



# **P A I N E**

## **C O L L E G E**

### **VOLUME VII**

### **Student Life Policies**

**Reviewed June 2025**

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

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<b>7.0 Introduction .....</b>	<b>1</b>
<b>7.1 Division of Student Affairs .....</b>	<b>1</b>
7.1.1 <i>Lion Shop (Bookstore)</i> .....	2
7.1.2 <i>Campus Center</i> .....	2
7.1.3 <i>Career Services</i> .....	2
7.1.4 <i>Counseling &amp; Wellness Center</i> .....	3
7.1.5 <i>Disability Services</i> .....	3
7.1.6 <i>Financial Aid Office</i> .....	4
7.1.7 <i>Food Services</i> .....	4
7.1.7.1 <i>Dining Hall</i> .....	4
7.1.8 <i>Game Room</i> .....	6
7.1.9 <i>Health Services</i> .....	7
7.1.10 <i>Information Technology Services Department</i> .....	8
7.1.11 <i>New Student Orientation</i> .....	8
7.1.12 <i>Postal Services</i> .....	9
7.1.13 <i>Residence Life</i> .....	10
7.1.14 <i>Campus Police Department</i> .....	10
7.1.15 <i>Student Engagement</i> .....	10
7.1.16 <i>Work Study</i> .....	11
<b>7.2 General Student Policies .....</b>	<b>11</b>
7.2.1 <i>College Assembly</i> .....	12
7.2.2 <i>Peters Campus Center</i> .....	12
7.2.3 <i>Disorderly, Violent, Intimidating, or Dangerous Behavior to Self or Others</i> . 14	
7.2.4 <i>Disrespect/Non-compliance with Paine College Officials</i> .....	14
7.2.5 <i>False Information</i> .....	15
7.2.5.1 <i>False Report of an Emergency</i> .....	15
7.2.6 <i>Guests</i> .....	15
7.2.7 <i>Missing Student</i> .....	15
7.2.8 <i>Parental Notification</i> .....	15
7.2.9 <i>Personal Belongings</i> .....	16

7.2.10	<i>Social Networking</i> .....	16
7.2.11	<i>Student Dress Code</i> .....	17
7.2.12	<i>Student Identification Cards</i> .....	18
7.2.13	<i>Altered Identification Cards/Fake Driver’s License</i> .....	19
7.2.14	<i>Student Misappropriation/Misrepresentation</i> .....	19
7.2.15	<i>Students with Disabilities</i> .....	19
7.2.16	<i>Procedures for Receiving Academic Accommodations</i> .....	20
7.2.17	<i>Student Publications</i> .....	20
7.2.18	<i>Student Refund Policies</i> .....	20
	7.2.18.1 <i>Refunds</i> .....	20
	7.2.18.2 <i>Other Refund Regulations</i> .....	21
	7.2.18.3 <i>Withdrawal Refund Policy</i> .....	21
7.2.19	<i>Student Theft</i> .....	22
7.2.20	<i>Student Travel</i> .....	22
7.2.21	<i>Definitions</i> .....	23
7.2.22	<i>Travel Requirements</i> .....	22
7.2.23	<i>Vandalism</i> .....	25
7.2.24	<i>Student Drug Use</i> .....	25
<b>7.3</b>	<b>Student Safety, Security, and Health Policies</b> .....	<b>25</b>
7.3.1	<i>Assembly Hours</i> .....	25
7.3.2	<i>Visiting and Closing Hours</i> .....	25
7.3.3	<i>Student Health Policies</i> .....	25
	7.3.3.1 <i>Policies and Procedures for Medical Care</i> .....	25
	7.3.3.2 <i>Medical Procedures</i> .....	26
	7.3.3.3 <i>Medical Referrals</i> .....	26
	7.3.3.4 <i>Medical Excuse for Class</i> .....	27
	7.3.3.5 <i>Medical Emergency Transportation of Students</i> .....	27
7.3.4	<i>Mental Health Evaluations</i> .....	28
7.3.5	<i>Referrals</i> .....	28
<b>7.4</b>	<b>Residence Life</b> .....	<b>28</b>
	<i>General Residence Life Information</i> .....	28
7.4.1	<i>Application for Housing</i> .....	29
7.4.2	<i>Contractual Agreement</i> .....	29
7.4.3	<i>Residence Hall Staff</i> .....	29
7.4.4	<i>Residence Life Policies</i> .....	30

7.4.4.1	<i>Abandoned Property</i> .....	30
7.4.4.2	<i>Alcohol and Drugs</i> .....	30
7.4.4.3	<i>Babysitting</i> .....	30
7.4.4.4	<i>Balconies and Windows</i> .....	30
7.4.4.5	<i>Being Present During a Violation</i> .....	30
7.4.4.6	<i>Change Policy - Room/Hall Change</i> .....	30
7.4.4.7	<i>Closing for Holidays</i> .....	31
7.4.4.8	<i>Computer Room</i> .....	31
7.4.4.9	<i>Damage to Room</i> .....	32
7.4.4.10	<i>Damage Proration Policy</i> .....	32
7.4.4.11	<i>Entry to Students' Rooms</i> .....	33
	7.4.4.11.1 <i>Room Search</i> .....	33
7.4.4.12	<i>Fire Equipment</i> .....	33
7.4.4.13	<i>Keys/Keycards</i> .....	34
7.4.4.14	<i>Kitchens</i> .....	34
7.4.4.15	<i>Laundry Facilities</i> .....	34
7.4.4.16	<i>Lost and Found</i> .....	33
7.4.4.17	<i>Mail</i> .....	34
7.4.4.18	<i>Maintenance of Rooms and Allowable Room Furnishings</i> . 34	
7.4.4.21	<i>Pets</i> .....	35
7.4.4.22	<i>Private Rooms</i> .....	35
7.4.4.23	<i>Pregnancy Statement</i> .....	36
7.4.4.24	<i>Proper Use of Facilities</i> .....	36
7.4.4.25	<i>Propped Doors</i> .....	36
7.4.4.26	<i>Quiet Hours</i> .....	36
7.4.4.27	<i>Residents Without Roommates</i> .....	36
7.4.4.28	<i>Sick Trays</i> .....	37
7.4.4.29	<i>Sign-Outs</i> .....	37
7.4.4.30	<i>Smoking</i> .....	38
7.4.4.31	<i>Soliciting</i> .....	38
7.4.4.32	<i>Tattooing, Body Piercing, and Hair Cutting</i> .....	38
7.4.4.33	<i>Visitation</i> .....	38
	7.4.4.33.1 <i>Co-Ed Visitation Policy</i> .....	39
	7.4.4.33.2 <i>Overnight Guests</i> .....	40
7.4.4.34	<i>Withdrawal from Residence Halls</i> .....	40

7.4.4.35	<i>Residence Hall Emergency Procedures</i> .....	40
7.4.4.35.1	<i>Accidents</i> .....	40
7.4.4.35.2	<i>Death</i> .....	41
7.4.4.35.3	<i>Evacuation of Residence Halls</i> .....	41
7.4.4.35.4	<i>Illnesses and Injuries</i> .....	41
7.4.4.36	<i>Media</i> .....	41
7.4.4.37	<i>Threatening/Suspicious Telephone Calls</i> .....	41
	<i>Residence Hall Fees and Charges</i> .....	<i>See Appendix B</i>
<b>7.5</b>	<b>Student Discipline</b> .....	<b>40</b>
7.5.1	<i>Authority for Student Discipline</i> .....	42
7.5.1.2	<i>The Authority of the President of the College</i> .....	42
7.5.1.3	<i>The Authority of the Vice President of Student Affairs</i> .....	42
7.5.1.4	<i>Student Code of Conduct and Responsibilities</i> .....	42
7.5.1.5	<i>Student Rights</i> .....	43
7.5.1.6	<i>Student Arrests</i> .....	43
7.5.2	<i>The Paine College Student Disciplinary Procedures</i> .....	44
	<i>Filing Charges</i> .....	44
	<i>Preliminary Reviews</i> .....	45
	<i>Notice of Charges and Appeal</i> .....	45
	<i>Paine College Disciplinary Committee</i> .....	45
	<i>Hearing Procedures</i> .....	44
	<i>Judicial Appeals Procedures</i> .....	48
<b>Ex-Parte</b>	<b>Contacts</b> .....	<b>50</b>
7.5.3	<b>Disciplinary Sanctions</b> .....	<b>50</b>
7.5.3.1	<i>Expulsion</i> .....	50
7.5.3.2	<i>Indefinite Suspension</i> .....	51
7.5.3.3	<i>Suspension for One Year</i> .....	52
7.5.3.4	<i>Suspension for One Semester</i> .....	54
7.5.3.5	<i>Removal from Residence Hall</i> .....	55
7.5.3.6	<i>Strict Social Probation</i> .....	55
7.5.3.7	<i>Community Service</i> .....	55
7.5.3.8	<i>Reprimand</i> .....	56
7.5.3.9	<i>Other Infractions and Disciplinary Measures</i> .....	57
<b>7.6</b>	<b>Intramural Sports</b> .....	<b>57</b>
	<i>General Information</i> .....	56

7.6.1 Code of Conduct .....	58
7.6.2 Eligibility .....	58
7.6.2.1 Disqualification.....	58
7.6.2.2 Sportsmanship Rating System .....	59
7.6.3 Conditions of Participation.....	62
7.6.4 Equipment .....	62
7.6.5 Awards .....	62
<b>Intercollegiate Athletics<sup>1</sup> .....</b>	<i>See Appendix C</i>
<b>7.7 Academic Policies .....</b>	<b>63</b>
7.7.1 Grading Systems/Quality Points .....	63
7.7.2 Grade Changes .....	63
7.7.3 Adding and Dropping Classes .....	63
<b>7.8 Non-Academic Student Grievance Policy .....</b>	<b>64</b>
<b>7.9 Enrolling at Paine College .....</b>	<b>69</b>

## Appendices

<b>Financial Aid Reference Information.....</b>	<b>Appendix A</b>
<b>Residence Life Fine Schedule .....</b>	<b>Appendix B</b>
<b>Student Athlete Handbook .....</b>	<b>Appendix C</b>
<b>Reporting and Redress of Complaints.....</b>	<b>Appendix D</b>

## Volume VII Student Life Policies

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### 7.0 Introduction

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

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

### 7.1 DIVISION OF STUDENT AFFAIRS

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

#### General Student Affairs and Services

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

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

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

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

### **7.1.1 Lion Shop**

The Lion Shop (formerly referred to as the Bookstore) is located on the first floor of the Campus Center. The Bookstore stocks snacks and basic student supplies. There is also an adequate selection of Paine College clothing, Greek paraphernalia, and miscellaneous items available.

### **7.1.2 Campus Center**

Students, faculty, staff, alumni, organizations, clubs, and guests of Paine College may use the Campus Center facilities with appropriate approval. Guests and alumni may use the facilities only to the extent that such use does not interfere with the use of the Center by students enrolled at the College. All persons and organizations who occupy the Center's facilities are subject to the rules and regulations established by Paine College which govern the use of the Center. Failure to cooperate with persons employed to enforce College rules and regulations will result in disciplinary action or expulsion from the Center. Use of the Campus Center facilities must be requested by using forms provided by the Office of Student Affairs.

### **7.1.3 Career Services**

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

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

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

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

Services provided include:

- a. Résumés and Cover Letter Assistance

- b. Job Search Assistance, Interview Training and Mock Interviews
- c. Major Exploration and Career Counseling
- d. Professional and Career Development Workshops
- e. Career Fairs and Networking Events

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

### **Hours of Operation**

Monday – Friday 8:30AM – 5:00PM

### **Location**

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

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

Social Media: @PCCareers

## **7.1.4 Counseling & Wellness Center**

The services provided by the Counseling & Wellness Center are not restricted to a specific group of students. The Center is available to all students (full- and part-time), faculty, and staff of Paine College. The services provided include individual and group counseling, motivational assessment surveys, tutorial referrals, special orientation activities, and special activities to improve basic learning skills. In addition to these services, special assistance and appropriate referrals are available as needed.

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

In addition to the above services, the Counseling & Wellness Center also has the responsibility of providing official documentation for all class absences. Please refer to section 7.3.3.4 for a listing of the Center's policies regarding excused absences.

### **Hours of Operation**

Monday – Friday 8:30AM – 5:00PM

### **Location**

Peters Campus Center, 2<sup>nd</sup>, Floor, Suite 215

## **7.1.5 Disability Services**

By practice and policy, Paine College makes reasonable accommodations for students with

properly documented physical, psychological, or learning disabilities that may adversely impact academic performance. Although Paine College does not have a specific, structured academic program for individuals with disabilities, the Counseling & Wellness Center facilitates communication between faculty and students to structure reasonable accommodations that will support the students' academic needs. The College adheres to the Federal laws set forth in the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA), which prohibits discrimination against students with disabilities. Please refer to Subsection 7.2.15 for the College's policy concerning students with disabilities. The College adheres to the Federal laws set forth in the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA), which prohibits discrimination against students with disabilities. Please refer to Subsection 7.2.13 for the College's Student with Disabilities Policy.

