



# Student Handbook

Revised Summer of 2016

# **Paine College**

## **STUDENT HANDBOOK**

1235 15TH Street  
Augusta, GA 30901  
[www.paine.edu](http://www.paine.edu)

## ***Foreword***

The Student Handbook is published by the Division of Operations 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 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 however, have the responsibility of checking with the appropriate office concerning the accuracy and current status of information contained in this publication and in the College Catalog.

Any questions about policies or procedures that appear in the Student Handbook should be addressed to the Office of the Vice-President of Operations and the Dean of Students 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.

*This Handbook will remain in effect until revised.*

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*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

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*To love truth and to seek it above material things;*  
*To ennoble 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

FRANK G. YERBY, '37.

MARK FAX.

1. O col - lege of our heart's de - sire, re -  
2. And may the thing that thou hast sought, our  
3. Praise col - lege, guar - dian of the way that

splen - dant in our gaze, A - wake in  
na - tion's woe - ful lack, True un - ion  
each young foot - mast tread, Thy gates - are

us thy sa - cred fire and let us to thy  
of the heart be brought and dil - 'ren - ces be  
o - pen to this day and our firm, mar - tial

truth as - pire through - out the com - ing days.  
set at naught be - tween the white and black.  
strides dis - play hearts clean and un - a - fraid.

## TABLE OF CONTENTS

	PAGE
Foreword	3
Paine College Ideal	4
Hymn	5
History	8
College Support	8
Vision Statement, Mission Statement, Goals and Values	9
Campus	10
Campus Smoking Policy	10
Dress Code	10
Assembly	11
Student Services	12
Collins-Callaway Library and Learning Resource Center	12
Academic Advising and Support	14
Academic Advising	14
Disability Services	14
Academic Persistence	14
Leadership Development	15
Shared Academic Advising	16
Mack Gibson Tutorial Enrichment Center	17
Leadership Center	18
Business and Fiscal Services	19
Refund Policy	19
Other Refund Regulations	19
Withdrawal Refund Policy	20
Campus Police Department	21
Access to Campus Facilities	23
Crime Prevention Tips	22
Security Escorts	23
Registration of Motor Vehicles	24
Parking Areas	25
Fines	25
Termination of Parking Privileges	25
Auxiliary Services	26
Campus Post Office	25
Operations	26
Career Services	27
Counseling Services	28
Health Services	29
Residence Life	31
Residence Life Policies	32
Residence Hall Fees	42
Dining Services	43
Student Activities	44

<b>Student Organizations</b>	<b>44</b>
<b>Regulations Governing Organizations and Clubs</b>	<b>46</b>
<b>Privileges and Responsibilities of Campus Organizations</b>	<b>46</b>
<b>Off Campus Activities Policies and Guidelines</b>	<b>48</b>
<b>Peters Campus Center</b>	<b>49</b>
<b>General Rules and Regulations</b>	<b>50</b>
<b>General Policies</b>	<b>50</b>
<b>Game Room Rules</b>	<b>51</b>
<b>National Pan-Hellenic Council</b>	<b>52</b>
<b>Intake Activities</b>	<b>53</b>
<b>Hazing</b>	<b>55</b>
<b>Georgia State Law on Hazing</b>	<b>56</b>
<b>Other Activities</b>	<b>56</b>
<b>Intramural Sports</b>	<b>56</b>
<b>Intercollegiate Athletics</b>	<b>57</b>
<b>Student Discipline</b>	<b>58</b>
<b>Student Code of Conduct and Responsibilities</b>	<b>58</b>
<b>Student Rights</b>	<b>58</b>
<b>Paine College Student Disciplinary System Disciplinary Process</b>	<b>59</b>
<b>Disciplinary Sanctions</b>	<b>65</b>
<b>Non-Academic Student Grievance Policy</b>	<b>68</b>
<b>Informal Resolutions</b>	<b>69</b>
<b>Formal Resolutions</b>	<b>69</b>
<b>Ex-Parte Contacts</b>	<b>71</b>
<b>Appeal</b>	<b>72</b>

## **HISTORY**

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

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.

## **VISION STATEMENT**

Over the next five years, Paine College shall build on its achievements and legacy to be regionally recognized as a premier liberal arts institution of higher education.

## **MISSION STATEMENT**

The Mission of Paine College, 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, the nation, and the world.

## **STRATEGIC GOALS**

FACULTY CAPACITY  
STUDENT ENGAGEMENT  
FACILITIES ENHANCEMENT  
TECHNOLOGY INFRASTRUCTURE  
“FRIEND” RAISING

## **CORE VALUES**

Excellence  
Appreciation of Heritage  
Integrity  
Fiscal Responsibility  
Service

## CAMPUS

### CAMPUS SMOKING 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, and common areas. 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.

**Paine College is a smoke-free and tobacco free campus.**

This means that smoking and the use of tobacco products are prohibited on all college properties (campus buildings, residence halls, and structures, parking lots, any grounds areas, leased or owned vehicles by the College) and all off-campus college owned property or facilities. This policy includes all employees and students.

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 new policy is implemented is appreciated.

### DRESS CODE

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

## **COLLEGE ASSEMBLY**

The purpose of the assembly is to disseminate information of mutual concern to the Paine College Family and to present educational, cultural, religious and other programs to which students would not be otherwise exposed. Each student is required to attend all assembly programs which form an integral part of the College experience. Students may miss no more than two (2) assemblies per semester without penalty.

## 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 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.

#### Hours

Fall & Spring Semester**	
Mon-Thu	7:45 am – 11:00 pm
Friday	7:45 am – 5:00 pm
Saturday	1:00 pm – 5:00 pm
Sunday	4:00 pm – 8:00 pm

\*Learning Resources Center services are available from 8:00am – 5:00pm, 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**

706.821.8367

### **2nd Floor Circulation Desk (LRC)**

706.821.8308

### **Administrative Office**

706.821.8253

**Archives** 706.821.8351 or 706.821.8364

### **Library Fax**

706.821.8698

### **Reference Assistance**

706.821.8361 or 706.821.8364

## **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 50%. The initiative is designed in line with the allowable activity authorized under 34 CFR Section 608.10 - tutoring, counseling, and student service programs designed to improve academic success.

