including profane, 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: Counseling for at least four weeks (20 hours), Restriction, Community Service.

2. Disruptive behavior which intentionally and unreasonably interrupts or interferes with classroom instruction, research, College committees or boards, or other College or student activities (i.e., assembly, other public programs, plays, concerts, etc.), infringement upon the rights and privileges of others. Violators will be required to leave the site and will be given the following additional sanctions: Restriction, Community Service and Counseling. An Academic 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 Counseling. Second Offense: Suspension for one (1) semester, Social Probation and Restriction upon readmission. Third Offense: Indefinite Suspension.

G. COMMUNITY SERVICE

1. Littering 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:

   First Offense: $5, Second Offense: $10, Third Offense: $15; Subsequent Offenses: $20. Fines must be paid to the Business Office within twenty-four (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. A record of such expenditures will be on file at the Office of Residence Life and the Business Office.

2. Community Service will be assigned as deemed necessary by the Dean of Student Affairs and Enrollment Management or by the Disciplinary Committee.

3. Any other infraction which lists Community Service as a sanction or as assigned by the College.
H. 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, excessively 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 will result in removal from the Residence Halls for at least one (1) semester. If a third offense occurs involving an off-campus student, the violation will result in SUSPENSION for one at least (1) semester. Non Paine College students will be charged with criminal trespassing and will be subject to arrest.

3. Having pets in residence halls. Second Offense: Removal for one (1) semester from the hall. Third Offense: Permanent Removal from the hall.


I. OTHER INFRACTIONS AND DISCIPLINARY MEASURES

1. Paine College recognizes honesty and integrity as necessary to the academic purpose and function of the Institution. The College, therefore, expects a high standard of individual honesty and integrity in all academic endeavors from each student.

   Academic dishonesty includes cheating on examinations, plagiarism, forgery, collusion, and credential misrepresentation, inclusive of Internet documents and sources. Students found guilty of academic dishonesty are subject to disciplinary action including loss of credit (“F” for the course), suspension, or immediate
dismissal from the College at any time. (Please refer to Pg. 55 of the Academic Catalog 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.

J. COUNSELING SERVICES

Unless excluded by the Disciplinary Committee, the penalty for all offenses may require counseling.

K. OTHER TOPICS: HOUSING AND DISCIPLINARY ACTION

The College reserves the right to refuse an application for housing from a returning student who has been found guilty of major offenses, such as, drugs, weapons, sexual harassment, etc. Any student charged with a major offense while living on-campus will be asked to vacate his/her room within twenty-four (24) hours.

STUDENT ARRESTS

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

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

3. 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.

4. The College does not promote or advocate faculty/staff becoming involved in matters concerning students. The College will assume not 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.

5. 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 Dean of Student Affairs and Enrollment Management will take action to remove the student from the campus.

6. 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.
THE Paine College Student Disciplinary System

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

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 Dean of Student Affairs and Enrollment Management

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 Dean of Student Affairs and Enrollment Management. However, the President retains the right to be solely responsible for imposing the sanction of expulsion. The Dean of Student Affairs and Enrollment Management 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 Dean of Student Affairs and Enrollment Management must uphold the requirements under the institutional policies and the Family Education Rights and Privacy Act of 1974.

Paine College Disciplinary Committee

1. **Jurisdiction.** The Disciplinary Committee will hear all cases brought to it by the Dean of Student Affairs and Enrollment Management or his/her representative. The Committee will make the necessary recommendations to the Dean of Student Affairs and Enrollment Management within 48 hours (2 business days) after the hearing. The student will be notified in writing by the Dean of Student Affairs and Enrollment Management 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), designee the Chief of Campus Police (or his/her designee), two (2) student representatives (appointed by the Student Government Association President), a representative from 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). The Student Government Association President (or a member of his/her cabinet) can be present as an advocate for students as
needed. The Dean of Student Affairs and Enrollment Management 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.

3. 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 Dean of Student Affairs and Enrollment Management and Director of Student Engagement shall be for one year. Any member of the Disciplinary Committee may be re-appointed for an additional term.

4. 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 Assistant Dean of Student Affairs and Enrollment Management, Director of Student Engagement, two (2) students, one (1) faculty member, and one (1) staff member. Non-voting members include: The Dean of Student Affairs and Enrollment Management, Chief of Campus Police (or his/her designee) and Director of the Counseling Center, 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 Dean of Student Affairs and Enrollment Management.

c. Interview Process: The Selection Committee for the Disciplinary Committee and Appeals Committee will consist of: Student Government Association President and Vice-President, the Dean of Student Affairs and Enrollment Management (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 Dean of Student Affairs and Enrollment Management’s Office.

d. Meeting Dates: The Disciplinary Committee will meet as needed. Generally, meetings would occur on the second and 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 Dean of Student Affairs and Enrollment Management. 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 Dean of Student Affairs and Enrollment Management, may assign a Committee to review cases of students brought to the Dean of Student Affairs and Enrollment Management during the Summer session.