### **7.1.6 Financial Aid Office**

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

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

### **7.1.7 Food Services**

#### ***7.1.7.1 Dining Hall***

The cafeteria is designed to provide food services for students, staff, faculty, administrators, and invited guests. Nutritious, attractive meals are planned, prepared, and served daily, except when school is officially closed. All special services, banquets, luncheons, receptions, etc., should be requisitioned and approved at least ten (10) days in advance. Faculty, staff, students, and visitors may eat in the Dining Hall by paying \$5.00 for individual meals.

### **Hours of Operation**

#### **Monday, Tuesday, Thursday, & Friday**

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

#### **Wednesday (Assembly Day)**

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

#### **Saturday, Sunday, & Holidays**

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

**Meals** (*For Off-Campus Students*)

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

*Note:* Holiday meal hours are posted. All hours are subject to change.

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

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

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

\*It is important to note that all students who vacate the residence halls can no longer eat as on-campus students. Violators of these regulations and those stated in Paine College's Dress Code are subject to disciplinary action.

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

1. Proper attire must be worn in the dining area at all meals. Semi-formal dress is required for special meals.
2. Headgear, caps, hats, etc., must be checked at the door.
3. To enter the dining area, students must have a valid Paine College Student ID card or pay the casual rate for that meal period.
4. Beverage containers will not be allowed in the dining area.
5. Food and beverages are not allowed to be carried out of the dining area.
6. Large totes and book bags must be left at the door.

***The Food Services Office will be open Monday through Friday, 9:00 a.m. to 4:00 p.m., for students who have questions.***

### 7.1.8 Game Room

The following are regulations pertaining to the Peters Campus Center:

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

**Monday - Thursday** 9:00AM – 10:00PM  
**Friday & Saturday** 9:00AM – 10:00PM  
**Sunday** 12:00PM – 10:00PM

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

14. All participants must adhere to the Dress Code set forth in the Student Handbook. Any student failing to comply will be asked to leave the premise.

15. It is the responsibility of the students who use the game room to assist in maintaining its cleaning and upkeep. Continuous littering and trash will result in the Game Room being closed.

### **7.1.9 Health Services**

#### **Policies and Procedures for Medical Care**

Paine College Health Services requires all students and transfer students enrolled for eight semester hours or more to have a completed physical exam prior to registration.

Paine College requires all students enrolled students to complete the Institutional Medical Form and Immunization Form and send them directly to the Office of Student Affairs.

The Vice President of Student Affairs may require a student to leave the Residence Hall at the recommendation of a licensed physician.

The Counseling & Wellness Center will not assist with student absences related to illnesses when the student chooses to go home for reasons contrary to the recommendation of a licensed physician.

Medical records are confidential and become property of The Office of Student Affairs. These records will not be duplicated or transferred without a written release signed by the student (*and parent if the student is a minor*) or via court order.

The student is responsible for ALL costs/expenses associated with seeing a licensed physician and/or his/her associate(s).

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

#### **Procedures**

The Counseling & Wellness Center will complete all necessary forms and provide the student with a list of local resources that offer services.

**All illnesses or accidents should be reported to the Counseling & Wellness Center.** If an illness occurs after business hours, the student should report to the appropriate Residence Hall Director or Campus Police.

If emergency care is needed, Residence Life staff will assist in making necessary arrangements for the student to be transported by the Campus Police. The illness or accident must be reported to the Counseling & Wellness Center the next day.

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

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

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

Students requiring bed rest as ordered by a physician will be given a “**SICK TRAY**” slip for meals. These slips are issued by The Office of Student Affairs and delivered to the dining room office. The Resident Hall Director will issue the slips on weekends.

In the event of certain medical emergencies, it may be necessary for a student to be transported to the nearest hospital/emergency room in college owned vehicles. **IF THIS SERVICE IS REFUSED BY THE STUDENT, THE COLLEGE WILL ASSUME NO FURTHER RESPONSIBILITY.** However, parents/guardian will be notified of student's refusal of care. The student will be required to sign a refusal for care form.

### **Medical Excuse for Class**

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

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

### **7.1.10 Information Technology Services Department**

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

### **7.1.11 New Student Orientation**

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

### **7.1.12 Postal Services**

Paine College Mail Center (Post Office) is here to provide mailing services to the College community. The Post Office is located on the first floor of the Campus Center. United States mail, parcel post packages, and campus correspondence are received and dispatched there. The Campus Post Office is not a part of the United States Postal Service and no facilities are available for purchasing or cashing money orders. Stamps may be purchased at the Campus Post Office. The following information will explain the services available at our Mail Center.

**Location and Hours** (during the school year) Peters Campus Building, Room 117

Monday – Friday 10:00 AM – 4:00 PM

Saturday – Sunday CLOSED

### **Packages and Letters**

Packages may be picked up during open hours by bringing the card that indicates you have a package to the Mail Center window. Accountable mail (Express, Certified, Insured, and Registered) may be picked up with the card and must be signed for by the recipient. Both packages and accountable mail require proper picture ID to claim it. Delivered Departmental Accountable mail will have a card attached to the package as a courtesy to the department. This card must be signed and returned to the Mail Center as soon as possible. Packages **MUST** be claimed as soon as possible. They will be **RETURNED TO SENDER** after 7 days.

### **Student Mail**

All on-campus students are required to have a mailbox, which can be purchased for a minimal fee in the Lion Shop. 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 will be placed in the student's mailbox which is located on the first floor of the Campus Center. Students are requested to include the following in their return address:

Name

Residence Hall Name and Room Number

Paine College

1235 15th Street

Augusta, Georgia 30901

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

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

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

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

Seniors must turn in their mailbox key the Friday **BEFORE** Senior Week.

The student mailboxes are inactive for the summer months. The student is responsible for notifying others of any change of address. The College is not responsible for forwarding any mail nor will the College be responsible for notifying a change in address.

### **7.1.13 Residence Life**

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

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

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

*Interpersonal Competence* - Dimensions of Outcomes: Realistic self-appraisal and self-understanding; personal attributes, such as identity, self-esteem, confidence, ethics and integrity, spiritual awareness, personal goal setting; meaningful relationships; interdependence; collaboration; ability to work with people different from self

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

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

Please refer to Section 7.4 for specific policies and procedures regarding the Residence Life program.

### **7.1.14 Paine College Police Department**

For the safety and security of the students, faculty, staff, and property, Paine College has established an on-campus 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." For a complete description of the department and a listing of those security and safety related policies that pertain to all members of the campus community please refer to Volume II, Section 2.3. A listing of the department's policies, which apply only to students, is provided in Section 7.3 below.

### **7.1.15 Student Engagement**

The Student Engagement staff plans and implements diverse social, cultural, educational,

recreational, leadership development, and governance programs which extend and enhance the classroom experience. Registered student organizations, including the Student Government Association, are also instrumental in sponsoring a broad range of activities throughout the year.

#### **7.1.16 Work Study**

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

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

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

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

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

### **7.2 GENERAL STUDENT POLICIES**

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

### **7.2.1 College Assembly**

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

As the Center for Advanced Professional Studies (CAPS) generally provides educational opportunities for working adults, these students are eligible for exemption from the Assembly requirements. In order to be exempt, a CAPS student must provide written documentation to the Office of Student Affairs each Fall and Spring semester. The documentation should include the name of the student, LION ID number, place of employment, and work schedule. The student will receive notification of exemption approval via email within seven days of documentation submission. In some cases, additional documentation may be requested. Completion of the exemption process is the responsibility of the student and is not automatically granted because a student is enrolled in CAPS courses. A copy of the approval will be forwarded to the Office of Academic Affairs.

### **7.2.2 Peters Campus Center**

Students, faculty, staff, alumni, organizations, clubs, and guests of Paine College may use the Campus Center facilities with appropriate approval. Guests and alumni may use the facilities only to the extent that such use does not interfere with the use of the Center by students enrolled at the College. All persons and organizations who occupy the Center's facilities are subject to the rules and regulations established by Paine College which govern the use of the Center. Failure to cooperate with persons employed to enforce College rules and regulations will result in disciplinary action or expulsion from the Center. Use of the Campus Center facilities must be requested by using forms provided by the Office of Student Affairs.

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

1. Pets and animals are not allowed in the Campus Center building.
2. The Office of Student Affairs must approve posters, notices, handbills, and announcements. The College reserves the right to refuse to post or take down such postings which are not in good taste, vulgar, or contradictory to the mission or goals of Paine College.
3. Organizations and clubs are not permitted to solicit funds in the Campus Center, unless permitted by the Office of Student Affairs. The Vice President of Administrative and Fiscal Affairs/CFO must approve all solicitations by off-campus persons.
4. Narcotics and intoxicating beverages will not be permitted in the Campus Center (or anywhere on-campus). Students exhibiting behavior of being under the influence of drugs

or intoxicating beverages will be asked to leave the premises. Paine College reserves the right to do drug testing of all students.

5. Equipment and furnishings assigned to the Campus Center cannot be removed for any reason, except with the written permission from the Office of Student Affairs.
6. Damage to the building, equipment, or furnishings will be charged to the individual or organization causing the damage.
7. Excessive noise and profanity will not be permitted in the Campus Center. Failure to abide by this stipulation will result in disciplinary action.

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

### **General Building Policies**

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

The Office of Student Affairs will serve as a central clearinghouse for all social functions, conferences and meetings.

A requisition must be completed and submitted within the approved timeframe before a date will be confirmed on the official calendar. Some weeks are reserved and blacked out annually. These weeks are not available for student events. All student activities must be approved by the organization's advisor(s), the organization's president, the Director of Student Engagement, the Campus Police, the building supervisor, the Director of Food Service (when necessary) and the Office of Students Affairs. **NO STUDENT ACTIVITY WILL BE APPROVED WITHOUT ALL APPROPRIATE SIGNATURES.**

Organization Advisors are required to attend all activities of their groups. This includes meetings, parties, dances, and other social activities. In this way, the student organization is protected should any mishap occur. If the Organization Advisor cannot be in attendance, except in the case of NPHC organizations, approval must be obtained from the Office of Student Affairs and for either a faculty or staff member to serve as chaperone to the event. NPHC organizations must have approval from the Greek Life Advisor and Off-Campus advisor. Campus Safety will not open a building or a room for a club activity unless the Advisor or his/her representative is present. **THE ACTIVITY WILL NOT START OR CONTINUE WITHOUT THE ADVISOR OR CHAPERONE.**

A police officer must be present for any activity open to the general public. The organization is responsible for paying the police officer(s) and fire marshal on duty at these events.

All College organizations and/or students representing the College and desiring to hold any activity off-campus must secure approval from the Advisor, the Vice President and Dean of Student Affairs. Utilizing any designation related to Paine College for an off-campus event which is not authorized may result in the immediate suspension of the organization for the remainder of the academic semester.

All social functions on-campus shall adjourn no later than 1:00 a.m. on weekends, and 12:00 p.m. on weekdays.

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.

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.

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.

Step Practices are not allowed in Haygood-Holsey Hall or the Residence Halls. In situations where the Residence Halls are participating in the Step Show, special approval may be given by the Director of Residence Life. In these cases, an official requisition form must be completed.

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

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

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

1. Intentionally inflicting bodily harm upon any person; taking any action for the purpose of inflicting physical harm upon any person; taking reckless action that results in physical harm to any person; taking any action that creates a substantial risk of physical harm to any person; or threatening by any means of transmission the use of force to physically harm or injure any person.
2. Disrupting the peace, impeding classes, and/or endangering the safety, health, or life of any person on campus through actions or words.
3. Obstructing fire escape routes such as hallways or stairwells.
4. Committing acts of an indecent or lewd nature.
5. Climbing or scaling the exterior of any Paine College building.

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

Failure to comply with the reasonable requests of Paine College staff, administrators, or faculty members acting in performance of their duties is prohibited. Moreover, disciplinary sanctions may be applied in situations where students disrespect Paine College staff, administrators, or faculty

members. Examples of such disrespect can include but are not limited to, the following:

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

See Section 7.5 for information regarding student discipline.

### **7.2.5 *False Information***

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

#### **7.2.5.1 *False Report of an Emergency***

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

### **7.2.6 *Guests***

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

### **7.2.6 *Missing Student***

See Volume II, paragraph 2.3.3.6.

### **7.2.8 *Parental Notification***

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

imminent danger, or another situation in which Paine College deems such action necessary.

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

### **7.2.9     *Personal Belongings***

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

### **7.2.10    *Social Networking***

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

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

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

- a. Before participating in any online community, students must understand that anything posted online is available to anyone in the world.
- b. Students should not post information, photos, or other items online that could reflect negatively on themselves, their family, their team, the Athletics Department, or Paine College.
- c. Students should not post their home address, local address, phone number(s), birth date, or other personal information, as well as personal whereabouts or plans.
- d. Paine College administrators may and will monitor these web sites.
- e. Potential employers, internship supervisors, graduate program personnel, and scholarship committees now search these to screen candidates and applications.
- f. Students must not post information, photos, or other items online that could reflect negatively on themselves, their family, their department or program or Paine College. The malicious use of online social networks, including derogatory language about any member of the Paine College community; demeaning statements about or threats to

any third party; incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior, will be subject to disciplinary action.