### **Academic Advising**

Using a shared-model Academic Advising will provide students with clear and contemporary information on any given program of study while providing them with specific discipline support to realize their academic goals. Professional advisors ensure that students understand the requirements of any given program of study, while faculty mentors provide students with guidance regarding discipline specific activities to include post baccalaureate opportunities, research, and scholarly opportunities.

### **Disabilities Services**

By practice and policy Paine College makes reasonable accommodations for students with properly documented disabilities that may adversely impact academic performance. Although Paine College operates no specifically structured academic programs for individuals with disabilities, Disabilities Services provides support with communication between faculty and students who are eligible to receive reasonable accommodations.

### **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 probation will be provided with support. Support for students includes identification of appropriate campus resources and monitoring of non-cognitive skills. Students who have had some type of interruption in their College experience will be provided with transition support.

## **Academic Support**

Quantitative and Communications Support helps students maximize their educational opportunities and realize their academic potential. It also helps faculty explore different methods of teaching and implementing pedagogical innovations. This is accomplished through workshops, specific preparation for external examinations, one-on-one peer tutoring, and consultations.

## **Leadership Development**

All students at Paine College are expected to engage in those 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.

### **Shared Academic Advising**

Using a shared-model Academic Advising will provide students with clear and contemporary information on any given program of study while providing them with specific discipline support to realize their academic goals. Departmental advisors ensure that students understand the requirements of the program of study, while mentors provide students with guidance regarding discipline specific activities to include post baccalaureate opportunities, research, and scholarly opportunities.

### **Schedule an Appointment**

Academic advisors are assigned by major. Find your academic advisor below and use the following link to schedule appointments to meet with your advisor.

- [Complete an Advising Appointment Request Form](#) 

### **Faculty Forms**

- [Shared Advising – The Role of the Faculty Mentor](#) 
- [Student Self-Assessment](#) 
- [Faculty Mentoring Agreement](#)
- [Contact Log](#) 

### **Disabilities Services**

It is the practice of Paine College to make reasonable accommodations for students with properly documented disabilities that may adversely impact academic performance. Written notification from the Academic Center for Excellence and Success (ACES), is required within two weeks of the start of the course to receive full support. If you are eligible to receive an accommodation and would like to request it, please discuss it with the professor of record and then stop in to see personnel in ACES located in the Gipson Building (Dr. Mack Gipson, Jr. Tutorial Enrichment Center).

**For more information, please call 706-821-8345.**

**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 Gipson Building, just across the driveway from Haygood-Holsey and through the fence, Academic Support maintains convenient hours

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

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 come to the Center or call 706-821-8345 to set up a convenient appointment.

#### 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 Assistant

### LEADERSHIP CENTER

Paine College established the Leadership Center as a structured program of guidance and assistance related to completing all preparations associated with enrolling in graduate and/or professional school. The mission of the Leadership Center was expanded to include providing opportunities for engaged learning experiences that develop those skills necessary for study beyond the baccalaureate degree. The program supports the College's strategic goals of increasing to 10% the number of students who engage in experiential learning opportunities beyond the campus (i.e. internships, study abroad), increase visibility and accessibility, and decrease the overall discount rate by 4% each year. Program activities promote the idea of graduate school attendance as a goal beginning with Freshman Orientation and include efforts on the parts of students, faculty, and staff members throughout the students' tenure. The outcomes are:

1. Students will gain awareness of the critical steps that are necessary for maximizing their opportunity to gain admission to the graduate and/or professional school of their choice by engaging in activities, such as, applying for scholarship and internship opportunities throughout their undergraduate career.
2. Students will participate in experiential learning (i.e. internships, study abroad, service learning) opportunities that provide opportunities for networking starting in the freshman year.
3. Students will receive support in preparing for standardized assessments used for admissions to many graduate and professional programs (i.e. Graduation Record Exam (GRE), Medical College Achievement Test (MCAT), Law School Admission Test (LSAT), Dental School Admission Test (DCAT), and Miller Analogies Test (MAT)).
4. Students will receive assistance with document preparation (i.e. resumes, personal narratives, portfolios, applications).
5. Students will learn valuable information from graduate school recruiters and other school officials responsible for admissions and other important considerations.
6. Faculty Advisors will become aware of and provide guidance through the critical steps for admission to specific graduate and professional programs.
7. Programs will identify and collaborate with specific graduate and/or professional schools to build select pipeline programs for students completing their undergraduate work at Paine College.

## **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, there will be no Tuition Adjustments/Refunds.
2. Charges for rooms are assigned by the semester; no refunds will be given if a student moves from the Residence Hall before the semester ends.
3. Any expenses incurred by the College for a student, such as, medicine, hospitalization, or damages will be charged to the student's account.
4. Unused board is credited only if the student is absent for ten (10) or more days. (This applies only to illness or approved absences).
5. Residence Hall deposits are non-refundable.
6. All Seniors applying for graduation must pay a non-refundable fee of \$227.00 regardless of participation in the ceremony. The fee covers graduation activities, caps and gowns, diplomas, etc. Fees paid for services by members of special groups, e.g., Alpha Kappa Mu Honor Society, are also non-refundable.

### **Official Withdrawal**

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

- Obtain an *Official Withdrawal from College Form* from the Office of the Registrar, located in Haygood-Holsey Room 112. The date of pickup is noted on the withdrawal form and is considered the official date of intent to withdraw and subsequently, the effective withdrawal date.
- Complete the top portion of the form, as well as, sign and date it. The Registrar's Office maintains a copy of the *Official Withdrawal from College Form* that records the student's name, ID number, and effective withdrawal date.
- Secure signatures from the following offices:
  - Vice President of Student Affairs, located in Peters Campus Center, Second floor
  - Director of Financial Aid, located in Haygood-Holsey Room 104
  - Director of 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 business days will be withdrawn effective the date the form was originally picked up.