PAINE COLLEGE JUDICIAL APPEALS PROCESS

Appeals are written and submitted to the Dean of Student Affairs and Enrollment Management. He or she has authority to read and review appeals. In some cases the Dean of Student Affairs and Enrollment Management 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 Dean of Student Affairs and Enrollment Management.

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 Dean of Student Affairs and Enrollment Management, who will notify all necessary college administrative officials.
PAINE COLLEGE DISCIPLINARY PROCEDURES

Misconduct will result in referral to the Office of the Dean of Student Affairs and Enrollment Management. The Dean of Student Affairs and Enrollment Management, 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. The decision of the Dean of Student Affairs and Enrollment Management, or his/her designee is subject to appeal to the President of the College 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 Dean of Student Affairs and Enrollment Management 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 separation requirements.

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 Dean of Student Affairs and Enrollment Management. 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 Dean of Student Affairs and Enrollment Management 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 Dean of Student Affairs and Enrollment Management, 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.

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 Dean of Student Affairs and Enrollment Management. A statement must be submitted to the Dean of Student Affairs and Enrollment Management’s 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 Dean of Student Affairs and Enrollment Management. The Dean has authority to issues 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 Dean of Student Affairs and Enrollment Management or a designee).
2. In the absence of a written notification from the Dean of Student Affairs and Enrollment Management, the accused and accuser must be present for the hearing.

3. Hearing Process:

   a) Introduction of the case by the Dean of Student Affairs and Enrollment Management, 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.

5. All hearing will be recorded on a cassette recorder

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.

**Grounds 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 either a verbatim written record or electronically recorded 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 Dean of Student Affairs and Enrollment Management 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 Dean of Student Affairs and Enrollment Management may appoint an Ad Hoc Board to review cases of students who appeal during the Summer.

**Appeals Process:**

1. Submit letter of appeal within seventy-two (72) hours from date of receipt of disciplinary action to the Appeals Board through the Dean of Student Affairs and Enrollment Management.

2. Letter of Appeal will be submitted to the Chair of Appeals Board by the Dean of Student Affairs and Enrollment Management within twenty-four (24) hours from date of receipt of letter from student.

3. The student will be notified of receipt of letter of appeal by the Appeals Committee through the Dean of Student Affairs and Enrollment Management within seventy-two (72) hours or three (3) business days.
4. The student will receive a final disposition of the case/appeal, or an update of the appeal within five (5) business days after the notification letter (Item 3) from the Appeals Board.

5. Any information, questions or concerns from the student about the appeals process should be made through the Office of the Dean of Student Affairs and Enrollment Management (in writing).

**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.
Appendix A

The Paine College Student Government Association

Constitution and By-Laws

Effective: Spring 2017
**Preamble:**

We, the students of Paine College, in order to develop a spirit of cooperation in the growth of this premiere liberal arts institution; to encourage student’s initiative; to facilitate scholastic achievement; to present, lead and strengthen the student body and create a unified bond and fellowship. To uphold the standards and mission of this institution, a church-related private institution, 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 world. We hereby establish and adopt the following constitution and by-laws. We hereby establish the Student Government Association of Paine College and adopt this constitution. 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 the Paine College.

Article III: Membership:
Section 1: Membership in the Student Government Association shall consist of all duly elected officers of the Executive Division, the members of the Legislative Division and the members of the Judicial Division.

Article IV: Structure:
Section 1: The Student Government Association shall be divided into three divisions as followed: Executive Division (Executive Board), Legislative Division (Student Senate) and Judicial Division (Student 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 twice a month. The Judicial Division shall meet monthly and as needed.
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 24-48 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 President shall hold a “State of the Lion” address at the first and last Town Hall Meeting. During the first, the President shall outline the plans of the Student Government Association. During the last Town Hall Meeting the President shall address the accomplishments of the Student Government Association and what progress still needs to be made.

Section 6: All divisions of the Student Government Association must work together to plan an ANNUAL Student Government Association Fundraising event. The President shall serve as chair and the Executive Treasurer and Press & Marketing Chief shall serve as co-chairs. The President may determine to select another chair in his/her place.

Section 7: Each member of each division of the Student Government Association must complete the Professional Development Plan.

Section 8: 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: Amendments 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 student body at the next Town Hall Meeting.

Section 3: The ratification procedures shall go as followed:

A. Such an amendment is ratified when approved by a majority of the Student Government Association.

Article VIII: 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 the premiere liberal arts institution.