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

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

### ***7.2.11 Student Dress Code***

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

The following guidelines should be observed at all times:

1. For the classroom, library, offices, and all chapel assembly, and following the code will be in effect:
  - a. Females should be dressed in dresses, pantsuits, skirts, blouses, slacks/jeans, shorts, sweat suits, and shoes or sandals.
  - b. Dresses, skirts, and shorts should be no more than 6 inches above the knee.
  - c. Males should be dressed in slacks/jeans, shorts, shirts, sweaters, sports coats, sweat suit, and shoes or sandals (No A-shirts, aka tank tops).
  - d. Sweat suits are acceptable, with the exception of see through type sweat suits.
2. The following articles have been deemed inappropriate attire in the dining hall, classroom, Chapel and any other college-sponsored activities:
  - a. Hair rollers or bonnets
  - b. Pajamas or robes
  - c. See through shirts, blouses, dresses, or muscle-type shirts
  - d. Sheer tops (without coordinating tank top underneath)
  - e. Clothing that reveals flesh between the shoulder and upper thigh – no “belly shirts” or halter tops

- f. Hats and caps (It is requested that males remove these items upon entering all indoor facilities.) – no “durags”, wave caps, etc.
  - g. Wearing pants below the waistline
  - h. See through garments worn with only lingerie
  - i. Undershirts worn as an outer garment
  - j. House slippers
  - k. Outer garments that reveal excessive cleavage, buttocks, waist or back
  - l. Bathing suit tops
  - m. Tube tops
  - n. Tops and dresses with spaghetti straps (unless a blouse or cardigan is worn over it)
  - o. Pants with rips that reveal excessive skin. Pants with fabric underneath the rips or minor slits are acceptable.
3. General assemblies and special programs, such as, Opening Convocation, Thanksgiving Assembly, Christmas Assembly, Founders Day Convocation, Religious Emphasis Week, Honors Day Assembly, Lyceum Programs, Pageants and Coronation require business or business casual dress.
  4. For events, such as, Pageants, Coronation and holiday meals, church and semi-formal attire are appropriate unless otherwise noted.
  5. Wednesdays are designated as Career “Dress for Success” Days. Students are requested to dress as career professionals. This allows the opportunity to prepare for the future where career dress is standard daily attire.
  6. The enforcement of the Paine College dress code is incumbent upon administration, faculty, students, and staff at all times to preserve the integrity and religious heritage of the College.

Students who hold student leadership positions are required to wear business or business casual attire during designated days/hours.

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

#### ***7.2.12 Student Identification Cards***

An Identification Card (ID) is issued to each student after the completion of registration. This card

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

### **7.2.13. *Altered Identification Cards/Fake Driver's License***

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

### **7.2.14 *Student Misappropriation/Misrepresentation***

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

### **7.2.15 *Students with Disabilities***

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

To be considered eligible for services, a student must comply with the Office of Disability Services procedures as outlined in subparagraph 7.2.16. Reasonable accommodations incorporate any adjustment, or modification that maintains equal access to the educational process without fundamentally altering the nature of the goods and services involved (i.e., elements of a course, etc.). Support services include, but are not limited to, liaison with faculty, testing modification and accommodation, note-taking assistance, information about accessibility to classrooms, counseling, and assistance in advocacy.

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

Any student with a documented disability adversely affected by the discriminatory behavior of

a faculty or staff member may file a complaint under the College's Discriminatory Harassment Policy outlined in Volume II, Subsection 2.1.5.

### **7216 Procedures for Receiving Academic Accommodations**

Review the student's documentation and meet with the student as necessary to determine eligibility for receiving academic accommodations. Confer with other professional staff members and approve accommodations as appropriate for each student.

Meet with assigned student to discuss the approved accommodations and the procedures necessary to obtain them.

Research and prepare paperwork (such as "Accommodations Letters") as necessary to facilitate receipt of appropriate accommodations for which the student is approved. Assist the student with academic accommodations process.

Assist the student in resolving problems that may occur in the testing accommodations process.

Interact with Paine College faculty, staff, and non-Paine College professionals on student's behalf as appropriate

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

### **7217 Student Publications**

The Editors of the Lion and Paineite shall be decided upon by the Advisors and approved by the Vice-President and Dean of Student Affairs. These persons must meet the requirements of the SGA Constitution.

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

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

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

### **7218 Student Refund Policies**

#### **7.2.18.1 Refunds**

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.

#### **7.2.18.2      *Other Refund Regulations***

1. In case of suspension (**via Academic Affairs/Student Affairs**), there will be no Tuition Adjustments/Refunds.
2. Charges for rooms are assigned on an annual basis; no refunds will be given if a student moves from the Residence Hall before the contracted year ends.
3. Any expenses incurred by the College for a student, such as, medicine, hospitalization, or damages will be charged to the student's account.
4. Unused board is credited only if the student is absent for ten (10) or more days. (This applies only to illness or approved absences).
5. The housing deposit is only refundable if the new student requests a refund of their housing deposit by July 15th if paid to attend in the Fall and December 15th if paid to attend in the Spring.
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.

#### **7.2.18.3      *Withdrawal Refund Policy***

Any student who wishes to withdraw from the College must secure an Official Withdrawal Form from the Registrar, complete it, and have it approved by the Registrar's Office, the Vice President and Dean of Student Affairs, Chief Fiscal Officer, and the Vice- President of Academic Affairs. The withdrawal form must be filed in the Registrar's Office. A student who withdraws from

the College and does not follow the withdrawal procedures as outlined will not be eligible for a refund. Only after the above requirements have been completed will a student be eligible for a credit to his/her account. Withdrawal credits apply to tuition and fee charges and do not apply to room and board charges. The following schedule must be adhered to when applying for credit:

#### Credit

- Withdrawal before the 1st day of classes – 100%
- Withdrawal during the 1st week – 90%
- Withdrawal during the 2nd week – 80%
- Withdrawal during the 3rd week – 80%
- Withdrawal during the 4th week – 70%
- Withdrawal during the 5th week – 70%
- Withdrawal during the 6th week – 60%
- Withdrawal during the 7th week – 50%
- Withdrawal during the 8th week – 50%
- Withdrawal after the 8th week – **NO REFUND**

#### **7219**     *Student Theft*

Should any student be involved in, charged with, or convicted of theft, Paine College reserves the right to make a determination in each case as to the academic status of the student (see Student Code of Conduct and Responsibility Policy in Section 7.5 below). In a given situation involving theft, Paine College may find itself obligated to notify the appropriate authorities. Disciplinary action at Paine College, as outlined in Section 7.5 of the volume, is considered independent from other court proceedings and may be instituted against a student also charged in civil or criminal courts based on the same facts that constitute the alleged violation this policy.

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

#### **7220**     *Student Travel*

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

## **7221 Definitions**

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

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

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

## **7222 Travel Requirements**

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

1. Recognized student organization travel must be consistent with the College and organization's mission statement.
2. Travel must not create an undue interference with academic responsibilities.
3. An individual student must register the proposed trip with the Division of Student Affairs no later than five (5) business days before the scheduled trip. In the case of departmental organizations and clubs, there must be concurrence by the departmental head and the Provost and Vice President of Academic Affairs. A list of students participating in the above activities must be submitted to the Vice President of Student Affairs, no later than five (5) business days prior to departure. Any trip taken without formal approval as outlined above may result in individual and/or organizational discipline.
4. All students traveling must complete and submit Waiver of Liability Form to the Division of Student Affairs no later than five (5) business days before the scheduled trip.

Faculty or staff employees are encouraged to accompany students on off-campus trips covered under this policy but are not required to do so unless a Paine College vehicle or rental car is utilized.

Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The College shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with College rules and regulations, the direction of College employees, or applicable without limiting the foregoing, all trip participants are required to:

1. Comply with the Student Code of Conduct and Responsibility and with applicable

College policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the College's willingness to permit future similar activities; and

2. Conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus.

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

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

The following additional guidelines also apply to all travel:

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

Personal Vehicles - Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The College shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The College does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on College business, and the owner is responsible for primary liability insurance. The College does carry non-owner excess liability coverage to protect the College and employee in the event of a suit resulting from an automobile accident in which an employee was driving on College business.

Non-Student Participation: Except with the permission of the appropriate administrator, friends

and family of students are not eligible to participate in travel opportunities falling under this policy.

### **7.2.23     *Vandalism***

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

### **7.2.24     *Student Drug Use***

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

## **7.3         STUDENT SAFETY, SECURITY, AND HEALTH POLICIES**

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

### **7.3.1     *Assembly Hours***

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

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

All residence halls shall close at 11:00 midnight, Sunday through Thursday and 12:00 a.m., on Friday and Saturday. Resident students are admitted to the Residence Halls after closing by the on- duty Campus Police Officer upon presentation of their ID cards and room keys. For safety purposes, students are discouraged from opening doors to admit other students after regular closing hours. The Residence Hall staff on duty or Campus Police Officer may open the doors of the residence hall after they are closed. Students who violate this regulation will be subject to disciplinary action and/or fine.

Visiting in residence halls by members of the opposite sex is restricted outside of visitation hours to lobbies with the exception of Open House Programs. The wearing of suitable attire in public areas is required of both sexes at all times. Visitation policy is subject to change at the discretion of and written approval from the Office of Student Affairs

### **7.3.3     Student Health Policies**

#### **7.3.3.1   *Policies and Procedures for Medical Care***

1. Paine College Health Services requires all students and transfer students enrolled for eight semester hours or more have a completed physical exam prior to registration.
2. Paine College requires all students enrolled students to complete the Institutional Medical Form and Immunization Form and send them directly to the Office of Student

Affairs.

3. The Vice President of Student Affairs may require a student to leave the residence hall at the recommendation of a licensed physician.
4. The Counseling & Wellness Center will not assist with student absences related to illnesses, when the student chooses to go home for reasons contrary to the recommendation of a licensed physician.
5. Medical records are confidential and become property of The Office of Student Affairs. These records will not be duplicated or transferred without a written release signed by the student (*and parent if the student is a minor*) or via court order.
6. If a student chooses to see a licensed physician and/or his/her associates, the student is responsible for ALL associated costs/expenses.

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

#### **7.3.3.2 Medical Procedures**

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

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

#### **7.3.3.3 Medical Referrals**

1. The Counseling & Wellness Center will complete all necessary forms and provide the student with a list of local resources that offer services.
2. **All illnesses or accidents should be reported to the Counseling & Wellness Center. If**

an illness or accident occurs after business hours, the student should report to the appropriate Residence Hall Director or Campus Police.

3. If emergency care is needed, Residence Life staff will assist in making necessary arrangements for the student to be transported by the Campus Police. The illness or accident must be reported to the Counseling & Wellness Center the next day.

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

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

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

6. Students requiring bed rest as ordered by a physician will be given a "SICK TRAY" slip for meals. These slips are issued by the Counseling & Wellness Center and delivered to the dining room office. The Resident Hall Director will issue the slips on weekends.

7. In the event of certain medical emergencies, it may be necessary for a student to be transported to the nearest hospital/emergency room in college owned vehicles. **IF THIS SERVICE IS REFUSED BY THE STUDENT, THE COLLEGE WILL ASSUME NO FURTHER RESPONSIBILITY.** However, parents/guardian will be notified of student's refusal of care.

The student will be required to sign a refusal for care form.

#### **7.3.3.4 Medical Excuse for Class**

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

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

#### **7.3.3.5 Medical Emergency Transportation of Students**

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

### **7.3.4 Mental Health Evaluations**

The Vice President and Dean of Student Affairs and/or Director of Counseling & Wellness Services reserve the right to mandate proof of evaluation, examination, and/or assessment for any student who displays an unhealthy mental state. Such proof must come from a doctor who specializes in mental health. Before the student is allowed to return to the College campus, the student **must** present proof to the offices of the above and await written notification of reinstatement approval.

Also, in the event of suicide attempts, the student is required to complete a “No Harm Contract” with the Counseling & Wellness Center. Any student who attempts suicide may be required to medically withdraw from the College for the purposes of medical care and will be required to submit documentation from a doctor prior to reinstatement.

### **7.3.5 Referrals**

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

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

## **7.4 RESIDENCE LIFE**

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

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

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

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

*Interpersonal Competence* - Dimensions of Outcomes: Realistic self- appraisal and self-understanding; personal attributes, such as identity, self-esteem, confidence, ethics and integrity, spiritual awareness, personal goal setting; meaningful relationships; interdependence; collaboration; ability to work with people different from self

*Knowledge Acquisition, Integration, and Application* - Dimensions of outcomes: Understanding knowledge from a range of discipline (acquisition); connecting knowledge to other knowledge,

ideas, and experience (integration); relate knowledge to daily life (application); pursuit of lifelong learning; career decidedness; technological competence

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

**Paine College is not responsible for loss, theft, or damage of a 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 at check-in or in the Office of Residence Life.