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

### **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 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

### **Campus Police Department**

For the safety and security of the students, faculty, staff and property, Paine College has established an on-campus Police Department. The mission of the Campus Police Department is to provide a "safe and secure educational environment for the students, faculty and staff." The Campus Police Department is comprised of a Chief and a number of Security Officers. The office is located at the rear of the campus near Ervin Residence Hall. 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. Notify and assist the local law enforcement agencies in enforcing the laws of the county/state concerning on-campus or student-related incidents.
5. Perform other duties as delegated by the College Administration. The Campus Police Department's administrative authority lies within the regulations of the Paine College Policy Manual and security procedures. 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. Therefore, the Campus Safety Department works closely with the local law enforcement agencies in enforcing the laws of the county and the state. The local agencies are:

1. Richmond County Sheriff's Department;
2. Medical College of Georgia Public Safety Department;
3. Richmond County Board of Education Police Department;
4. Augusta State 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 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 is encouraged to contact the Campus Police Department immediately. A Police Officer will respond to the incident and determine if the Sheriff's Department should be notified.

The Police Department does not discipline or recommend any disciplinary action. The police officers respond to and resolve incidents. A report of the incident is written and turned over to the appropriate department, usually the Vice President of Student Affairs, for resolution. 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. All violations of law will be reported to local law enforcement agencies.

**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.

### **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.

Controlled access to the building is provided by a turn-key access log. The Campus Police Office processes access to all structures. The campus operation hours are 8:30 a.m. until 5:00 p.m. Monday through Friday. The access hours during holidays will be posted in the Campus Police Office. Should there be any questions regarding building access, contact the Campus Police

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.

### **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. Campus Police will admit students to their Residence Halls only on the hour (1:00, 2:00, 3:00 etc.), unless there are extenuating circumstances.

## **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 Office.

a. All employees who wish to park on campus must register with the Campus Police Office 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 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 Office.

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 Office:

1. No Parking Permit
2. Registration Falsification
3. Permit Expired
4. Faculty in Student Area
5. Illegal Parking:
  - a. Student in Faculty Area
  - b. Roadway
  - c. Service Area
  - d. Visitors Area
  - e. Handicapped Area (Vehicle will be towed plus fine)
6. Reckless Driving
7. Speeding
8. Parking at Yellow Curb
9. Registration Falsification
10. 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.

Fines are paid at the Business Office. Faculty and staff unpaid fines will be reported to the Business Office for collection after thirty (30) days.

### **Termination of Parking Privileges**

Reasons for which a vehicle operator may lose parking privileges on campus include:

1. Driving under the influence of alcohol or drugs;
2. Excessive traffic violations (over 3)
3. Excessive speeding or reckless driving;
4. Violations of city or state 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.

## **AUXILIARY 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**

Peters Campus Building, Room 117 Monday-Friday 9:00 AM - 5:00 PM Saturday 9:00am-Noon (during school year)

#### **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.

#### **Stamps**

Stamps are available for purchase at the Mail Center. Orders for large quantities should be placed one month in advance.

## **Student Mail**

Student mail is placed in the respective residence hall boxes for the Area Coordinator or Resident Assistant. 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, for the Area Coordinator to give 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.

## **OPERATIONS**

### **CAREER SERVICES**

Career Services is an integral part of the Paine community and supports the accomplishment of the overall mission of the College. The Office of Career Services provides comprehensive services and personal development opportunities to support academic excellence and prepare students and alumni for the world of work and competition in the global market.

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.

In addition, the Office of Career Services sponsors career fairs and networking opportunities during the academic year which brings employers to campus to talk to students about careers and internship opportunities. Students also have the opportunity to participate in the Georgia Career Consortium Career Fair held annually in Atlanta, GA, as well as local career fairs in the CSRA. These career fairs are open to all majors and afford ideal settings for students to make contact with potential employers.

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

Services Provided:

- Career Counseling & Advising
- Interest Inventories
- Mock Interviews
- Résumé & Cover Letter Assistance

- Career Fairs
- Career Panels
- Networking Events
- College Central Network (free on-line job posting site)
- Lunch ‘n Learn Series
- Workshops & Guest Speakers

### **Hours of Operation**

Monday-Friday 8:30 AM -5:00 PM

### **Location**

Peters Campus Center, 2<sup>nd</sup> Floor, Suite 216

## **COUNSELING 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 offering programs, services, and consultations that promote and enhance the emotional, social, intellectual, career, spiritual, physical, and community wellness for all students. Our aim is to make available services included but not limited to proactive comprehensive prevention, intervention, training, referral, and counseling services to assist in remedying problems or improving the quality of life.

### **Hours of Operation**

The Counseling Center has full-time Counselors who are available Monday-Friday, 8:30 a.m. to 5:00 p.m. Services are available by appointments, walk-ins, and/or as deemed necessary by the College.

### **Confidentiality Policy**

The Counseling 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. 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 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.

## **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 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 Operations for clearance to return to the College (to include classes, residence halls, etc.).

## **Absence Note Policy**

The Counseling Center will issue absence notices to students who are absent from classes provided that the student has supportive 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 Student Health Services to receive their absence notices.

## **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 Student Health services.
3. The Vice President of Student Affairs may require a student to leave the Residence Hall at the recommendation of the College Physician.
4. Students must present a current Paine College ID card in order to receive services at the Health Clinic.
5. Illnesses which cannot be handled at the Health Clinic are referred to the nearest hospital without any financial responsibility on the part of the College.
6. The Counseling and Wellness Center or the Vice President of Student will not assist student's absences related to illnesses when the student chooses to go home for reasons contrary to the recommendation of the College Physician.
7. 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.

### **Medical Procedures**

1. The Counseling Center will complete all necessary forms and make arrangements for students to be seen by the College Physician.
2. **All illnesses or accidents should be reported to the Counseling Center.** If an illness occurs after closing hours of the clinic, the student should report to the Residence Hall Director.

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 nurse the next day.

**IMPORTANT:** Campus Police will only transport students to the College Physician office or the local hospital emergency rooms.

4. Students should present insurance and/or any other health benefit cards when referred to the College physician, or to the emergency rooms.

5. Students should provide their own supply of over-the-counter medication. Students may keep their prescribed medication in their room.

6. Students requiring specialized medical care should contact the nurse for referrals or medical follow-up care to another physician.

7. Students requiring bed rest as ordered by a physician or the nurse will be given a “**SICK TRAY**” slip for meals. These slips are issued by the nurse and delivered to the dining room office. The Area Coordinators will issue the slips on weekends.

8. In the event of medical emergencies beyond the scope of treatment provided by Health 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.

### **Procedures for filing Health Insurance claims**

1. Every academic year, all full-time students receive an insurance brochure along with an identification card that will briefly describe the benefits provided by the sickness and accident plan provided through Paine College.