Article IX: The Executive Division:

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

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

Article X: 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. Executive Secretary
E. Executive Treasurer
F. Chief of Staff
G. Press & Marketing Chief
H. Miss Paine College
I. Mr. Paine College

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

A. The First and Second Vice-President, Executive Secretary, Executive Treasurer, Chief of Staff and Press & Marketing Chief shall be elected by forty (40) percent Vote and sixty (60) percent Speech.
B. The President shall be elected by thirty (30) percent Speech, fifteen (15) percent Interview, twenty-five (25) percent in Presidential Debate and thirty (30) percent Vote.
C. Miss and Mr. Paine College shall be elected by fifteen (15) percent Talent, fifteen (15) percent Question and Answers, twenty (20) percent Interview, twenty (20) percent Speech and thirty (30) percent Vote.

Article XI: Qualifications:

Section 1: All officers and representatives 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 President, Miss Paine College, and Mr. Paine College, a person must have a cumulative GPA of a 2.5 the semester preceding the elections and maintain a 2.2 GPA through-out the term of office.
Section 3: To qualify for the office of First and Second Vice Presidents you must be AT LEAST a Sophomore the semester following the elections. Section 4: To qualify for the Office of 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 Divisions. In addition, the candidate must have made a 2.8 in the semester preceding the elections and maintain a 2.8 during their time of office.

Section 5: To qualify for the positions of the President, Miss and Mr. 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. 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 made a 2.8 cumulative GPA preceding the elections and maintain a 2.8 during their time of office.

**Article XII: Duties and Responsibilities of the Executive Divisions:**

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 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 SGA 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 Vice-President and Dean of Student Affairs and Enrollment Management.

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 and Enrollment Management concerning issues of the student interest.
L. Serve on institution committees as requested by Senior Administrators.
M. Must complete ten (10) service hours a week.
N. Serve as the representatives to the Paine College Board of Trustees as ex-officio member.

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

A. Assume all powers and responsibilities of the President when the President is absent or unable to perform the duties of President.
B. Act in full capacity of the 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 representatives of the Legislative Division.
F. Oversee the management of the Student Government Association constitution and by-laws.
G. Represent the Student Government Association at all appropriate faculty meetings.
H. Serve on institution committees as requested by Senior Administrators.
I. Must complete five (5) office hours a week.

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

A. Serve as the Executive Administrator 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 a co-advisor to the organization of the Lions Activity Board.
E. Remain available to assist the President and First Vice-President on committees and projects.
F. Must complete five (5) office hours a week.

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

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. Create calendar for the entire year for Student Government Association events.
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 five (5) office hours a week.

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

A. Monitor the activities of and pertaining to college policies which deal with budgetary issues.
B. Share with the President the responsibility 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 and the Press & Marketing Chief to plan an *ANNUAL* Student Government Association Fundraising event.
H. Serve on institution committees as requested by Senior Administrators.
I. Must complete five (5) office hours a week.

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

A. Advise the President with respect to ruling on parliamentary procedure (*Roberts’ Rule of Order*).
B. Monitor proceedings throughout all meetings of the Executive Division, Legislative Division 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 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 on institution committees as requested by Senior Administrators.
H. Must complete five (5) service hours a week.
I. Prepare & maintain an annual report of Professional Development Plans for all Executive, Legislative & Judicial Division members.
Section 8: It shall be the duty of the Press & Marketing Chief:

A. Create and maintain the Student Government Association website. Work with the First Vice-President to establish websites for campus organizations. Work closely with the office of Communications & Marketing to promote widespread involvement.

B. Prepare at least three photo-shoots for all divisions of the Student Government Association.

C. Create and maintain all flyers, press releases, brochures, etc. for the Student Government Association.

D. Work closely with the Student Government Association President and Executive Treasurer to plan an ANNUAL Student Government Association Fundraising event.

E. Serve on institution committees as requested by Senior Administrators.

F. Must complete five (5) office hours a week.

G. Submit A bi-monthly article to “the DEN”, the college magazine, relevant to upcoming Student Government Association events.

Section 9: It shall be the following duties for Miss and Mr. Paine College:

A. Candidates for Miss and Mr. Paine College will participate in a 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.

B. Miss and Mr. Paine College must sponsor at least two activities each semester, totaling four (4) for the entire year, one social and one academic or educational.

C. Miss and Mr. Paine College- Elect will plan the Coronation and special events. (All participants MUST sign an agreement to comply with the rules and regulations set forth by Miss and Mr. Paine College- Elect in order to participate in Coronation).

D. The pageant for Miss and Mr. Paine College shall be held in the month of March.

E. Miss and Mr. Paine College must promote college spirit, serve as official ambassadors of the college, plan, participate, and take an active role in the week of Paine Fest along with other colleagues entitles, perform other duties as requested by the President and the Office of Public Relations.