#### ***7.4.1 Application for Housing***

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

#### ***7.4.2 Contractual Agreement***

Occupancy of a room in a residence hall represents a contractual agreement between the student and Paine College; therefore, the student is responsible for the property and care of the room, their visitors and residence hall facilities. Students cannot be released from the financial responsibilities of their residence hall contract during the year, unless they have been suspended or dismissed from the College, been diagnosed with an illness that cannot be accommodated by the Residence Life Staff, withdrawn from school, become pregnant, become active military, or had a change in their marital status. All students residing in the residence halls must be registered for classes at Paine College, unless special permission is granted by the Vice President and Dean of Student Affairs or the Vice-President of Administrative and Fiscal Affairs/CFO. In these special cases, the student will be expected to pay fees as determined appropriate. Any student who withdraws from all classes before the end of the semester will be required to move out of the residence hall immediately.

#### ***7.4.3 Residence Hall Staff***

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

#### **7.4.4 Residence Life Policies**

In addition to being responsible for complying with all Paine College rules, regulations, and standards, all students are expected to follow the laws of the City of Augusta, Richmond County, the State of Georgia, and the Federal Government. Residential students agree to abide by the residential life policies. Alleged violations of residential life rules and regulations will be adjudicated in accordance with the College's Disciplinary policies as outlined in Section 7.5.

##### **7.4.4.1 Abandoned Property**

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

##### **7.4.4.2 Alcohol and Drugs**

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

##### **7.4.4.3 Babysitting**

Students are not allowed to perform babysitting responsibilities in the residence halls or other buildings on campus. Children cannot be admitted to the residence halls as "overnight guests." Any student who babysits in the residence halls will be subject to disciplinary action (which may include removal from the residence hall for repeated offenses). A student who decides to bring a child in the residence hall as a visitor must notify the Residence Hall Director or a Residence Assistant. Children under the age of thirteen (13) will not be permitted beyond the lobby areas unless accompanied by a parent/adult.

##### **7.4.4.4 Balconies and Windows**

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

##### **7.4.4.5 Being Present During a Violation**

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

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

At the beginning of each semester, there is a freeze on all room changes until after ten (10) business days from the start of classes. This ten-day period allows many problems to be solved without a room change. Residents must first discuss the desire to change buildings with the Residence Life Director. The Residence Life Director may offer alternatives to the room change based on the facts presented. The staff reserves the right to require students to wait 24 hours before granting a move so that options can be considered. Requests for room changes will be accommodated as quickly as possible if space is available. Room changes can be completed by the Resident Director with the approval of the Residence Life Director. The staff will assist

by identifying available spaces. The Residence Hall Director in the hall from which the student moved is responsible for:

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

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

Unauthorized room changes result in the following actions:

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

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

#### **7.4.4.7      *Closing for Holidays***

All Residence Halls are closed during the Christmas holiday break and at the end of the Fall, Spring and Summer term. All students are required to vacate the buildings. At the end of the Spring semester, students are required to remove all belongings from the residence halls. Any items left in the halls during any other break are the responsibility of the student. All students desiring to remain in the residence halls during any break must receive approval by the Vice President and Dean of Student Affairs. A fee may be charged for these requests. In general, dining services are not available during breaks. No student will live on campus during the summer unless the student is enrolled in classes for the on-campus Summer term, enrolled in an on-campus program, or providing services to the college.

#### **7.4.4.8      *Computer Rooms***

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

#### **7.4.4.9      **Damage to Room****

Each residence hall room is equipped with beds, desks, chests, closets, heating, and air conditioning. Students are asked to bring linen, pillows, blankets, sheets, towels, wash cloths, pillowcases, bedspreads, and other allowable furnishings. The College does not provide linens. An inventory checklist will be kept on each room. This checklist will be reviewed by the Residence Hall Director and the occupant of the room. Both parties will place their signatures on the sheet within 24 hours of occupancy. Any damages recorded, after the exceptions are noted and reported within 24 hours, will be billed to the occupants at the end of the semester. The following are prohibited in rooms or other areas of the halls:

- a. Sitting on air-conditioner
- b. Hanging clothing from the ceiling
- c. Hanging clothing or other objects from the sprinkler system
- d. Ironing on the mattress or desk
- e. Burning incense/candles
- f. Disconnecting smoke alarms
- g. Other damages, which are not listed above.

The above infractions may result in disciplinary action.

#### **7.4.4.10      **Damage Proration Policy****

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

Before the opening of the halls at the beginning of the academic year, the appropriate Residence Hall staff will complete a Maintenance Request Form, noting all existing damages. The form will be given to the Maintenance Department for completion of repairs. If there are damages that are not able to be repaired by start of the upcoming semester, the Resident Director will keep a record.

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

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

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

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

Any conflict pertaining to the amount of a prorated charge must be discussed with the Residence Hall Director. If not resolved, the resident should contact the Residence Life Director. If not resolved at that level, the resident should contact the Assistant Dean of Student Affairs. If that does not lead to a resolution, students may appeal to the Vice President of Student Affairs.

Assessed damages will be charged to the individual student account and must be paid to the Business Office on, or by the last day of classes. Failure to pay charges may result in the student's ineligibility to take final examinations or register for the next term.

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

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

The right of a student to privacy will be respected. Paine College reserves the right to enter a student's room, whether the student is absent or present, for the purpose of maintenance or repair, to correct obvious breaches of the Student Code of Conduct and Responsibility (see Section 7.5), or if there is suspicion that a breach of College regulations/policies is occurring or has occurred, and when danger to the safety of the occupants and/or College property is apparent. Students' rooms will be entered by the College staff members only after knocking and apprising the student of the purpose requiring entrance to the room, except in emergency or other situations noted above. Other entrance to a student's room, except under court authorized search warrants by local, State or Federal law enforcement officers, shall require written approval from the office of Student Affairs. This approval shall state the reason(s) for the search and the name(s) of the individual(s) designated to conduct the search.

##### **7.4.4.11.1      *Room Search***

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

#### **7.4.4.12      *Fire Equipment***

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

#### **7.4.4.13      *Keys/ Keycards IDs***

Keys to the rooms are issued at the time of check-in by the Residence Hall Director. **If a key is lost, a duplicate may be obtained for \$75.00. If a keycard or keycard ID is lost, a duplicate may be obtained for \$25.00.** Keys other than those issued by Paine College will damage the locks. Therefore, any student who has a duplicate key made, or lends the key for this purpose, may be subject to disciplinary action. A charge will be made for the damage to the lock and for the new key. Keys, keycards, and keycard IDs must be turned in at check-out. **There will be a \$75.00 core/technology change fee added to the student's account if any of these items are not returned at the time of departure.**

#### **7.4.4.14      *Kitchens***

Kitchens are provided in some residence halls for the preparation of snacks. Students who use the kitchen must leave it and all appliances and utensils clean after use. Microwaves are to be cleaned after each usage. Food stored in the refrigerators must be dated and labeled. Food may be removed from the refrigerators by the Residence Hall Directors after five (5) days or when it is considered "spoiled." Failure to abide by these guidelines may result in inability to use these facilities.

#### **7.4.4.15      *Laundry Facilities***

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

#### **7.4.4.16      *Lost and Found***

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

#### **7.4.4.17      *Mail***

All mail will be picked up from the mail room located in on the first floor in the Campus Peters Center, Monday through Friday. For a minimal fee, mailboxes are available in the Campus Center for students. They are assigned on a first-come, first-served basis.

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

The following items are prohibited:

- a. Alcoholic beverages and illegal drugs
- b. Candles, incense
- c. Dart boards (dartboards using Velcro projectiles are permitted)
- d. Exterior radio or television aerials
- e. Firearms (pellet and bb guns) and/or ammunition
- f. Firecrackers or similar fireworks and explosive devices
- g. Knives (other butter knife)

- h. Pets and animals
- i. Personal air-conditioners
- j. Cooking and electrical heating appliances (e.g., hotplates, microwave ovens, etc.)
- k. Pornographic/sexually explicit materials or posters (especially on the walls)
- l. Large speakers
- m. Sound boards
- n. Tasers
- o. Televisions exceeding 26"

### **Movement of College Equipment or Furniture**

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

### **Cleanliness**

Students are responsible for the cleanliness and neatness of their rooms. For health and safety reasons, the college reserves the right to require students to clean their assigned personal living areas once a 24-hour written warning is given by the Residence Hall Director or Resident Assistant. Failure by students to keep their rooms reasonably clean after receiving written warnings will result in a \$25.00 fine assessed by the Director of Residence Life and charged to the student's account in the Business Office. Students who fail to clean their rooms/residential facility prior to departure for the Spring or Summer break, or when moving out of the residence hall for other reasons, will be automatically assessed a \$75.00 fine and may be subject to other disciplinary measures as appropriate. At least one room inspection will be conducted each month. Residence Hall Directors have the right to search rooms more frequently as the need arises.

#### ***7.4.4.21 Pets***

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

#### ***7.4.4.22 Private Rooms***

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

- a. On the first day of registration, anyone desiring a private room will notify the Residence Life Director.
- b. The resident will need to go to the Business Office and pay the private room fee and obtain a receipt.

- c. Once the receipt has been given to the Residence Life Director, they will be assigned the private room.
- d. Notification of private room approval will be sent from the Office of Residence Life to the appropriate Residence Director. The official room assignment will be coordinated between the Residence Life Director and Residence Director.

#### **7.4.4.23      *Pregnancy Statement***

The current residence hall structure does not accommodate dependent children or spouses. In the event of pregnancy, a student shall contact the Counseling & Wellness Center immediately for prenatal referral. Due to health concerns, a pregnant student must make off campus housing arrangements prior to end of the third trimester. While residing in campus housing, the expectant mother must sign a liability waiver that frees the College from all liability associated with the pregnancy.

#### **7.4.4.24      *Proper Use of Facilities***

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

#### **7.4.4.25      *Propped Doors***

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

#### **7.4.4.26      *Quiet Hours***

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

#### **7.4.4.27      *Residents Without Roommates***

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

- a. The resident may decide to declare the room private at an additional charge (See Private Rooms Section).
- b. The resident may notify the Residence Director of another student, with whom he or she

would like to combine.

The Residence Director will coordinate all remaining consolidations.

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

The above options exist for a student for five (5) school days. After such time, the student with the earliest date of application will be assigned with another student within that hall by the Residence Director. If the student refuses to follow either of the above options, the student will be charged for a private room. The student's name will be turned in to the Office of Residence Life and the student will be notified that he or she is being charged for a private room. The total cost of a private room is due upon request. It cannot be charged to the student's account.

#### **7.4.4.28      *Sick Trays***

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

- a. The student must be seen by a medical professional at a partner clinic.
- b. The medical professional will determine whether the student can leave the building for meals.
- c. Upon this determination, staff in the Counseling and Wellness Center will issue a sick tray slip for the day. On weekends, the Resident Hall Director will issue the slips.
- d. The individual who picks up the meals must present the slip and the student's meal card to the cafeteria supervisor or appointee.
- e. Sick tray slips will be issued daily only.
- f. The Counseling & Wellness Center staff will issue sick tray slips only for those cases of illness which require the student to remain in the hall.

#### **7.4.4.29      *Sign-Outs***

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

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

#### **7.4.4.30      *Smoking***

**Paine College is a smoke-free and tobacco free campus. Visit the website at [www.paine.edu](http://www.paine.edu) for additional details.**

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

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

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

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

#### **7.4.4.31            *Soliciting***

Soliciting in residence halls is not permitted under any circumstances.

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

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

#### **7.4.4.33            *Visitation***

Residence Directors are responsible for the supervision of visitation hours.

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

All guests must be registered with the appropriate staff member at the entrance of each hall prior to entering restricted areas.

Invited guests should leave some form of photo identification with the staff member on duty (i.e., Paine College ID Card, Driver's License, etc.)

The door must remain open for each room in which a registered guest is present. While in the building, guests must always be escorted.

Residents are responsible for their guests and will be held responsible for their actions during the guest's visit.

#### **7.4.4.33.1 Co-Ed Visitation Policy**

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

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

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

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

This includes sanctions, which may be incurred for violation of College policies. Violation(s) of coed visitation: (Remember that these violations can cause the entire hall to be put on restrictions)

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

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

#### **7.4.4.33.2      *Overnight Guests***

Overnight guests will be allowed on a space-available basis. All overnight guests of residents must be approved by and registered with the Residence Director at least 24 hours in advance of arrival. Upon arrival, guests are to be introduced to the Residence Director. Space may be assigned to overnight guests for a fee of \$25.00 per night. Failure to register guests will result in a \$100.00 fee assessed against the student assigned to the room and possible other disciplinary sanctions (See section on Student Discipline). The Residence Director should make sure all fees for such visits are collected prior to the visitation. An overnight guest must abide by all College rules and regulations.

Failure to do so will subject the host student to disciplinary action. Guests may stay in the halls for no longer than a 48-hour period. Exceptions must be approved by the Residence Life Director. A student who is not a resident of a hall is considered an overnight guest if the student chooses to spend a night in a hall other than the hall to which they are assigned. Children cannot be admitted to the residence halls as “overnight guests”.

#### **7.4.4.34              *Withdrawal from Residence Halls***

Any student who wishes to withdraw from the residence halls must secure withdrawal forms from the Office of Residence Life. Room and Board fees for the entire semester are due at the time of withdrawal. Completed forms should be returned to the Office of Residence Life. Students who fail to turn in their room keys to the Residence Hall Director will be charged \$75.00.