2. Students should go to the Health Clinic to complete claim forms with the assistance after any illness or injury as soon as possible.

□**IMPORTANT: Paine College cannot file a claim for a student.**

3. Copies of bills paid by the parents’ insurance coverage or Medicaid should be submitted to the school insurance company.

4. It is the student’s responsibility to manage payment of his/her medical bill. **Paine College will not assume responsibility of any medical bills incurred by students.**

5. If all of the above instructions are followed, and no additional information is needed by the insurance company, it will take approximately six weeks for the claim to be processed.

### **Medical Excuse for Class**

Paine College Student Health Center will not issue **medical excuses** for students. Students are responsible for notifying professors of absence from class due to short term illness/injury. In the event that the nurse feels an illness/injury will require three or more days of missed classes, the Health Center will notify the Student's professors. Confidentiality will be maintained and a reason for absence will not be disclosed.

**Note:** When the Student Health 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 member will determine when an absence is considered an excuse for missed assignments.** The medical excuse simply documents that the student's illness indicate that they are unable to participate in class for the time period designated.

## **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.

### **Application for Housing**

All students who desire campus housing must secure an application from the Office of Residence Life. For all sessions a \$25.00 application fee is required. All fees should be paid on or before June 1 for the fall enrollment, December 1 for the spring enrollment, and June 1 for summer enrollment. There is a late application fee 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 officially move out of the Residence Hall within five (5) days after the first day of class, or find a student to move into the room and assume the contractual agreement. Students can only be released if they are pregnant, military duties, marriage, or violation of the Residence Life policy.

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

## **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 each 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 (or the Director of Residence Life).

### **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 the fifth day of classes. This five-day period allows many problems to be solved without a room change. Residents must initiate all room changes through the Residence Hall Director in the area in which they are living. The Residence Hall Director may offer alternatives to the room change based on the facts presented. The staff reserves the right to require students to wait 24 hours before granting a move so that options can be considered. Requests for room changes will be accommodated as quickly as possible if space is available. It is the responsibility of the student to find a "suitable" new room. The staff will assist by identifying available spaces. The Residence Hall Director in the hall from which the student moves is responsible for:

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

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

Unauthorized room changes result in the following actions:

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

## **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. Limited space does not allow the storage on campus of students' belongings during these periods. All students desiring to remain in the Residence Halls during the Spring Break must notify the Residence Hall Director.

## **Computer Room**

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

## **Damage to Room**

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

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

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

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

The above infractions may result in disciplinary action.

## **Damage Proration Policy**

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

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

- 2) In the event that damages occur during the course of the semester, Residence Hall staff will make a reasonable effort to determine the specific individual(s) responsible for the damage. If such a determination is not made, the cost of the damage will be assigned to the appropriate group.
- 3) The Director of Residence Life and the Physical Plant Office Manager will maintain a continuous record of all billings that have occurred. Such billings will include all costs directly related to the repair of the damage, including equipment, labor, maintenance, janitorial services, contractual services and all other appropriate costs.
- 4) As damages to be prorated occur, the Director of Residence Life will be informed monthly of the cost. It is the responsibility of the Director of Residence Life to keep a running total of damages for the floor and to reconcile this total with that maintained by the Physical Plant Office Manager.
- 5) Damages occurring through the first day of the last week of 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 Director of Residence Life. If not resolved at that level, the resident should contact the Vice-President of Operations.
- 7) Assessed prorated damages will be charged to the individual student account and must be paid to the Business Office on, or by the last day of classes. Failure to pay prorated charges will result in the student's ineligibility to take final examinations.

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

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

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

## **Keys**

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

## **Kitchens**

Kitchens are provided in some Residence Halls for the preparation of snacks. Students who use the kitchen must leave it and all appliances and utensils clean after use. Food stored in the refrigerators must be dated and labeled. Food may be removed from the refrigerators by the Residence Hall Directors after five (5) days or when it is considered "spoiled." 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**

Lost or found articles should be reported or turned in to the Campus Safety Office or to the Vice-President of Operations.

## **Mail**

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

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

The following items are prohibited:

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

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

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

### **Open House**

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

1. Only guests of hall residents are permitted to enter restricted areas of the hall during designated Open House hours.

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

### **Overnight Guests**

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

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

### **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 \$250.00 for the Fall and Spring Semesters, and \$125.00 for the Summer Term. Private room procedures are as follows:

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

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

## **Pregnancy Statement**

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

## **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.

## **Quiet Hours**

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

## **Residents Without Roommates**

When a resident is left without a roommate, that resident has several options from which to choose. The Residence Director will coordinate the consolidation process. Options available to students include the following:

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

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

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

1. Sign a private room form; or
2. Consolidate with another student. The student with the earliest date of application will be assigned with another student within that hall by the Residence Director. If the student refuses to follow either of the above options, the student will be charged for a private room. The student's name will be turned in to the Office of Residence Life and the student's will receive notice that, since the student did not follow the policy, the student is being charged for a private room. The total cost of a private room is due upon request. It cannot be charged to the student's account.

## **Smoking**

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

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

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

## **Withdrawal from Residence Halls**

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

Residence Life Contracts are for the entire Academic school year. Residents can not withdraw unless they are military, pregnant or become married.

### **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 Safety office 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 Safety at Ext. 8235 and the Richmond County Sheriff's Department (off campus) at 821-1080.

### **Death**

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

### **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.

### **Illnesses and Injuries**

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

## **Media**

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

## **Threatening/Suspicious Telephone Calls**

If you receive a telephone call where the caller has reported a bomb or biological chemical scare/attack, do not panic. Try to remember as many details as possible about the call and caller. Listen for background noise, try to determine if the caller’s voice was masked, note the time of day, and do not interrupt the caller. Notify Campus Safety at Ext. 8235 immediately following the call. Inform the residence hall staff so that the building can be evacuated.