F. Miss and Mr. 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 five (5) office hours a week.

Article XIII: Duties and Responsibilities of Royal Court:

Section 1: The Royal Court shall be an entity that is run by the Miss and Mr. Paine College of the Executive Division.
Section 2: The Paine College Royal Court shall consist of Miss and Mr. Paine College, Mr. and Miss 1882 (First Attendants), Class kings and queens and Mr. and Miss United Negro College Fund (UNCF)

Section 3: The Entire Royal Court, with the exception of Mr. and Miss UNCF will run during the General Election period.

Section 4: All candidates with the exceptions of Mr. and Miss Paine for elections must have a cumulative GPA of 2.5 the semester prior running for their position. All candidates MUST maintain a GPA of 2.2 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 programs per year. One must be academic. Of their two programs, Mr. and Miss UNCF must host at least one program to collect donations for the United Negro College Fund.

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 ONE written warning. If negligence of duties continues, the member will be removed.

**Article XIV: Election, Duties and Responsibilities of Mr. and Miss 1882:**

Section 1: Should anything happen, Miss or Mr. 1882 shall serve in the place of Mr. or Miss Paine College for the remainder of their term of service.

Section 2: **Miss and Mr. 1882 must have the following:**

A. At least a 2.8 cumulative GPA and maintain a 2.8 during their term of office.
B. All requirements of Miss and Mr. Paine College

Section 3: Miss and Mr. 1882 have the added responsibility of planning community service events for the Paine College Royal Court.

**Article XV: Election, Duties and Responsibilities of Miss and Mr. Homecoming:**

Section 1: Miss and Mr. Homecoming will campaign two (2) weeks prior to Homecoming.

Section 2: Elections for Miss and Mr. Homecoming will take place the week before Homecoming. The announcement of the winners will be made the week before Homecoming.
Section 3: Candidates for Miss and Mr. Homecoming must have the following:

A. At least a 2.5 cumulative 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 4: Candidates for Miss and Mr. Homecoming must possess the following qualities:

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

Section 5: Popular vote shall determine the winning candidates for Miss and Mr. Homecoming,

Article XVI: Impeachment Proceedings:

Section 1: All Executive Division 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 Student Government Association (SGA).

Section 3: A letter or 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 Dean of Student Affairs and Enrollment Management, at their own discretion, will review the case with the person up for impeachment, and then decide if any further action is needed.

Section 5: The impeachment process shall begin upon the decision from the Dean of Student Affairs. A committee of seven assembled by the Judicial Division of Student Government Association shall investigate the charges. No later than seven (7) days after the Vice-President and Dean of Student affairs and Enrollment Management decided to proceed with the case, the student court should report all findings to the Judicial Division of the Student Government Association.

Section 6: A vote of 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 at any time after a decision has been rendered as long as it is before the current term ends. No later than seven (7) days after the appeal will the decision be made.
Section 8: If impeached or you decide to resign from your current position you will not be permitted to run for any position the following Fall and Spring semesters.

**Article XVII: The Legislative Division:**

The Legislative Division shall be comprised of the Board of Senators. The Board of Senators shall consist of twenty-four (24) senators, four (4) elected senators to represent each class including the Class President, and eight (8) senators from NPHC, one elected from each Greek-lettered organization.

**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 organization 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 students in making significant contributions to the total campus community.
E. Represent the needs and interests of the students within the rules and regulations of the college.
F. Participate in all Student Government Association events if notified two weeks (2) in advance. The President and First-Vice President can determine special cases.
G. Ensure that all necessary elections and balloting are fair.

**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. Bring any information and issues that may be of concern or interest to their constituency.
D. Send recommendations for any entity of the college to the Executive Division.
E. Make regular announcements of upcoming events and communicate issues pertinent to students.
F. Strive to foster a closer relationship between classmates and faculty.
G. Strive to provide a means for expression of student’s opinion and open discussion.
H. Vote to determine the fair distribution of funds amongst campus organizations.
I. 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 forty-eight (48) hours after the meeting to the Student Government Association Executive Secretary.
J. 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. He/she should find an individual from his/her constituency to take his/her place. The substitute individual will not have the senator’s voting rights.

Section 5: Each Senator shall have one vote. If a senator is unable to be 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. Attendance at committee meetings is mandatory. One to three absences may be permitted at the discretion of the member serving as Chair of the Committee. The Committee Chair shall announce the number of absences allowed at the first committee meeting.

C. 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. For a class and major senator, the Executive Division shall appoint a replacement.

B. For organizational Senators, the Executive Division must approve the appointment made by the organization.

C. Additionally, a penalty may be levied against the funding provided for the organization. Any member having declared three or more replacements shall not be eligible for membership the following year.