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

#### **7.4.4.35              *Residence Hall Emergency Procedures***

All students living in Paine College housing are expected to adhere to established procedures regarding emergency situations. In all situations, it is important to act quickly and calmly. All students are asked to notify the residence Hall Director and/or the Campus Safety office at 706-821-8235 in the event of an emergency.

##### **7.4.4.35.1          *Accidents***

In the event of a vehicle accident on the campus, you should contact the Campus Police Department at 706-821-8235. In the event of a hit-and-run or damaged vehicle (where the person causing the damage has left the scene), whether it occurred on or off campus, you should contact Campus Police Department at 706-821-8235.

##### **7.4.4.35.2          *Death***

It is our hope that no student will have to deal with a fatality while residing on campus.

Unfortunately, there may be a time when this situation occurs, and the student is either involved or happens upon the scene of a fatality. If in the event you are witness to a death or find someone who is deceased, do not touch anything. Call the Campus Police Department immediately at 706-821-8235 and contact the Residence Hall Director. The Residence Hall Director will notify the Office of Student Affairs.

#### **7.4.4.35.3      *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:

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

An evacuation plan can be found on the back of each residence hall room door. All students must evacuate the residence hall for fire drills or whenever a fire alarm is pulled. Residence Life staff are trained annually on Paine College's Emergency Preparedness Plan. Periodic drills of the plan will be conducted, so that residents are aware in case the plan is enacted in a real-life situation.

#### **7.4.4.35.4      *Illnesses and Injuries***

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

#### **7.4.4.36      *Media***

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

#### **7.4.4.37      *Threatening/Suspicious Telephone Calls***

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

## **OTHER TOPICS: HOUSING AND DISCIPLINARY ACTION**

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

### **7.5 STUDENT DISCIPLINE**

#### **7.5.1 AUTHORITY FOR STUDENT DISCIPLINE**

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

##### **7.5.1.2 THE AUTHORITY OF THE PRESIDENT OF THE COLLEGE**

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

##### **7.5.1.3 THE AUTHORITY OF THE VICE PRESIDENT AND DEAN OF STUDENT AFFAIRS**

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

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

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

### **7.5.1.5 Student Rights**

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

The College affirms the right of each student to be free from discrimination on the basis of race, color, national origin, political views, sex, age, or physical handicap.

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

The College affirms the right of each student to conduct and publish research and to discuss and exchange findings and recommendations, except that the College may promulgate rules and regulations related thereto.

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

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

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

The College affirms the right of students to participate in governing, especially in the policies and decisions that affect student life.

The College recognizes each student's rights of freedom of speech, Assembly, and association as guaranteed by the Constitution, and all provisions of this code shall be consistent with these rights.

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

All student publications shall be free of censorship.

These enumerated rights shall not be construed to deny or disparage other rights of students, both as members of the College Family and as citizens of the United States.

### **7.5.1.6 STUDENT ARRESTS**

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

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

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

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

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

***A student offender of a City, County, State, or Federal law which also is a violation of College regulations may be tried by the outside judicial agency for the offense and may be disciplined by the Paine College Student Disciplinary System.***

## **7.5.2 PAINE COLLEGE STUDENT DISCIPLINARY PROCEDURES**

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

### **FILING CHARGES**

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

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

THE COLLEGE RESERVES THE RIGHT TO BRING CHARGES WHICH IT DEEMS APPROPRIATE WHENEVER THE STUDENT'S CONTINUED ENROLLMENT IS

CONSIDERED A THREAT TO PERSONS OR PROPERTY OR TO ESTABLISHED PROCEDURES OF DISCIPLINE AND DECORUM.

**PRELIMINARY REVIEWS**

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

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

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

**NOTICE OF CHARGES AND APPEAL**

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

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

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

**PAINE COLLEGE DISCIPLINARY COMMITTEE**

1. Jurisdiction. The Disciplinary Committee will hear all cases brought to it by the Vice President and Dean of Student Affairs or his/her representative. The Committee will make the necessary recommendations to the Vice President and Dean of Student Affairs within 48 hours (2 business days) after the hearing. The student will be notified in writing by the Vice President and Dean of Student Affairs or his/her representative of the Committee's decision Composition. The Paine College Disciplinary Committee shall be composed of the Director of Student Engagement (or his/her designee), the Chief of Campus Police (or his/her

designee), two (2) student representatives (appointed by the Student Government Association President), the Director of the Counseling Center (or his/her designee), one (1) faculty member (appointed by the Provost and Vice-President of Academic Affairs), and one (1) staff member (outside of the Student Affairs Department)..

2. The Student Government Association President (or a member of his/her cabinet) can be present as an advocate for students as needed. The Vice President of Student Affairs will serve on the committee as an ex-officio member.

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

3. Terms. All the appointments to the Committee shall be made, no later than the first week of September. The term for all members, except the Vice President and Dean of Student Affairs and Director of Student Engagement shall be for one year. Any member of the Disciplinary Committee may be re-appointed for an additional term.
4. Procedures for Disciplinary and Appeals Committees Selection. Any officially registered Paine College student, who is not on Student Affairs or Academic Sanction, is eligible to serve as a member of the Disciplinary Committee or the Appeals Committee.
  - a. Membership: The voting membership of the Disciplinary Committee consists of: the Director of Student Engagement, two (2) student representatives (appointed by the Student Government Association President), one (1) faculty member, and one (1) staff member. Non-voting members include: The Vice President and Dean of Student Affairs, Chief of Campus Police (or his/her designee), the Director of the Counseling Center (or his/her designee), and designated student advocate.

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

- b. Selection of Students: A list of all registered students will be obtained from the Office of the Registrar by September 1st of each academic year. Students selected by the Student Government Association President to serve on the Committee will be interviewed for the Disciplinary or Appeals Committee. The students serving on either Committee will be reviewed for disciplinary actions that would disqualify the student from serving. The students serving on either Committee must also have at least a 2.5 GPA. The four (4) students selected by the Student Government Association President will be contacted for an interview by the Vice President and Dean of Student Affairs.
  - c. Interview Process: The Selection Committee for the Disciplinary Committee and Appeals Committee will consist of: Student Government Association President and Vice- President, the Vice President and Dean of Student Affairs (or his/her designee), and the Director of Student Engagement. Each student on the final selection list will be asked a series of questions by the Selection Committee to determine the student's understanding of College policies and disciplinary procedures, the student's level of maturity, and availability to serve. The members and alternates of each committee will be determined by the Selection

Committee. The students selected will then be contacted in writing by the Vice President and Dean of Student Affairs' Office.

- d. Meeting Dates: The Disciplinary Committee will meet as needed. Generally, meetings would occur on the second or fourth Tuesday or Thursday of each month, (except in the case of an emergency) at a designated time and location. The Appeals Committee will meet on the first and third Tuesday (except in case of an emergency) of each month at a designated time and location. However, the committees reserve the right to have called hearings as agreed on by most members or as needed by the Vice President and Dean of Student Affairs. The students affected will be duly notified.
- e. The Disciplinary Committee is appointed for the academic year (nine months) and does not function in the Summer. However, the Vice President and Dean of Student Affairs, may assign a Committee to review cases of students brought to the Vice President and Dean of Student Affairs during the Summer session.

## HEARINGS

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

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

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

## HEARING PROCEDURES:

- 1. A written notification of the hearing shall be prepared and forwarded to the accused within five (5) business days, following a notice of the charges (by the Vice President and Dean of Student Affairs or a designee).
- 2. In the absence of a written notification from the Vice President and Dean of Student Affairs, the accused and accuser must be present for the hearing.
- 3. Hearing Process:
  - a) Introduction of the case by the Vice President and Dean of Student Affairs, the Director of Student Engagement, or a designee
  - b) Presentation of the case by the accuser
  - c) Witnesses for the accuser
  - d) Presentation of the case by the accused
  - e) Witnesses for the accused
  - f) Written notification of the results will be communicated to the student within three (3)

- days of the hearing.
- g) Questions from the Committee – at any time in the process
  - h) Private deliberations by the Committee – non-voting members will be asked to leave with the exception of the Counseling Center representative
  - i) The hearing will be closed to the public
4. If a student fails to attend the hearing, the case will be adjudicated without prejudice in his/her absence.

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

- The right to appear in person
- The right to decline to answer questions
- \*The right to obtain counsel to advise
- \*\*The right to advance inspection of evidence
- The right to hear the evidence against him/her and question witnesses
- The right to a written finding of the facts and the recommended penalty to be imposed
- Written statement specifying the exact charge(s) of misconduct
- The right to present his/her case with witnesses
- The right to a written finding of the facts and recommendations
- \*\*These rights do not apply in the Appeals Process.

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

## **PAINE COLLEGE JUDICIAL APPEALS PROCEDURES**

### **GROUND S FOR APPEAL**

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

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

Failure to present facts or evidence "substantial" enough to justify a

finding against the student

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

If an appeal is denied, the student shall be provided written notification, including a reinstatement of the sanction imposed and such other information as shall be necessary to inform the student of his/her status.

The proceedings of all appeal hearings shall be a written record which shall: 1) adequately identify all persons giving oral testimony at an appeal, and 2) identify all documents or other items reviewed or considered at an appeal. After an appeal hearing has been concluded, the proceedings, documents and any other items pertaining to the matter shall be forwarded to the Vice President and Dean of Student Affairs who shall be responsible for maintaining their security and confidentiality.

The Appeals Board is appointed for the academic year (nine months) and does not function in the Summer. However, the Vice President and Dean of Student Affairs may appoint an Ad Hoc Board to review cases of students who appeal during the Summer.

## APPEAL PROCESS

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

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

## EX-PARTE CONTACTS

Once a hearing has been requested, there should be no ex parte communication between parties and committee members concerning the merits of the case. An ex parte contact or communication is one sided; it occurs when one person shares information with a panel member without including all other parties. To prevent this from occurring, all communications that (a) occur outside the hearing, and (b) are between one or more parties and one or more committee members, shall be

in written form and distributed simultaneously to all parties and committee members. Discussion of the merits of the case or presentation of evidence outside the hearing should be avoided. The rule against ex parte contacts also applies to communication with the final decision-maker and everyone who is responsible for deciding appeals.

### **7.5.3 DISCIPLINARY SANCTIONS**

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

#### ***7.5.3.1 Expulsion***

The sanction of expulsion must be issued by the President.

1. Discharging or pointing a firearm at another person on College-owned or controlled property or at College-sponsored or supervised activities. Possession or use of weapons – unauthorized possession or use of any type of firearm, ammunition, explosive, other weapons, or fireworks.
2. Possessing or carrying firearms (including, but not limited to pistols, rifles, shotguns, or ammunitions), having dangerous knives, explosives, fireworks, or other dangerous weapons) or instruments while on College-owned or controlled property or at College-sponsored or supervised activities, except by authorized law officers and other persons specifically authorized by Paine College.
3. Aggravated Assault with intent to murder, to rape, or to rob, or assault with a deadly weapon or with any object, device, or instrument which, when used offensively against a person, is likely to, or actually does result in serious bodily injury.
4. Battery which intentionally causes substantial physical harm or visible bodily harm to another. (Visible bodily harm is that which is capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes- substantially swollen lips or other facial or body parts, or substantial bruises to body parts. This includes a College employee or a student).
5. Possessing, distributing, or using controlled substances, including narcotic drugs, amphetamines, barbiturates, hallucinogenic drugs or marijuana, on College-owned or controlled property or at College-sponsored or supervised events, on or off-campus. Possession, Use, Distribution, Sale, or Manufacture of Controlled Substances – knowingly possessing, using, distributing, selling, and/or manufacturing illegal drugs, including, but not limited to, narcotics, barbiturates, hallucinogens, marijuana, or amphetamines.
6. Arson or attempted arson – intentionally burning or attempting to burn College-owned or controlled property.
7. Conviction of any one offense or a combination of offenses for the third time, unless otherwise stated below under specific Disciplinary Sanctions.