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

## **Residence Hall Fees and Charges**

Furniture Removal Fine \$50.00  
Housing Application Fee (Fall & Spring) \$25.00  
Housing Application Fee (summer) \$50.00  
Late Housing Application Fee \$100.00  
Key Deposit \$10.00  
Lost Key Fine \$75.00  
Overnight Guest Fee \$20.00 *per night*  
Overnight Guest Fine \$50.00 *per night*  
Private Room Fee (Fall & Spring) \$250.00  
Private Room Fee (summer) \$125.00  
Refrigerator Fee \$32.00 *per semester*  
Residence Hall Activity Fee \$15.00 *year*  
\$10.00 *Spring Semester*  
Room Cleaning Fine \$50.00  
Room Damage Fine *Determined by extent of damage*  
Unauthorized Room Change Fine \$50.00

## **DINING SERVICES**

### **Meals**

Breakfast - \$5.00

Lunch - \$5.00

Dinner - \$5.00

### **Hours of operation**

Monday, Tuesday, Thursday and Friday

Breakfast - 7:00 a.m. - 9:00 a.m.

Lunch - 11:30 a.m.- 1:30 p.m.

Dinner - 5:00 p.m. -7:00 p.m.

### **Wednesday**

Breakfast: 7:00 a.m. - 9:00 a.m.

**Lunch: 12:00 – 2:00 Chapel Day**

Dinner - 5:00 p.m. -7:00 p.m.

### **Saturday and Sunday**

Brunch - 11:30 a.m. - 1:30 p.m.

Dinner - 4:00 p.m. - 6:00 p.m.

## **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 Residence Life and Student Activities, who is responsible to the Vice-President of Student Affairs. Among other responsibilities, the Office of Student Activities exists to coordinate and schedule activities sponsored by and for students of the College. In order to effectively fulfill this responsibility, students must cooperate and carefully adhere to the institution's rules and regulations.

### **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 experience 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, from relationships with other students with similar interests, and 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. You will be exposed to opportunities for networking and leadership development. 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
- International Student Association
- Paine College Communication Association (P.C.C.A.)
- Honors Program
- Rotaract Club
- Pre-Professional Science Alliance (P.P.S.A.)
- Honda All-Star Team
- Students-In-Free Enterprise (SIFE)
- Sociology Club

### **Greek**

A social and service organization composed of all male or female students (single sex organizations). Greek 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 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
- Alpha Kappa Alpha Sorority, Inc.

### **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
- Brother- to-Brother
- Expressions
- Cavalier's INC.

## 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 currently enrolled Paine College students are required to register a student organization.
  - 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.
  - At least one officer must participate in a mandatory Council of President's meetings held the first Tuesday 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, in regard to 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 Activities.
  - All student leaders must adhere to College Policies, guidelines and requirements.
  - All student organizations must have an On Campus Advisor who is either a Paine College faculty or staff member. As an On Campus Advisor, one must:
    - Be approved by the Director of Residence Life and Student Activities and Vice President of Student Affairs
    - 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
- As an Off Campus Advisor, one must:
- Be approved by the Vice President of Student Affairs
  - 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
- Participate in any off campus intake procedures
- Participate in evening off campus meetings and events

### **Privileges and Responsibilities of Campus organizations**

1. Use of campus duplicating and mail services
2. Use of campus bulletin boards
3. Solicitation of membership on campus under the organization's name
4. Solicitation of funds on campus under the organization's name when such solicitation is in accordance with Paine College policy and approval received from the Vice President of Student Affairs.
5. Use of any College facilities for its meetings and activities, after the academic needs of the College have been met.
6. Access to special services for organizations, such as student organization workshops and any and all other services and activities as may be available or developed for the benefit of registered organizations.
7. Each organization must file with the Director of Residence Life and Student Activities 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 probation or under 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 Residence Life and Student Activities 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.

12. Organizations or clubs are prohibited from using the College's name when negotiating contractual agreements or establishing bank accounts, unless approved by the Vice President of Student Affairs and the Vice-President of Fiscal Affairs.

13. No organization or club may schedule an activity or meeting for the evenings or during mid-term and final examination periods, Religious Emphasis Week, or during assembly or worship hours.

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 probation or disciplinary sanctions cannot apply for membership into any student (Non-Greek or Greek) organizations. Exemptions can be made only if a recommendation/request is made by the Club's Advisor.

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 Residence Life and Student Activities and Vice-President of Operations 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).

### **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](http://www.paine.edu). Please see amended guidelines regarding off campus activities below.

An Off Campus Activity form must be completed

The off Campus Activity form must be submitted to the Office of Student Activities two weeks prior to the event

Facility contracts cannot be signed until approval is granted from the Director of Residence Life and Student Activities and the Vice President of Student Affairs

Both the On and Off Campus Advisors must be present for off campus activities (parties)

All parties must have at least:

- o Two Police officers inside the facility
- o One Police officer outside patrolling the perimeter (parking areas)
- o One Police officer at the door
- o One Fire Marshall

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 Residence Life and Student Activities and Vice- President of Operations.
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 Activities **two weeks** 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 Activities 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 Residence Life and Student Activities. Dates on the calendar are cleared through the Office of Student Activities. The calendar is built around the academic calendar and traditional dates. If an event is to appear on the weekly calendar, it must be submitted to the Director of Residence Life and Student Activities office two weeks prior to the event being held.

All communications for public dissemination must be approved by the Office of the Vice President for Operations the Public Relations Office. 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 Student Activities and by the departments of buildings in other locations.
- Unauthorized materials will be removed from bulletin boards or places of posting.
- Because of space limitations, posters should not exceed the standard size: 17" in height and 11" in width, or one-half poster board size.