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 XVIII.: The Judicial Division:

The Judicial Division shall be comprised of five members, these students will be the elected to represent each class and they will be called Student Justices. They will be known as Judges. The 2nd 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. Act as a liaison between the Executive Division and the Legislative Division by bringing club organizations closer together in the hopes of promoting widespread involvement.
B. The justices will also hear the appeals of any members being impeached and organizations being placed on probation and/or suspension.
C. Assist the Executive Division in the governance of campus organizations. Any organization not meeting requirements set forth by this constitution shall be under investigation that is led by the Executive Division and by the Legislative Division.
D. Assist students in making significant contributions to the total campus community.
E. Represent the needs and interests of the students within the rules and regulations of the college.
F. Ensure that all necessary elections and balloting are fair.
G. The Judicial Division shall operate like a Court during all meetings and hearings.

Section 3: The Duties and Functions of the Justice:

A. Attend all judicial body meetings and hearings.
B. Plan, participate and take an active role in Student Government Association functions.
C. Bring any information and issues that may be of concern or interest to their constituency.
D. Check and make sure that the organizations are following the by-laws and constitution of their organizations and the SGA Constitution.
E. Make sure that the organizations complete all documents required by the Director of Student Engagement.
F. Strive to provide a means for expression of organization’s opinion and open discussion.
G. Vote to determine whether an organization goes on probation after hearing evidence from the Executive Division and after conducting their own investigation.

Section 4: The Second Vice-President shall serve as the Chief Justice and help in decision making of the Judicial Division.

Section 5: 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 6: 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 7: A Justice shall be declared ineligible to serve for any of the following reasons:
A. Having two or more unexcused absences. Unexcused absences are indicated when the Judge does not notify the Executive Administrator in writing of the Judge missing a meeting. The Executive Division shall evaluate reasons for missing meetings and determine the validity of these excuses.

B. Attendance at committee meetings is mandatory. One to three absences may be permitted at the discretion of the member serving as Executive Administrator.

C. 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 8: In the case of a Judge being declared ineligible:

A. The Executive Division shall appoint a replacement to the bench if a Student Justice is declared ineligible.

Section 9: The Judges must keep a notebook of all activity planning that shall be passed on to the next year’s Justice.

Section 10: 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 representatives.

B. Over violations of the Student Body Constitution and Statutes.

C. Over conflicts between student groups.

D. To issue advisory opinions concerning student rights under the Student Body Constitution upon request of the Student Body President.

Section 11: Administrative-Practice and Procedure

A. The Second Vice-President of the Student Government Association shall serve as Chief Administrative Officer or Head 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 Justices 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 Associate Chief 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 an trial to hearing.

D. Over the issuance of all summons of students to appear before the Student Supreme Court.

Section 12: 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. Hearings are closed at the Court’s discretion.

Article XIX: 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 2.2 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 be in 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 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 2.2 GPA according to the Student Government Association Constitution and By-Laws
B. Serve as a role model for the class  
C. Assist the President in decision making  
D. Serve as the acting President when the President is absent or cannot fulfill their duties  
E. Take charge/oversee all works and obligations delegated by the President  
F. Send out meeting/event announcements  
G. Assist the 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 President in promoting class activities  
I. 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  

Section 3: It shall be duties of the Secretary  

A. Maintain a 2.2 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 within the designated time frame by the appropriate officer(s)  
F. Distribute copies of minutes 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 President in promoting class activities  
J. 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  

Section 4: It shall be the duties of the Treasurer  

A. Maintain a 2.2 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 accurate records 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 President in promoting class activities
I. 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

Section 5: It shall be the duties of the **Parliamentarian**

A. Maintain a 2.2 GPA according to the Student Government Association Constitution and By-Laws
B. Serve as a role model for the class
C. Advise the 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. Protect the rights of each individual
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 President in promoting class activities
I. 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

Section 6: It shall be the duties of the **Events Coordinator**

A. Maintain a 2.2 GPA according to the Student Government Association Constitution and By-Laws
B. Serve as a role model for the class
C. Gather input from officers and organization members to assist in making key decisions while planning for events
D. Responsible for 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 are given to the Advisor/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 President in promoting class activities
I. 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

Section 7: For the duties of the Class Kings and Queens see Article XIII: Duties and Responsibilities of the Royal Court.
Article XX: Standing Committees:

Section 1: Standing Committees for the Student Government Association shall be known as followed: Student Election Committee, Academic Affairs Committee, Discipline and Student Affairs Committee, Food Services Committee, Religious Life Committee, Lion’s Activity Board Committee (LABC) and the Athlete Advisory Committee.

Section 2: Each standing committee will consist of a chairperson, who will be appointed by the President and confirmed by a vote of senators; and members who will be assigned to these committees by the President and confirmed by the vote of the Senators.

Section 3: 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 President may appoint a chairperson pro temp to service.