### **7.5.3.2 Indefinite Suspension**

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

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

### ***7.5.3.3 Suspension for One Year***

1. Simple battery by either intentionally making physical contact of an insulting or provoking nature with the person of another or intentionally causing harm to another.
2. Simple assault by attempting to commit a violent injury to the person of another or by committing an act which places another person in reasonable apprehension of immediately receiving a violent injury. Violators will be required to participate in compulsory counseling sessions upon readmission to the College. (This includes threatening a College employee or a student).
3. Illegal use of Alcoholic Beverages – possessing, purchasing, selling, or making available alcoholic beverages on College-owned or controlled property are in violation of College policies. Alcoholic beverages (beer, porter, liquor, brandy, whiskey, fruit juices or wines, rum, gin, specialty drinks, distilled beverages, etc. having alcoholic content).
4. Engaging in sexual activity, homosexual or heterosexual, on College-owned or controlled property. Complaints from a roommate forwarded to the College staff about sexual activities in a room will be used as additional evidence. No sexual activity is permitted on-campus. Immediate removal from the Residence Hall.
5. Committing theft by unlawfully taking or appropriating any property of another person, or of the College with the f the College with the intention of depriving the person or College of said property taken or appropriated. Taking or attempted taking without consent. The violator(s) will also be required to make restitution.
6. Committing public indecency by performing a lewd exposure of sexual organs, a lewd appearance in a state of partial or complete nudity, or a lewd caress or indecent fondling of oneself or the body of another person while on College-owned or controlled property. Violator(s) will be required to attend compulsory counseling sessions and will be placed on probation for at least one semester after being readmitted to the College.
7. Sexual Harassment – Unwanted verbal, visual or physical sexual advances, requests for sexual favors or expressive behavior of a sexual nature, which intimidates, threatens, or creates a hostile or threatening environment. This includes unsolicited touching. The use of explicit or implicit threats concerning terms or conditions of the threatened person's education, employment, housing, or participation in a College activity as a way to gain sex and/or sexual favors. A second conviction for the same offense will result in two years suspension from the College.
8. Stalking/Harassment – any repeated behavior or activity that causes another person to experience emotional distress, threat of safety, or reasonable fear of bodily injury. Such behavior may include, but are not limited to: repeated following of another person on College-owned property, repeated monitoring or surveillance of another person on College-owned property, repeated, unwelcome communication, such as giving face-to-face

messages, telephone calls, voice messages, e-mail, written letters or notes, unwanted gifts, etc.

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

#### ***7.5.3.4 Suspension for One Semester***

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

#### **7.5.3.5 Removal from Residence Hall**

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

4. Persistently engaging in behavior or activity in residence halls and campus facilities that violates quiet hours from 10:00 p.m. to 7:00 a.m., Sunday through Thursday. After two offenses, violators will be removed from the hall for the specified period. (Period of removal: Two warnings and community service; Third Offense: one semester; Fourth Offense: Permanent removal).
5. Aiding or facilitating entrance or presence of unauthorized persons or other students into the residence halls before or after hours. (Period of removal: Immediate removal for one semester)

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

#### **7.5.3.6 Strict Social Probation**

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

#### **7.5.3.7 Community Service**

1. Loitering outside and inside College-owned or controlled property, which includes depositing trash or other waste products in non-designated areas, throwing paper or other materials on the property. In addition to Community Service, violators will be fined as follows:
2. First Offense: \$25 Second Offense: \$50; Third Offense: \$100
3. Subsequent Offenses: \$100. Fines must be paid to the Campus Safety Office within 24 hours after notification is received. Failure to comply with College officials may be levied

if the fine is not paid as required. In cases where guilt cannot be established, and the offense occurs in or around a residence hall facility, group responsibility will be assigned, and the hall residents will be charged as a group for the infraction(s). Failure to pay the fine within the designated time period will result in the fine being taken out of the hall's activity fees budget. Collected monies will be placed in a special fund to support and sponsor activities for students. A record of such expenditures will be on file at the Office of the Director of Residence Life and Business Office.

4. Community Service will be assigned as deemed necessary by the Disciplinary Committee.
5. Any other infraction which lists Community Service as a sanction or as assigned by the College.

#### ***7.5.3.8 Reprimand***

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

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

1. Academic dishonesty, including, but not limited to, plagiarism, cheating on examinations, forgery, collusion, procuring copies of examinations, or other materials, which should not be in student's possession, credential misrepresentation, and failure to

report an act of academic dishonesty. (Please refer to Volume VI for procedures and penalties designated for acts of academic dishonesty which are within the academic area and which have not been addressed here).

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

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

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

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

## **7.6 Intramural Sports**

An Intramural Program is provided for all students. Paine College Students may participate as individuals, as a class, club, fraternity, sorority, or organization. The Intramural Program begins in the fall and continues throughout the school year. Paine College understands it is important to give, not just our intercollegiate student-athletes but everyone, the opportunity to participate in competitive extracurricular activity. Participation in intramural sports has the potential to positively affect a person physically, socially, and mentally. All students are encouraged to participate in some phase of the program.

Through participation in Intramural Sports, individuals gain the opportunity to develop sportsmanship, reduce stress, keep physically fit, develop leadership and interpersonal skills, and have fun. The program allows students to display the school's pride with zest and emphasizes an acknowledgement of values, such as, sportsmanship, leadership, and teamwork. The goal is to provide programs that spark the interest and talents of all students, regardless of their gender or athletic ability.

Participants are expected to become familiar with and abide by the guidelines in the program. All participants will fall under these guidelines and must take responsibility for understanding them. The office of Student Engagement and the Athletics Department reserve the right to put into immediate effect any rule changes or modifications regarding policies and procedures.

### ***7.6.1 Intramural Code of Conduct***

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

### ***7.6.2 Eligibility***

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

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

#### ***7.6.2.1 Disqualification***

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

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

## **SPORTSMANSHIP**

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

### **AUTOMATIC EXPULSION**

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

### **INDIVIDUAL PENALTIES**

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

### **TEAM PENALTIES**

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

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

#### ***7.6.2.3 Sportsmanship Rating System***

##### **Regular Season Games**

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

##### **Playoff Games**

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

### **Ratings**

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

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

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

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

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

### **GENERAL RULES**

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

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

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

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

only equal 2 total.

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

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

- Basketball
- Dodgeball
- Pool
- Table tennis
- Kickball

### **Leagues/ Tournament Play**

#### **Flag Football Men/ Woman (Fall Semester only)**

Each team will play roughly 2 games during the Spring Semester league -subject to change depending on facility availability. Games will consist of seven (7) vs seven (7). Rosters may consist of no more than (14). No player may participate who is not on the team roster. No player is allowed on two flag football team rosters at the same time. Playoffs will consist of a single elimination bracket. All teams who have not forfeited and have no sportsmanship incidents will qualify for the playoffs granted there is enough facility space to accommodate every team. Playoff rankings will be random for the Spring Semester. A pre-game meeting with the team captains will be held at least twenty-four hours prior to game day. This meeting will discuss rules of emphasis and game management items. Captains may voice their concerns/protests at the meeting. It is the responsibility of the team captain to relay any information in this meeting to their team.

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

#### **5v5 Co-Rec Basketball (Spring Semester only)**

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

*book and tournament rules)*

### **7.6.3 Conditions of Participation**

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

#### **7.6.3.1 Eligibility**

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

#### **Sports Event**

Participants and spectators who exhibit unsportsmanlike behavior before, during, or after the contests are subject to be ejected from the Intramural facility. Examples of unsportsmanlike behavior include profanity or abusive language, unnecessary roughness, taunting and/or baiting, flagrant actions toward an opponent, game official or spectator, and fighting or inciting a fight. All participants that are ejected from an Intramural event will be immediately suspended from all Intramural contests until reinstated by the Director of Student Engagement. To be reinstated, the ejected participant must meet with the Assistant Dean of Student Affairs. All games following the ejection in which suspended players participate will be considered forfeits by that team. Those forfeits will count toward the team's two-forfeit limit. Any penalties will be effective following the meeting with the Assistant Dean of Student Affairs. If a player fails to meet, he/she will be suspended indefinitely.

#### **7.6.4 Equipment**

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

#### **7.6.5 Awards**

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

#### **Intercollegiate Athletics.**

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

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

## 7.7 Academic Policies

### 7.7.1 Grading System/Quality Points

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

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

Course credit is awarded for earned semester credit hours only.

### 7.7.2 Grade Changes

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

### 7.7.3 Adding and Dropping Classes

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

## 7.8 Non-Academic Student Grievance Policy

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

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

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

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

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

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

### **INFORMAL RESOLUTION**

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

### **FORMAL RESOLUTION**

#### **Step One**

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

Student Affairs.

The grievance must:

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

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

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

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

**Step Two**

The committee shall meet, elect a chair, and send the grievant hearing request to the respondent(s), all within ten (10) business days of being appointed. The chair shall offer the respondent(s) an opportunity to provide a written response to the allegations within ten (10) business days to the chair. The chair may also instruct the parties that they have ten (10) business days to provide each other and the committee with (i) copies of any exhibits they wish to introduce evidence, and (ii) a list of witnesses that each party will call. The chair may extend the deadlines for submitting a response and for exchanging proposed exhibits upon a showing of good cause.

**Step Three**

The chair shall notify the parties of the hearing date, time, and place at least ten 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 chair will determine whether or not there is basis for the challenge and, if basis is found, the member will be disqualified. If a personal bias charge is made against the chair, the committee will determine whether or not there is a basis for the challenge and, if basis is found, the chair will be disqualified and another member of the panel will chair the committee.
6. The committee will exert control over the hearing to avoid needless consumption of time person disrupting the bearing may be removed at the discretion of the committee.
7. Witnesses, including the grievant and the respondent, shall be asked to affirm that their testimony is truthful.
8. The burden is on the grievant to establish by a preponderance of the evidence that the grievant has experienced an injury that would entitle the grievant to relief and that such injury is remediable.
9. Formal rules of evidence and discovery, as in criminal or civil judicial proceedings, shall not be applicable in disciplinary hearings under this Policy.
10. Written statements shall not be accepted unless signed and witnessed by the Vice-President/Dean of Students or a designee.
11. Committee members, witnesses, parties, and all other persons involved in the grievance proceeding must maintain strict confidentiality regarding the proceeding. State and federal laws govern the privacy rights of students and employees.
12. At the conclusion of this step of the procedure, the parties and witnesses shall be excused.

#### **Step Four**

The committee shall deliberate and reach a decision on the grievance in closed session. Deliberations are not tape recorded or transcribed. The decision must be based solely on material presented in the grievance. The committee should be careful not to

substitute its judgment for that of the respondent(s). Rather, the committee should decide if the decision being grieved was the result of a misapplication or misinterpretation of Paine College policies, regulations, or rules or a violation of state or federal law. The decision of the committee must include a summary of the testimony, finding of fact, the committee's decision, and shall be sufficiently detailed to permit review as provided in this Policy.

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

### **Step Five**

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

### **EX-PARTE CONTACTS**

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

### **Student Grievance Appeal Procedures**

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

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

The Vice-President/Dean of Student Affairs actions need not involve a de novo factual

investigation unless new, relevant evidence has become available since the committee hearing. The Vice-President/ Dean of Student Affairs may, but is not required to, direct that further facts be gathered or that additional remedial action be taken. Within fifteen (15) calendar days of receipt of the request for review, the Vice-President/ Dean of Student Affairs shall submit the decision in writing to the student and to the person alleged to have caused the grievance. The written disposition shall include the reasons for the decision, and it shall direct a remedy for the aggrieved student if any. The Vice-President/ Dean of Student Affairs decision is final.

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

### **Overview of the Family Educational Rights and Privacy Act (FERPA) including Amendments**

As required by the Family Educational Rights and Privacy Act (FERPA) of 1974, Paine College cannot disclose a student's education records without the written consent of a student or without proof that the student is the tax dependent of the parent (see Volume II, Subsection 2.1.9). However, Paine College will disclose information to parents, without written consent from the students, when notification is determined to be necessary to protect the health or safety of the student or others. This notification may occur due to a medical emergency, an incident of imminent danger, or another situation in which Paine College deems such action necessary. Additionally, Paine College has the discretion to disclose, to any parent or legal guardian of a minor student, information about a violation of any federal, state or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance, if the institution has determined that the student has committed a disciplinary violation with respect to such use or possession.

## CRITERIA

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

## APPLICATION DEADLINES

Fall Semester... .. July 1

Spring Semester... .. December 1

Summer Session... .. May 1

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

As soon as all documents for the admission process have been received, the application will be evaluated and applicants will be notified of the action taken. Applicants must submit the "Intent to Enroll" card upon acceptance to the College.

## FULL ADMITTANCE WITH CONDITIONS

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

## DESCRIPTION OF APPLICANTS

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

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

The units must include:

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

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

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

**Transfer students** are students who have earned more than 28 transferrable credit hours from a regionally accredited institution of higher education.

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

## **EARLY ADMISSION PROGRAM**

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

## **DUAL ENROLLMENT**

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

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

## **TRANSFER STUDENTS**

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

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

### **CENTER FOR ADVANCED PROFESSIONAL STUDIES (CAPS STUDENTS)**

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

- Be at least 25 years of age or older at the time of enrollment
- Have graduated from high school or received a GED at least five years prior to the date of enrollment to Paine College
- Be an active-duty military service member or spouse of an active-duty military service member.

### **APPLICATION PROCEDURES**

#### **First-Time Freshmen Students and Continuing Students**

Completed Paine College Application for Admission Includes:

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

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

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

## TRANSFER STUDENTS AND CONTINUING STUDENTS

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

Completed Paine College Transfer/Continuing Application for Admission Includes:

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

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

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

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

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

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

taken at Paine College.

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

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

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

## **TRANSIENT OR EXCHANGE STUDENTS**

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

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

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

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

No course will be accepted without prior approval.

The procedures outlined must be completed by the STUDENT prior to the end of the final examination period before the transient or exchange status is to become effective.

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

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

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

## **RE-ADMISSION**

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

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

## **NON DEGREE SEEKING STUDENTS**

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

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

## **VETERANS**

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

Any student expecting to receive VA Educational Benefits is required to notify the VA Certifying Official in the Registrar's Office prior to the close of registration for a given semester. VA

benefits are provided for courses of study, which have been noted on VA form 22-1990 or 22-5490. Students will not be certified to receive VA Benefits for courses of study not identified on this form.