### **PETERS STUDENT 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 Student Activities.

## **GENERAL RULES AND REGULATIONS**

1. Pets and animals are not allowed in the Campus Center building.
2. Posters, notices, handbills, and announcements must be approved by the Office of Student Activities. 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 Residence Life and Student Activities or Dean of Student Affairs. All solicitations by off-campus persons must be approved by the Vice-President of Fiscal Affairs.
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 Residence Life and Student Activities shall serve as a central clearinghouse for all social functions, conferences and meetings.
2. Application for a date on a social calendar must be made to the Director of Residence Life and Student Activities on forms provided by this office. All student activities must be approved by the organization's advisor, the organization's president, the Director of Residence Life and Student Activities, the Chief of Campus Safety, the building supervisor, and the Vice President of Students Affairs. **NO STUDENT ACTIVITY WILL BE APPROVED WITHOUT ALL APPROPRIATE SIGNATURES.**
3. Organization Advisors are required to attend all activities of their groups. This includes meetings, parties, dances and other social activities. In this way, the student organization is protected should any mishap occur. If the Organization Advisor cannot be in attendance, approval must be obtained from the Director of Residence Life and Student Activities or the Vice-President of Operations 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 and fire marshal must also be present for any activity open to the general public. The organization is responsible for paying the police officer(s) and fire marshal on duty at these events.
5. All College Organizations and/or students representing the College and desiring to hold any activity off-campus must secure approval from the Advisor, the Director of Residence Life and Student Activities, the Vice-President of Operations, 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 11:30 p.m. on weekdays. Dances and parties can be held only on Friday or Saturday nights.
7. Students or organizations reserving space in the Campus Center, Gymnasium, Chapel or other facilities are held responsible for cleaning the facility after use. A charge for cleaning will be levied against the person or organization leaving the facility disorderly. Failure to pay will result in forfeiture of the right to use campus facilities.
8. The College reserves the right to regulate and schedule all student functions so as to promote the best interest of all persons or groups concerned and of the College.
9. Each student organization must apply for an on-campus bank account through the Business Office if it desires to use the College name in its title.
10. Step Practices are not allowed in the Student Center or the Residence Halls.

### **Game Room Rules**

The following are regulations pertaining to the Peters Student 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 Director of Residence Life and Student Activities.
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.
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 Director of Residence Life and Student Activities.
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.

**Monday through Thursday**

3:00 p.m. – 10:00 p.m.

**Friday and Saturday**

4:00 p.m. – 10:00 p.m.

**Sunday**

4:00 p.m. – 10:00 p.m.

**THE NATIONAL PAN-HELLENIC COUNCIL**

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

1. The Council has the power to impose penalties on its members for violations of its and the College's laws and policies. These shall be as follows:
  - a. For the first offense, the organization shall receive a letter of reprimand.
  - b. For the second offense, the organization shall be placed on six months probation.
  - c. For the third offense, the organization shall be placed on probation for one year and shall be levied a fine not less than \$100. (Any monies collected in this manner shall be placed in the treasury of the Council.)
  - d. After any offense has been committed, the Pan-Hellenic Council reserves the right to recommend suspension.

2. When a Greek organization or one of its members violates one of the Council regulations or policies or the College's regulations or policies, the proper order of notification shall be as follows:

- a. The President of the Chapter should be notified in writing.
- b. The graduate Faculty Advisor of the organization should be notified in writing.

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

- a. The sponsoring graduate chapter
- b. The Augusta Area Pan-Hellenic Council
- c. The National Chapter of the organization
- d. The National Pan-Hellenic Council

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

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

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 Vice President of Student Affairs. Each organization must turn in necessary documentation required for intake to the Vice President of Student Affairs for approval.

Dates for rush parties, smokers, and information meetings shall be determined by the Council and forwarded to the Vice-President of Operations and Director of Residence Life and Student Activities for final approval. The culmination date for all intake activities shall be established by the Council and forwarded to the Vice-President of Operations and Director of Residence Life

and Student Activities 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 Vice President of Student Affairs and the Director of Residence Life and Student Activities at least two weeks before the Intake Process begins. All organizations shall submit to the Council and the College's Office of Student Activities a roster of all persons inducted into their respective organizations by the end of the third day after induction. Failure of any Greek-letter organization to adhere to the above rules and regulations on intake activities will subject the organization to an automatic one 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).
2. Applicants must be approved by the Vice-President of Operations and the Director of Residence Life and Student Activities. It is recommended that organizations submit prospective lists to either the Vice-President of Operations or the Director of Residence Life and Student Activities to ensure accuracy.
3. Organizations must submit a comprehensive outline of intake activities to their on campus Faculty/Staff Advisor.
4. A roster of all prospective members must be submitted to the Vice-President of Operations and the Director of Residence Life and Student Activities 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 Activities 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 semester, or any additional penalty so imposed by the Council or the Vice-President of Operations, in consultation with the Office of Student Activities.

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 the hours of 8:00 a.m. - 5:00 p.m., Monday – Friday, or after 11:00 p.m., Sunday - Thursday.

## **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 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.)

## **GEORIGIA 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 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 Intramural Sports reserves 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 Intramural Sports. To be reinstated, the ejected participant must meet with the Director of Intramural Sports. 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 Intramural Sports. If a player fails to meet, he/she will be suspended indefinitely.

### **Intercollegiate Athletics**

Intercollegiate Athletics 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 DISCIPLINE

*The current policies and sanctions of the student handbook have been reviewed for possible revisions to reflect the views and attitudes of the Student Affairs department. The new changes proposed will allow for a no tolerance policy when it comes to student discipline in an attempt to reduce the number of disciplinary violations and allow for the opportunity for student growth and development.*

*The revisions were compiled by a committee of individuals which included the Director of Residence Life and Student Activities, the Director of Residence Life, two Resident Directors, the Vice President of Student Affairs, and one Counselor who served as the Chair of the committee. The committee consulted with the Vice President of Student Affairs throughout the process.*

### STUDENT CODE OF CONDUCT AND RESPONSIBILITIES

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

### STUDENT RIGHTS

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

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.

## **THE PAINE COLLEGE STUDENT DISCIPLINARY SYSTEM**

### **Authority for Student Discipline**

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

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

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

### **The Authority of the Vice President of Student Affairs**

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

## Sanctions

The following penalties may be prescribed for students found guilty of the offenses listed below. Upon return to the College after any violation the student may be required to meet with a Counseling Center Counselor and the Vice President of Academic Affairs. All sanctions may increase due to severity of the case which will be decided upon by the President of the College or the Vice President of Student Affairs. Please note that the Vice President of Student Affairs or his/her designee reserves the right to determine additional penalties as deemed necessary and **ALL** violations will become a part of the student's permanent record.

## Expulsion

If a student is expelled, he/she is deprived of student status and must carry out a total separation from 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 housing 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. The sanction of expulsion must be issued by the President.

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

6. Distributing, selling, manufacturing, or making available controlled substances – including but are not limited to 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.

### **Indefinite Suspension**

A student is withdrawn from the College for an indefinite/unspecified 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.

1. Forging, altering, destroying, or misusing College documents, records, identification cards, or papers with intent to fraud.