Section 4: Each standing committee must keep a notebook of all activity planning that shall be passed on to the next year’s officer.

Section 5: Duties of the Standing Committees:

A. Student Election Committee:
   1. This committee shall be composed of the Chief of Staff and at least one representative from the Executive Division or Legislative Division of the Student Government Association and three other students.
   2. 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.
   3. This committee shall be responsible for corresponding with all participating candidates about elections and correspond with Student Affairs.

B. Academic Affairs Committee:
   1. This committee shall be composed of the Executive Secretary and one representative from the Executive Division or Judicial Division of the Student Government Association and three other students.
   2. This committee shall work in conjunction with the Vice-President of Academic Affairs to communicate student issues of interest.
   3. This committee shall coordinate Faculty and Staff Appreciation Week at least once a year.
   4. This committee shall coordinate on-campus academic activities.
   5. This committee shall address any issues concerning academics or curriculum at the college.

C. Discipline and Student Affairs Committee:
   1. The President and First Vice-President shall serve on all disciplinary hearing committees.
2. The committee on Student Affairs shall examine issues concerning student services, the First Vice-President and Treasurer of the Executive Division shall compose this committee along with three other students.

3. This committee shall advise and recommend policy changes to the administration relating to student services on the campus.

4. This committee shall coordinate educational and awareness programs pertaining to student services.

5. This committee shall work and communicate with the Vice-President and Dean of Student Affairs on issues of interest to the campus community.

6. 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.

D. Food Services Committee:
1. This committee shall be composed of the President and one representative appointed from the Legislative Division and a host of students who are interested.

2. This committee shall work with the Vice-President and Dean of Student Affairs and the Manager of the Cafeteria to improve the quality of food for students.

3. This committee shall present surveys to students to get the take on the quality of food being offered on campus.

4. This committee shall address all issues pertaining to food on campus.

E. Religious Life Committee:
1. This committee shall be composed by the Department of Religious Life under the campus pastor.

2. This committee will be organized to represent all religious needs of the students at Paine College.

3. This committee shall be responsible for coordinating religious events that shall impact the campus.

4. Elected officials such as the President, 2nd Vice President and Mr. Paine College shall serve on this committee.

F. Lion’s Activity Board Committee (LABC):
1. This committee shall be composed of the Second-Vice President, one representative of the Legislative Division and a host of other students.

2. The Second Vice-President shall serve as chair and a representative from the Legislative Division shall serve as co-chair for this committee.

3. The Lions Activity Board Committee shall examine interest of students with regards to events, projects, forums or homecoming festivities.

4. This committee shall work with the Director of Student Activities who will act as an advisor to address issues or interest in student activities.
5. This committee shall be the official student homecoming committee. The chair can require separate interviews to be a part of the student homecoming committee.
6. This committee shall meet twice a month and on an as needed basis
7. This committee must submit a calendar of events by September 1st.

G. Athlete Advisory Committee:
1. The Press & Marketing chief shall serve as chair of this committee and the Student Government Association President shall determine the co-chair.
2. This committee shall be composed of the Press & Marketing chief and seven student athletes.
3. The committee shall coordinate with the Athletic Director to address any issues of interest or concerning with athletics.
4. This committee shall create a master calendar of all NCAA sports team games at Paine College.
5. This committee shall promote widespread involvement to reach athletes and the community.
6. This committee shall complete five (5) hours of community service per semester.

Article XXI: General Elections and Regulations:

Section 1: All class officers and organizational queens, with the exception of entering freshmen, must have a 2.5 cumulative GPA and maintain a 2.2 average while holding that office.

Section 2: In order to become a 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 whoever the SGA Advisors are) for submission of all application.

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 SGA 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 social media and on campus the day of voting by 11:59pm 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 Engagements. Any violations of campaigning rules and regulations will result in automatic disqualification of the candidate.

Section 7: The Spring General Elections will be held in March of every year.
Section 8: All class elections shall be held during the general election with the exception of the freshmen 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 chapel. Numerical statistics will not be posted, but will be presented to the candidate upon request.

Section 10: The Dean of Students affairs and Enrollment Management or his/her representative will certify and publish the results of the elections.

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

Section 12: Orientation sessions for the newly elected officers will be held during the period immediately following the election and extending to the end of the Spring Semester.

Section 13: The Annual Installation Services for 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 issues with funds can be reported and resolved to the Dean of Students and Enrollment Management, 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 appointment from the Executive Division of the Student Government Association through an application and interview process, which will be held the month of August which will be in conjunction with the freshmen class elections which shall be held by the third week of August of the following fall semester. Proceedings will follow the aforementioned guidelines.

Article XXII: 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 elect the officers listed under Article III, Section 1.