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

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

## INTERNATIONAL STUDENTS

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

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

1. A Paine College application
2. Application fee of \$40 in the form of an international money order in U.S. dollars; or a check from a bank in the United States
3. A recommendation form from an individual who can verify the applicant's academic ability
4. A brief autobiographical essay
5. General Certificate of Education (GCE) scores and course work indicating at least 5 passes at the "Ordinary" level; one of those passes must be in English; students from non-English speaking countries must provide a certified translation of their high school certificate and transcript; the cost of translation is the applicant's responsibility

A statement of financial responsibility identifying the person(s) financially responsible for the applicant's needs during his or her stay in the United States; this statement will include verification of salary from the employer or a funds availability statement from the appropriate

financial institution.

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

## POLICIES ON AWARDING TRANSFER CREDIT AND EVALUATING ACADEMIC RECORDS

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

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

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

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

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

Upon enrollment, two weeks after the add/drop period, as noted on the Academic Calendar, all transfer work accepted will be officially posted to the academic transcript. Paine College awards semester hour credit only. Therefore, transfer students from quarter hour system colleges will only receive the equivalent semester hour credit for quarter hour work accepted. Quarter hours will be converted to semester hours by multiplying each quarter hour by 2/3 and rounding to the nearest whole semester hour; and posted to the academic record as follows:

### **Quarter Hour to Semester Hour Conversion Table:**

Quarter Credits

1  
2  
3  
4  
5  
6

Semester Credits

1  
1  
2  
3  
3  
4

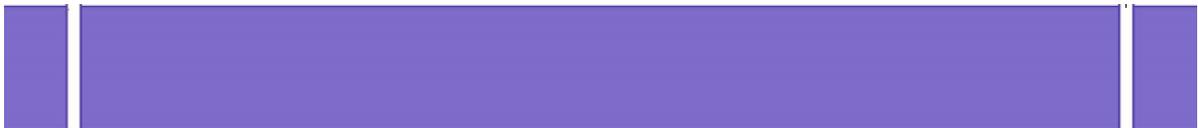
The computation of cumulative, term, and major grade point averages will only include academic work completed at Paine College. Transfer credit is not included.

# APPENDICES

**APPENDIX A**



**POLICIES AND PROCEDURES**  
**Financial Aid Office**



## Contents

<u>INTRODUCTION</u> .....	78
<u>STATEMENT OF PURPOSE</u> .....	78
<u>THIS MANUAL</u> .....	78
<u>CODE OF CONDUCT</u> .....	78
<u>FINANCIAL AID REFERENCE DOCUMENTS</u> .....	79
<u>FINANCIAL AID GOAL</u> .....	79
<u>MISSION STATEMENT</u> .....	79
<u>VISION STATEMENT</u> .....	79
<u>PURPOSE</u> .....	79
<u>ADMINISTRATIVE ORGANIZATION OF THE FINANCIAL AID OFFICE</u> .....	80
<sup>8</sup> <u>OFFICE HOURS</u> .....	80
<u>CORRESPONDENCE</u> .....	80
<u>TELEPHONE</u> .....	80
<u>DISTRIBUTION OF FORMS</u> .....	80
<u>STAFF MEETINGS</u> .....	81
<u>PERSONNEL POLICIES</u> .....	81
<u>APPOINTMENTS WITH OFFICE STAFF</u> .....	81
<u>RECORDS MANAGEMENT</u> .....	81
<u>CONFIDENTIALITY OF RECORDS</u> .....	81
<u>AUTHORIZATION TO RELEASE INFORMATION</u> .....	81
<u>RECORDS</u> .....	81
<u>STUDENT CONSUMER INFORMATION</u> .....	82
<u>POLICIES AND PRACTICES GOVERNING STUDENT FINANCIAL ASSISTANCE</u> .....	82
<u>PARTICIPATION IN FINANCIAL AID PROGRAMS</u> .....	84
<u>PROCESSING STUDENT AID REPORTS</u> .....	85
<u>STUDENT BUDGETS</u> .....	85
<u>DIRECT COSTS</u> .....	86
<u>INDIRECT COSTS</u> .....	86
<u>VERIFICATION</u> .....	87
<u>EXCLUSIONS</u> .....	87
<u>AWARDING TITLE IV, HEA PROGRAM AID</u> .....	87
<u>DETERMINATION OF TOTAL FUNDS TO BE AWARDED</u> .....	92
<u>OUTSIDE RESOURCES</u> .....	92

<u>AWARD LETTER AND ACCEPTANCE OF AWARDS</u> .....	<u>92</u>
<u>SUMMER AID</u> .....	<u>92</u>
<u>CONSORTIUM AGREEMENTS</u> .....	<u>92</u>
<u>FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT</u> .....	<u>93</u>
<u>OVERAWARDS</u> .....	<u>93</u>
<u>REVISION OF FINANCIAL AID AWARDS</u> .....	<u>93</u>
<u>REVISION INITIATED BY THE FINANCIAL AID OFFICE</u> .....	<u>93</u>
<u>OVERAWARDS</u> .....	<u>93</u>
<u>ELIMINATING AN OVERAWARD</u> .....	<u>94</u>
<u>CAUSES OF AN OVERAWARD AND/OR OVERPAYMENT</u> .....	<u>94</u>
<u>TREATMENT OF AN OVERAWARD</u> .....	<u>94</u>
<u>PROCESS FOR AWARDING FEDERAL WORK STUDY</u> .....	<u>94</u>
<u>PROFESSIONAL JUDGMENT POLICY</u> .....	<u>95</u>
<u>REFUND/REPAYMENT POLICY</u> .....	<u>95</u>
<u>REFUND POLICY</u> .....	<u>95</u>
<u>THE RETURN OF TITLE IV FUNDS POLICY</u> .....	<u>96</u>
<u>SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS</u> .....	<u>98</u>
<u>AUDITS AND PROGRAM REVIEWS</u> .....	<u>100</u>
<u>FRAUD</u> .....	<u>100</u>
<u>POLICY FOR FRAUD</u> .....	<u>101</u>
<u>PROCEDURES FOR FRAUD</u> .....	<u>101</u>
<u>DEFAULT MANAGEMENT</u> .....	<u>101</u>

## **INTRODUCTION**

Federal regulations mandate that institutions have written policies and procedures. Beyond the federal requirement, there are many benefits to having a written document outlining financial aid office policies and procedures: 1) for distribution to appropriate others outside the Financial Aid Office for the purpose of informing and fostering an understanding of the complexity and operation of the Financial Aid Office; 2) for Financial Aid Office staff as a referral guide to assist in maintaining consistency in the problem-solving process; and 3) as an important component of a comprehensive training program.

## **STATEMENT OF PURPOSE**

The purpose of this document is to record policies and procedures surrounding the delivery of financial aid at Paine College.

## **THIS MANUAL:**

- Provides the financial aid staff with current policies and procedures surrounding federal, state, and institutional programs.
- Provides each staff member with the general responsibilities of the total staff and the Office's relationship to other departments/divisions of the College.
- Provides each staff member with general office procedures ensuring those similar situations would be handled consistently. Provides quick reference to various programs, problems, forms, rules, in addition, regulations.
- Provides a clear understanding of policy, authority, and responsibility in matters relating to operational practices.
- Provides orientation and training materials for new personnel.

## **CODE OF CONDUCT:**

The Financial Aid Office at Paine College abides by The National Association of Student Financial Aid Administrator's Code of Conduct for Institutional Financial Aid Professionals which states that an institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, the Financial Aid Office at Paine College is bound by the following:

- Refrain from taking any action for our personal benefit.
- Refrain from taking any action that we believe is contrary to law, regulation, or the best interests of the students and parents we serve.
- Ensure that the information we provide is accurate, unbiased, and does not reflect any preference arising from actual or potential gain.
- Remain objective in making decisions and advising the administration of Paine College regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything other than of nominal value from any entity involved in the making, holding, consolidating or processing of any student

loans, including anything of value (including reimbursement of expenses) for serving on an advisory board or as part of a training activity or of sponsored by any entity.

- Disclose to the administration of Paine College any involvement with or interest in any entity involved in any aspect of student financial aid.

## **FINANCIAL AID REFERENCE INFORMATION**

There are many resource guides, which assist the Financial Aid Office staff. These citations are maintained in the Director's office in volumes and are available to staff members. The documents used to determine students' eligibility for financial aid include current regulations published in the Federal Register, Department of Education guides (such as the Federal Student Financial Aid Handbook, Verification Guide, formula books, and Audit Guide), Dear Partner Letters, financial aid legislation and other laws or regulations that affect student aid.

This Policies and Procedures Manual does not entail all details of the administration of financial aid programs and the related references should be used for in-depth clarity. ***Disclaimer:*** Every effort is made to provide accurate and current information. The College reserves the right to change without notice any statement within this manual due to federal, state, or institutional changes in policies, procedures, or regulations.

## **FINANCIAL AID GOAL**

The primary goal of the Paine College Financial Aid Office is to provide financial assistance to students, who, without such aid, would be unable to attend the institution. This site has been prepared to provide you with information on how to apply for financial aid, the various types of financial aid available, and alternatives that are available to help you and your families meet the cost of attending Paine College.

## **Mission Statement**

The Mission of the Financial Aid Office is to provide financial services to students and their families and to encourage each member of a diverse student body to achieve his or her educational goals. This service is a joint venture among students, their families and the Financial Aid Office.

## **Vision Statement**

The Vision of the Financial Aid Office is to deliver effective, efficient and courteous service. In collaboration with federal and state agencies and institutional departments, the Financial Aid Office diligently tends this relationship to maintain accountability and compliance with applicable laws, regulations and policies, in order to reasonably assure the most equitable and ethical awarding of financial assistance.

## **PURPOSE**

To provide financial means by which a student can continue his/her education. The financial aid programs at Paine College are administered according to the following

principals: The primary responsibility for financing education lies with the student and his family. When the total resources they can provide do not meet expenses, Paine College will do as much as possible to assist so that the student will not be denied an education. Interested individuals will be made aware throughout the year of financial aid opportunities. A student must submit a FAFSA application (needs analysis) each year in which he or she expects to be considered for financial aid. A confidential financial aid package will be developed and offered to the student based on individual need and circumstances, but without regard to age, sex, race, color, religion, national origin or handicap. Planning/counseling sessions are important and help students plan for the most efficient use of financial aid and the student's own resources for education. They are held on an as-needed basis with any student. The Financial Aid Office at Paine College operates within federal and state guidelines and other standards of individual programs.

## **ADMINISTRATIVE ORGANIZATION OF THE FINANCIAL AID OFFICE**

President

Vice President of Administrative and Fiscal Affairs

Director of Financial Aid Financial Aid Counselor Financial Aid Counselor Financial Aid

Assistant Administrative Assistant

Job Descriptions are available in the Office of Human Resources.

## **OFFICE HOURS**

The Financial Aid Office is located on the first floor of Haygood-Holsey Hall, Room 104. The hours of operation are Monday through Friday from 8:30 a.m. to 5:00 p.m.

## **CORRESPONDENCE**

General correspondence that cannot be answered by the Receptionist is routed to the appropriate personnel. Where appropriate, correspondence should be responded to within 24 hours. If a staff member is responding to a specific complaint, it is typical procedure for the staff member to have the Director overview the correspondence. This allows the Director to be aware of potential problems.

## **TELEPHONE**

Telephone calls are answered in a friendly and professional manner. Typically, each staff member answers his or her own incoming calls. If the caller requires specific information; the staff member should screen the call thoroughly and transfer the information and caller to the appropriate individual. An Authorization to Release Information is required for the release of limited information via telephone.

## **DISTRIBUTION OF FORMS**

General financial aid forms and information is distributed from the Financial Aid Office via the Paine College website and Net Partner, the 24-hour online financial aid system.

## **STAFF MEETINGS**

Financial aid staff meetings are held weekly and when needed as determine by the Director.

## **PERSONNEL POLICIES**

The personnel policies of faculty and staff members are outlined in the Paine College Policies & Procedures Manual: Volume V – Staff and Administrator Personnel Policies. <http://www.paine.edu/docs/about/policies/Volume5.pdf>

## **APPOINTMENTS WITH OFFICE STAFF**

Students that have questions about their financial aid must have an appointment to see a counselor or fill out a questionnaire that must be answered within 24 hours. Parents who require general information may see a staff member without an appointment.

## **RECORDS MANAGEMENT**

### **CONFIDENTIALITY OF RECORDS**

All records and conversations between an aid applicant, his/her family and the staff of the Financial Aid Office are confidential and entitled to the protection ordinarily given a counseling relationship. Paine College assures the confidentiality of student educational records in accordance with federal laws including the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment - whose primary intent is to provide students access to their educational records and to limit dissemination of personally identifiable information without the student's written consent) as amended. As a rule, all currently enrolled and former students have the right to review their records to determine their content and accuracy. A student who wishes to obtain access to his/her financial aid record must schedule an appointment with an aid officer.