2. Furnishing false, misleading, or incomplete information to the College or to a College official, or on official records or documents or altering such documents. This includes: Credential misrepresentation (and similar forms of dishonesty in College regulated affairs), which involves, but is not limited to, the use of untrue written statements regarding matters of fact in order to gain admission to Paine College. It also includes misstatements of facts, distribution of false printed materials, and conduct manifestly intended to deceive or mislead. Falsification of Information – intentionally furnishing false or misleading information, altering documents, forging signatures, or impersonating a College official.

3. Fraud – furnishing false or misleading information or identification to a College official, failing to provide accurate information to a College official, any unauthorized reproducing, copying, possession, submission, misuse, or attempted misuse of College documents; forging, falsifying, tampering, altering, or attempting to alter College documents, misrepresentation of a College official.

4. Collusion – which includes cooperation of the students and staff personnel in securing confidential information/material, or attempting to change College files information.

5. Bribery – offering money, services, or any item to a student, administrator, faculty, or staff member so as to influence the partiality of, to receive College property, grades, and/or services for one's self or another; or to gain an advantage or special treatment for one's self or for another.

6. Aiding and Abetting – knowingly providing information, material, protection, or other assistance to another person with knowledge that such aid or protection could be used to violate, escape, or abate prosecution of College, Local, State, or Federal laws, sanctions or penalties.

7. Breaking and Entering – intent to relieve the College or College personnel of property.

8. 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.

9. Unauthorized access to academic or computer systems – viewing, altering, or dispensing academic, administrative, or computer records computer programs, or systems, or interfering with the use or availability of academic, administrative, or computer records or computer systems.

## **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. If the violation is reported two weeks prior to the end of the semester or between two semesters, the student will be suspended for the following semester. The summer term does not count as a regular semester. **Students suspended for the fall or spring semesters for disciplinary reasons will not be allowed to attend Summer School.**

### **A) Suspension for One Year**

1. Theft – unlawfully taking or appropriating any property of another person, or of the College with the intention of depriving the person or College of said property taken or appropriated. Taking or attempted taking without consent. The violator(s) will also be required to make restitution.

2. Public indecency – 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.

3. Sexual Harassment – Unwanted verbal, visual or physical sexual advances, requests for sexual favors or expressive behavior of a sexual nature, which intimidates, threatens, or creates a hostile or threatening environment. This includes unsolicited touching. The use of explicit or implicit threats concerning terms or conditions of the threatened person's education, employment, housing, or participation in a College activity as a way to gain sex and/or sexual favors.

4. Willful destruction, vandalism, misuse or damage to property owned or controlled property by Paine College or to property of any of its faculty, administrators, staff, students, or visitors on the premises of the College, or the attempt to do the same. If the offense occurs in the Residence Halls, the violator(s) will be permanently removed from living in campus housing. The violator(s) will also be required to make restitution.

5. Hazing – Engaging in an act which intimidates, annoys alarms, embarrasses, ridicules, or produces psychological or physical discomfort. This includes making obscene or harassing telephone calls. Any conduct, act or method of coercion of another to do an act of initiation, or an act for admission into any organization, which willfully or recklessly causes, or creates a

substantial risk of causing physical or mental harm to any student or person, occurring on or off-campus. Hazing is a crime punishable by law.

6. 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.

7. Gambling – wagering, or assisting in the wager of money or any other item of value. Gambling of any nature on College-owned or controlled property is prohibited.

8. Verbally threatening or physically assaulting a College employee or a member of the Residence Hall staff. If the student resides in the Residence Halls, the violator(s) will be permanently removed from living in campus housing. If the offense occurs anywhere on College-owned or controlled property, the violator(s) will be removed from the campus.

9. 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.

10. Failure to abide by fire safety regulations – through the unauthorized use of incendiary devices or safety equipment or the possession of gasoline, inflammable liquids or material. The following acts are specifically forbidden: a) tampering with fire extinguishers, hoses, pull stations, alarm bells or sprinklers, b) turning in a false fire alarm by transmitting in any manner a false report of a fire, knowing at the time there is no reasonable ground for believing that such a fire exists, c) failure to participate in a fire drill, d) use or possession of fireworks, bottle rockets, or other explosive or potentially explosive devices, and e) failure to leave the site of a fire scene.

11. Unauthorized demonstrations.

## **B) Suspension for One Semester**

1. Participating in activities or exhibiting behavior anti-ethical to the standards of conduct expected by Paine College – include but are not limited to throwing eggs or other objects at individuals, buildings or other College-owned property, participating in raids, carrying lewd objects, display of pornographic/sexually explicit materials or posters. Participating in activities that violate(s) any laws of the City of Augusta, Richmond County, State of Georgia, and the Federal Government. Any damage incurred will result in an additional penalty of restitution.

2. 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.

3. Disrespect for person(s) in authority – Abuse which includes a verbal or written exchange, including profane, insulting, provocative or offensive language, or behavior directed toward a College official/person in authority while on College-owned or controlled property.

4. Knowingly possessing 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.
5. Illegal use of Alcoholic Beverages – possessing, purchasing, selling, making available alcoholic beverages, or having alcoholic paraphernalia (i.e. bottles laying around) on College-owned or controlled property are in violation of College policies; Alcoholic beverages include but are not limited to anything having alcoholic content i.e. beer, porter, liquor, brandy, whiskey, fruit juices or wines, rum, gin, specialty drinks, distilled beverages, etc.
6. 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.
7. Simple assault or battery – by either intentionally making physical contact of an insulting or provoking nature with the person of another or intentionally causing harm to another; 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.
8. Fighting/Engaging in fighting with one or more persons while on College-owned or controlled property.
9. Illegal use of telephone lines – by use of a false telephone number or unauthorized use of another person's telephone number or credit card.

### **Removal from Residence Hall**

A student may be removed from the residence hall for a specified period of time. The student must vacate the residence hall within 24 hours after receipt of written findings of the penalty to be imposed unless otherwise stated in the letter of findings.

1. Possessing or using electrical cooking appliances which are not authorized or sanctioned by the College (i.e. hot plates, toaster ovens, etc.) in the residence halls. Any such appliances will be confiscated. Any individual(s) who permits or aids in such illegal activity are also in violation of this regulation. (Period of removal: **one semester**)
2. Having a member of the opposite sex in one's residence hall room or being in the room of a member of the opposite sex, unless otherwise authorized by the Residence Hall Director. Any individual(s) who permits or aids in such illegal entry or visitation are also in violation of this regulation. (Period of removal: **Immediate removal for one semester**)
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. (Period of removal: **one semester**).