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

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

Article XXIII: Write-In Candidates:

Section 1: The write-in candidates must meet the qualifications set forth in Article IV. In the event of a write-in candidate, the Student Elections Committee and Dean of Students will require the candidate to turn all the information into Office of Student Affairs within twenty-four (24) hours. The vote count will not be released for any Write-In candidate who is found ineligible.

Section 2: Write-In Candidate loses all rights to campaign. Any violations of the rules will result in automatic disqualification of the candidate.

Article XXIV: 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 Student Government Association Executive Division 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 Advisor and elected officials for organization.
C. The organization must be in good standing with the Student Government Association from 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 meetings for the semester, and at least two organized activities a semester to remain active.

Section 6: All chartered organizations are accountable to Student Government and must re-apply at the start of each academic year to remain active.
Section 7: **All organizations must have representatives present during assembly.**

Section 8: All organizations must report concerns or requests to SGA’S First Vice-President. SGA’s First Vice-President will report it to the Executive Division.

Section 9: All religious organizations must report any concerns or requests relating to ministry or mission to the First Vice-President.

Section 10: All organizations activities/events shall be approved by the Director of Student Engagement.

Section 11: **All organizations are required to donate to the United Negro College Fund annually.**

Section 12: 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 Executive Secretary of Student Government Association Executive Division to ensure this requirement is fulfilled.

Section 13: 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 incidents to the Judicial Division. Disciplinary action may result in probation, suspension, or termination of any registered organization.

Section 14: 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 15: A terminated organization may be reactivated again the next academic year by following the guidelines for the establishment of an organization on campus.

Section 16: **ALL organizations are required to complete 3 hours of community service a month and ten events per semester (including community service). (The National Pan-Hellenic Council must complete 5 hours a month and 12 events per semester). Failure to adhere to this policy will result in a fine:**

**Organizations**
1. First Offense- Warning
2. Second Offense- $50 & probation
3. Third Offense- $300 & suspension for a semester
4. Fourth Offense- $500 & termination of registered student organization

National Pan-Hellenic Council
5. First Offense- $150 fine
6. Second Offense- $300 fine
7. Third Offense- $500 fine & probation
8. Fourth Offense- $750 fine & suspension for a semester
9. Fifth Offense- Termination of registered student organization

Article XXIV: Funding of Eligible Organizations:

Section 1: An organization must be represented at all requested Student Government orientations and meetings according to the Article IV, Section 3. 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 XXV: Amendments to the By-Laws:

Section 1: The Executive Division and/or the Student Government Association may propose 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 proposes amendment 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.
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.)

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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, Academic Deans 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.
Non-Academic Student Grievance Policy

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

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

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

1. Claims based on purchases or contracts;
2. Claims against a Paine College employee on matters that are unrelated to the employee’s job or role at the College;
3. Student disciplinary decisions, since there is a separate procedure for them (see Section 7.5; or
4. Formal complaints of harassment or discrimination, since there is a separate procedure for them (see Volume II, Subsection 2.1.5); or
5. Where another Paine College policy and procedure could have been used for the matter being grieved (e.g. academic grievances and FERPA grievances).
6. Upon request from any student, the Dean of Student Affairs and Enrollment Management Office will provide guidance about the appropriate system for redress of a particular complaint.

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

The formal resolution process described below must be initiated within 60 business days of the decision, action, or events giving rise to the grievance. The Dean of Student Affairs and Enrollment Management 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).

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 students, when notification is determined to be necessary to protect the health or safety of the
student or others. This notification may occur due to a medical emergency, an incident of imminent danger, or another situation in which Paine College deems such action necessary. Additionally, Paine College has the discretion to disclose, to any parent or legal guardian of a minor student, information about a violation of any federal, state or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance, if the institution has determined that the student has committed a disciplinary violation with respect to such use or possession.

INSTRUCTIONS ON FILING A COMPLAINT WITH TRACS AND ANY RELEVANT GOVERNMENT AGENCIES

“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.”

ENROLLING AT PAINE COLLEGE

CRITERIA

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

APPLICATION DEADLINES

Fall Semester…………………. July 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.

PROVISIONAL ADMITTANCE

Students who do not fully meet all admissions criteria may be admitted with additional enrollment criteria for one semester. These admissions determinations are made on a case by case basis by the Dean of Student Affairs and Enrollment Management.
DESCRIPTION OF APPLICANTS

First-time freshman are students, who are about to complete or have completed an accredited secondary school within the last five years and have no previous college credits.

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 college 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. Additionally, continuing students 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 a regionally accredited institution of higher education.

Readmit Students are students who previously attended Paine College and have experienced a break in enrollment for at least one semester. Readmit students must complete an application for readmission noting all schools attended during their break in enrollment. Readmit students, who have attended another institution during their break in enrollment, will follow the application process for that of a transfer student. Upon readmission, if entering under a new academic year, students will be required to move to the current catalog year for degree program requirements.