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 semester**) Suspension and removal from the Residence Hall implies that the affected student is restricted from visiting any Residence Halls, unless permission is granted by the Vice President of Student Affairs or the Director of Residence Life.

### **Disciplinary Probation**

A student on Disciplinary Probation is not in good standing with the College. He/She automatically forfeits all rights and privileges afforded to students including service in Greek organizations and as an organization officer. A student who is placed on Disciplinary Probation will not be permitted to attend social functions on campus. A student while on Disciplinary Probation, who violates any terms set forth in the notice, may result in the imposition of the suspension penalty and/or additional penalties as deemed necessary.

#### **A) Disciplinary Probation for One Year**

1. 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.

2. Stalking/Harassment – any repeated behavior or activity that causes another person to experience emotional distress, threat of safety, or reasonable fear of bodily injury. Such behavior may include, but are not limited to: repeated following of another person on College-owned property, repeated monitoring or surveillance of another person on College-owned property, repeated, unwelcome communication, such as giving face-to-face messages, telephone calls, voice messages, e-mail, written letters or notes, unwanted gifts, etc

#### **B) Disciplinary Probation for One Semester**

1. 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.

2. Public drunkenness – appearing 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.

3. Abuse – which includes a verbal or written exchange, including profanity, insulting, provocative or offensive language, threats, or behavior directed toward another person; using loud and/or abusive language while on College-owned or controlled property.

4. Disruptive behavior – which intentionally and unreasonably interrupts or interferes with classroom instruction, infringement upon the rights of others (engaging in activities or exhibiting behavior anti-ethical to the standards of conduct expected by the College), research, College

committees or boards, or other College or student activities (i.e. assembly, other public programs, plays, concerts, etc.)

### **Community Service**

Assignment to work a specific number of hours at a community service agency or College Department (i.e. Maintenance, Dining Hall, Campus Safety, etc.). The penalty of community service will be assigned as deemed necessary and the assignment for community service will be determined by the Vice President of Student Affairs and his/her designee. All community service assignments must be completed within the semester or within the appointed time assigned. Failure to complete community service as assigned will lead to a minimum suspension of one semester.

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

### **Reprimand**

A written reprimand or censure may be given to any student whose conduct is non-existent 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.

1. Disruptive behavior, including, but not limited to the following:
  - a. Abuse or unauthorized use of sound equipment indoors or outdoors during classroom hours, quiet hours, or during major College events, including those to which the public is invited. Also, excessive loud playing of radios, stereos, televisions, tape-players on-campus at any time.
  - b. Unauthorized assembly including that which interferes with the normal operation of the College. Violators will be dispersed and given verbal and written reprimands.
2. Loitering on campus property after residence halls close. Both verbal and written reprimands will be given.
3. Having pets in residence halls.
4. Evidence of smoking tobacco or any tobacco-related substance in the residence halls.

5. Failure to abide by the College's Dress Code. (Please refer to Volume VII: Student Life Policies of the Paine College Policy manual section 7.2.10. to review the Dress Code Policy.)

### **Counseling**

A student who violate(s) Paine College rules, regulations, and standards or 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 Vice President of Student Affairs or his/her designee. 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.

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

1. Academic dishonesty – including but not limited to plagiarism, cheating on examinations, forgery, collusion, procuring copies of examinations, or other materials, which should not be in student's possession, credential misrepresentation, and failure to report an act of academic dishonesty. (Please refer to Volume VI for procedures and penalties designated for acts of academic dishonesty which are within the academic area and which have not been addressed here).

2. Aiding and abetting or failing to report any of the above offenses, or any other offense which may not be listed, but which is considered to be against College rules and regulations, (Minimum penalty same as for the pertinent offense or sanction which is in keeping with the gravity of the offense if no sanction is listed).

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

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

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

## **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.
4. Formal complaints of harassment or discrimination, since there is a separate procedure for them (see Volume II, Subsection 2.1.5); or
5. Where another Paine College policy and procedure could have been used for the matter being grieved (e.g. academic grievances and FERPA grievances).

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

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

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

### **INFORMAL RESOLUTION**

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

may wish to present the grievance in writing to the person alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student promptly, either orally or in writing.

## **FORMAL RESOLUTION**

### **Step One**

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

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

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

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

### **Step Two**

The committee shall meet, elect a chair, and send the grievant hearing request to the respondent(s), all within ten (10) business days of being appointed. The chair shall offer the respondent(s) an opportunity to provide a written response to the allegations within ten (10)

business days to the chair. The chair may also instruct the parties that they have ten (10) business days to provide each other and the committee with (i) copies of any exhibits they wish to introduce as evidence, and (ii) a list of witnesses that each party will call. The chair may extend the deadlines for submitting a response and for exchanging proposed exhibits upon a showing of good cause.

### **Step Three**

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

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

11. Committee members, witnesses, parties, and all other persons involved in the grievance proceeding must maintain strict confidentiality regarding the proceeding. State and federal laws govern the privacy rights of students and employees.

12. At the conclusion of this step of the procedure, the parties and witnesses shall be excused.

#### **Step Four**

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

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

#### **Step Five**

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

#### **EX-PARTE CONTACTS**

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

## **Student Grievance Appeal Procedures**

Within ten (10) business days of receipt of the Vice-President of Student Affairs decision, a grievant who is not satisfied with the response of the administrator after the initial review may appeal by submitting the written grievance, together with the Vice-President of Operations written decision, to the President. The appeal of the Vice-President of Operations decision must be based on one of the following:

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

The Vice-President of Student Affairs actions need not involve a de novo factual investigation unless new, relevant evidence has become available since the committee hearing. The Vice-President of Operations may, but is not required to, direct that further facts be gathered or that additional remedial action be taken. Within fifteen (15) calendar days of receipt of the request for review, the Vice-President of Operations shall submit the decision in writing to the student and to the person alleged to have caused the grievance.

The written disposition shall include the reasons for the decision, and it shall direct a remedy for the aggrieved student if any. The Vice-President of Operations decision is final.