EARLY ADMISSION PROGRAM

Early admission may be granted to academically talented and mature students following completion of grade eleven.

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.GAcollege411.org

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

TRANSFER STUDENTS

A transfer student is one who has attended a regionally accredited post-secondary institution. Applicants may be accepted at Paine College following a review of their official transcript(s) from ALL other institutions. All 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 another regionally accredited institution must meet the general admission criteria for a first-time freshman applicant.

Center for Advanced Professional Studies

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. 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.

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

- 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 college preparatory courses from a school accredited by a state or regional accrediting agency (final transcript or GED).

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 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:

A completed Paine College application

- 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 30 semester credit hours of college work at another regionally accredited post-secondary institution 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 ACCEPTABLE.** 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 in order 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 all required registration information.

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
- Transfer approval form from the most recent institution attended
- Official transcripts of all institutions attended

**SPECIAL AND PART-TIME STUDENTS**

A special student is a non-degree seeking student. A part-time student is one who is enrolled for fewer than 12 semester hours. These students must:

Complete and submit an application form, along with the application fee 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).
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 and 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

2. A recommendation form from an individual who can verify the applicant’s academic ability

3. A brief autobiographical essay

4. 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

5. TOEFL score (500 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.

6. 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 a regional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) and that offer at least an associate degree. Credit will not be accepted from institutions that are candidates for accreditation or from members of the ACICS (Accrediting Council for Independent Colleges and Schools). 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:

<table>
<thead>
<tr>
<th>Quarter Credits</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
<td>1</td>
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<td>3</td>
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<td>3</td>
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<td>5</td>
<td>3</td>
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<td>6</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Paine College
Residence Hall Maintenance Submission Sheet

Residence Hall Name: ________________________________
Residence Director Name: ________________________________
Contact Number: ______________________________________
Contact Email: _______________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Issue</th>
<th>Action Taken</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
### Appendix C

**Division of Student Affairs and Enrollment Management**

**Office of Residence Life**

**Comprehensive List of Fines**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destruction of College Property</td>
<td>Determined by Extent of Damage</td>
</tr>
<tr>
<td>Disrespecting Staff</td>
<td>$100.00 and Meeting w/ Dean of Students</td>
</tr>
<tr>
<td>Disruption of Quiet Hours</td>
<td>$10.00</td>
</tr>
<tr>
<td>Excessively Loud Music</td>
<td>$10.00</td>
</tr>
<tr>
<td>Failed Health and Wellness Inspection</td>
<td>$25.00 and 8 hours Community Service</td>
</tr>
<tr>
<td>Late Checkout Fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>Lockouts</td>
<td>$5.00</td>
</tr>
<tr>
<td>Loitering</td>
<td>$25.00</td>
</tr>
<tr>
<td>Lost ID Card Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Lost Key/Failure to Return Key</td>
<td>$75.00</td>
</tr>
<tr>
<td>Pets in Dorm Room</td>
<td>$50.00 and Immediate Removal of Pet</td>
</tr>
<tr>
<td>Room Cleaning (During Checkout)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Smoking or Burning Candles or Incense</td>
<td>$25.00</td>
</tr>
<tr>
<td>Unauthorized Appliance</td>
<td>$25.00</td>
</tr>
<tr>
<td>Unauthorized Furniture Removal</td>
<td>$25.00</td>
</tr>
<tr>
<td>Unauthorized Overnight Guest Fine</td>
<td>$100.00</td>
</tr>
<tr>
<td>Unauthorized Room Change</td>
<td>$25.00</td>
</tr>
<tr>
<td>Unauthorized Use of the Fire Exit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Unauthorized Visitation</td>
<td>$75.00</td>
</tr>
<tr>
<td>Unauthorized Visitation-Lobby</td>
<td>$25.00</td>
</tr>
<tr>
<td>Unclean Bathroom</td>
<td>$25.00</td>
</tr>
<tr>
<td>Unclean Hallway (Trash outside your door)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Unclean Lobby</td>
<td>$25.00 and/or Closed (Determined by the RD)</td>
</tr>
<tr>
<td>Unclean Room</td>
<td>$25.00</td>
</tr>
<tr>
<td>Overnight Guest Fee</td>
<td>$25.00 per night (authorization s required)</td>
</tr>
<tr>
<td>Room Damage</td>
<td>Determined by Extent of Damage</td>
</tr>
<tr>
<td>Possession of Alcohol or Illegal Substances</td>
<td>Sanction Imposed Based on Policy</td>
</tr>
</tbody>
</table>

**Note:** Depending on the frequency and severity of the fine a warning may be substituted. These financial assessments do not circumvent further actions that may be taken by the Student Affairs Disciplinary Committee.

REVISED 2018