### **AUTHORIZATION TO RELEASE INFORMATION**

A student must complete and submit a written Authorization for the Release of Information form authorizing the release of information to any person or agency.

## **RECORDS**

The Financial Aid Office maintains a file folder of records for each student receiving financial assistance. Folders are held in the Financial Aid Office for five years and sent to retention for at least three additional years. All financial aid folders are retained for five years after submission of the FISAP report. Any records involved in any claim or expenditure, which has been questioned by federal audit are retained until the question is resolved.

## **STUDENT CONSUMER INFORMATION**

In order to understand the complicated field of Financial Aid, accurate and timely dissemination of information to consumers is vitally important. Several policies have been

implemented to ensure appropriate dissemination is achieved. Information regarding Paine College financial aid programs and policies is available on the Paine College website. Additional resources are published outside of, but are distributed through the Financial Aid Office. These resources include: The Student Guide published by the U. S. Department of Education; Funding Your Education published by the U. S. Department of Education; and Pamphlets regarding electronic filing published by the U. S. Department of Education.

## STUDENT CONSUMER INFORMATION LINKS

Student Financial Aid Information <http://www.fafsa.ed.gov/>  
<http://www.paine.edu/offices/fiscal/financial-aid/default.aspx>  
<https://studentloans.gov/myDirectLoan/index.action>  
[http://www.nslds.ed.gov/nslds SA/](http://www.nslds.ed.gov/nslds_SA/)  
<http://www.irs.gov/>  
<http://www.scholarships.com/>  
<http://www.uncf.org/>  
<https://paine.studentemployment.ngwebsolutions.com/>

Financial Aid Policies and Procedures

<http://www.paine.edu/docs/FinancialAidPoliciesAndProcedures.pdf>

Paine College Catalog <http://www.paine.edu/> (Quick Links)

FERPA – Family Education Rights and Privacy Act

<http://www.paine.edu/search/index.aspx?q=ferpa>

Cost of Attendance <http://www.paine.edu/offices/fiscal/financial-aid/default.aspx>

Net Price Calculator <http://www.paine.edu/offices/fiscal/financial-aid/default.aspx>

Refund Policy <http://www.paine.edu/docs/FinancialAidPoliciesAndProcedures.pdf>

## POLICIES AND PRACTICES GOVERNING STUDENT FINANCIAL ASSISTANCE

By your signature on the Award Letter, you agree to comply with the following policies regarding your financial aid award at Paine College. Failure to meet the requirements may result in your having to repay funds and being denied future financial aid.

1. The Financial Aid Office reserves the right on behalf of the College to review and cancel an award at any time because of changes in financial or academic status or change of academic program. If an overpayment occurs, the student is responsible for reimbursing the College.
2. Recipients of financial assistance from the College **must** notify the Financial Aid Office of any grants, scholarships, etc., extended to them from sources outside the College, as these may reduce the financial aid award. In addition, any change in name, address or student status should be reported.

3. Most financial aid awards are based on a student's financial need. Information that is reported on the Free Application for Federal Student Aid (FAFSA) is used to calculate an Expected Family Contribution (EFC). Financial aid awards are calculated based on the following equation: Cost of Attendance – EFC = Financial Need. Costs of attendance (COA) figures include tuition and fees, room and board (meals), books and supplies, transportation, and miscellaneous or personal expenses. Other scholarships or resources are also subtracted from the COA to determine need. Federal and state programs prohibit awarding and disbursement of aid over the cost of attendance. If a student has costs exceeding the estimated amount of expenses due to extenuating circumstances, the student may submit a request for special circumstance.
4. Financial aid is awarded contingent upon enrollment in an eligible program and maintaining satisfactory academic progress (SAP). The college Catalog provides information about these policies.
5. It is the policy of the College to disburse one-half of an award (excluding FWS) each semester.
6. Financial aid recipients are expected to enroll as full-time students in an eligible program. Enrollment status is determined by the number of credit hours a student enrolls for each semester. Status is defined as full-time (12 or more hours), three-quarter time (9-11 hours), half time (6-8 hours) less than half time (1-5 hours). Adjustments are made to the financial aid award amount according to enrollment status and student eligibility each semester. Example: a student enrolled for 6 credit hours would receive  $\frac{1}{2}$  of their original, full-time Pell Grant award, but the scholarship they were awarded requires full-time enrollment. Therefore, they would not be eligible for any of the scholarship. Payment of financial aid is based on the recipient's enrollment status at the time of disbursement.
7. Any commitment of Federal Funds is tentative and contingent upon subsequent Congressional appropriation and actual receipt of the funds by Paine College.
8. New applications for financial aid are required and should be submitted as soon after January 1 as possible for the following school year. Students are responsible for securing and completing the necessary applications, online.
9. Concurrent Enrollment: Students enrolled in courses at other colleges, while also enrolled at Paine, must have a completed Consortium Agreement on file at each school. Students may receive financial aid at only one school in a given term.
10. Federal Pell Grant: *Scheduled award*: The maximum amount of Federal Pell Grant funding a student can receive is calculated for an *award year*. An award year is a period from July 1 of one calendar year to June 30 of the next calendar year.

#### Scheduled award

- is partially determined by using the student's *Expected Family Contribution (EFC)* that is calculated from the information that the student (and family) provided when he/she filed his/her *Free Application for Federal Student Aid (FAFSA®)*;
- is the maximum amount a student would be able to receive for the award year if he/she was enrolled full-time for the full school year; and
- represents 100% of his/her Pell Grant eligibility for that award year.

11. Federal Supplemental Educational Opportunity Grant (FSEOG): FSEOG is awarded to those students who will receive the Federal Pell Grant, and has a zero EFC (Estimated Family Contribution) as indicated on the Student Aid Report (SAR) to be given top priority. Based on the amount allocated by Dept. of Education, up to \$4000 per academic year will be awarded to eligible students. The award amount will be determined by the Director of Financial Aid and distributed until the funds are exhausted.
12. Federal Work Study (FWS): If your offer of financial assistance includes employment under the Federal Work Study Program (FWSP), it must be understood that the amount shown for this category is the amount of money you may expect to earn during the academic year because of work performed. Students pay may range from minimum wage to ten dollars per hour. Paychecks are available around the 15<sup>th</sup> of the month for work performed during the prior month. Work study students are required to complete direct deposit during work study orientation in order to receive work study funds via EFT. Federal Work Study is awarded to those students with a financial need, allowing them to pay for educational expenses. It is awarded to eligible students who have completed their FAFSA's first until funds are exhausted. Award amounts are determined by the Director of Financial Aid. Students may work a maximum of 20 hours per week under the Federal Work Study Program.
13. Federal Repayment Policy: If a student receives Title IV aid (Pell Grant, SEOG, Subsidized Loan, Unsubsidized Loan, or Parent PLUS Loan) and stops attending all classes (officially or unofficially) prior to the 60% point of the term, repayment of a portion of those funds will be required.

## **PARTICIPATION IN FINANCIAL AID PROGRAMS**

The Financial Aid Office participates in financial aid programs funded through a variety of sources. Types of assistance include scholarships, grants, loans, and work opportunities. Scholarships and grants are gift awards, which generally do not have to be repaid.

Scholarships may be merit or need based. Grants are based on financial need. Work opportunities are considered self-help awards in which performance of duties is required. Work programs provide on-campus employment with hourly pay meeting minimum wage requirements or more. The type of aid awarded depends upon the student's financial need and is generally a combination of gift and self-help assistance. As a private institution, Paine

College has been authorized by the United States Secretary of Education to participate in financial aid programs authorized by Title IV of the Higher Education Act of 1965 as amended. The programs listed below are those in which Paine College bears some responsibility in administering. Descriptions and eligibility requirements of each program are found in the federal publication for federally funded programs. The Program Participation Agreement between Paine College and the Department of Education entitles the Financial Aid Office to participate in the following federal programs:

- Federal Pell Grant Program.
- Federal Supplemental Educational Opportunity Grant Program
- Federal Work Study Program
- Federal Direct Loan Program – This program includes the Subsidized and Unsubsidized Loan. The amount of loans a student can receive is based on their grade level.

1st Year Freshman	0-27 Hours	SUB - 3,500	UNSUB - 2,000
2nd Year Sophomore	28 - 59 Hours	SUB - 4,500	UNSUB – 2,000
3rd Year Junior	60- 93 Hours	SUB- 5,500	UNSUB – 2,000
4thYear Senior	94- 186 Hours	SUB- 5,500	UNSUB - 2,000

If a parent is denied a Parent Plus Loan they can receive additional Unsub money. Students must be at least half-time (6 Hrs) to receive loans

- TEACH Grant

Paine College and individual donors also provide numerous scholarships. Unique circumstances often qualify students for financial aid from a special agency or group. Awards from other sources are used in computing the total aid package for students. Information about these sources is obtained from the students, the Paine College Business Office, and other agencies. Those agencies also include but are not limited to Veterans’ Administration, Vocational Rehabilitation, civic organizations and churches.

Current federal, state and institutional regulations, policies and guidelines are followed in awarding and disbursing aid from all financial aid programs in which we participate.

## **PROCESSING STUDENT AID REPORTS**

The Financial Aid Office participates in the Electronic Data Exchange (EDE) with the Department of Education. Student information from the Free Application for Federal Student Aid (FAFSA) and the processed results, the Institutional Student Information Record (ISIR)

containing the official EFC are imported on a bi-weekly basis. Correction of a data element requested by students or required because of verification or other review, is processed at FAA Access to CPS Online for reprocessing. Within seventy-two hours, a new official EFC is delivered back to the Financial Aid Office and an award, if eligible is made.

## **STUDENT BUDGETS**

Student Budgets are an integral component in the financial aid equation. Standard student

budgets reflecting the average student population cost of attendance at a modest, but adequate standard of living are used to award financial aid. The Director of Financial Aid collects information to prepare standard costs on an annual basis. All costs are based on limitations to the amounts and other criteria set forth in the federal regulations.

All indirect costs began with surveys to determine the average amount spent by students on various categories of expenses. In each subsequent year budget items are increased by the rate of inflation or the consumer price index. The CPI can be found on various websites, one of which is CollegeBoard.com.

## **DIRECT COSTS**

Tuition, comprehensive fees, room and board (on-campus) costs are set by the Paine College Board of Trustees during the month of April.

## **INDIRECT COSTS**

Indirect costs consist of the following types of expenses incurred by students: books and supplies, room and board, transportation, and miscellaneous items. Room and board expenses are divided into two categories: living with parents and living off-campus. Miscellaneous items include personal expenses for clothing, toiletries, medical/dental, recreational, and other miscellaneous expenses.

Upon request, aid officers may review, and if appropriate, adjust a student's budget. Students should submit appropriate documentation. Examples of changes to standard budgets include but are not limited to: 1. Child care - the cost of childcare for students with dependent children may be added to a standard budget. 2. Special needs - disabled students or students with special problems may be allocated funds to cover reasonable costs associated with disabilities or problems that are not already covered by other resources.

## **VERIFICATION**

Verification is the process of confirming the accuracy of student reported data on financial aid applications. Typically, the U.S. Department of Education selection criteria translate into verifying thirty percent of the financial aid population. The school has the authority – and may be required – to verify additional students. Students may be selected for verification if there is a discrepancy or a condition, which is unusual and warrants investigation. The Application and Verification Guide published by the U.S. Department of Education each year is used as a reference for verification requirements. Paine College verifies all students in which the Department of Education selected for verification. However, students may be asked to provide additional information if further investigation is needed to resolve a discrepancy.

Upon receipt of the electronic ISIR, a Document Tracking Letter is automatically generated for any student who is selected for verification according to the federal selection criteria. This letter informs the student of additional information, which is required to complete the financial aid application (verification form, student and parent tax transcripts, etc.). If

student and/or parent use the Tax Retrieval Tool on the FAFSA and tax data is transferred onto the FAFSA no Tax Transcript is needed.

Students are notified that the majority of financial aid funds are awarded on a first-come, first-serve basis and that until the missing items are submitted to the Financial Aid Office, **additional processing of their file is not possible and no financial aid will be awarded or disbursed.** Required documentation items are identified and receipt date is maintained on PowerFAIDS, the financial aid automated tracking system. Documentation submitted to the Financial Aid Office must be legible, appropriate, and have the student's ID number for identification purposes. If the student submits a document, which is not legible, the document will be returned, and appropriate documentation will be requested. **Students who fail to submit verification documents will not be awarded Financial Aid.** Students are notified that they are selected for verification on the Student Aid Report (SAR). The financial aid document tracking letter also indicates to the Student that he/she has been selected for verification. When the corrected ISIR is received, final review of the file takes place and an award is made, if applicable. **Because the Financial Aid Office is liable for disbursements made prior to verification, it is the policy of the office not to award nor disburse funds until verification is complete.** Paine College does not allow interim disbursements. Students must complete the verification process before aid is disbursed.

Financial Aid Office policies and procedures are designed to eliminate the possibility of an overpayment from any fund. If however, an overpayment does occur, a stop order is placed on the student's records by the Financial Aid Office and notification is mailed to the student. Students are not permitted to register for subsequent terms and academic transcripts are withheld until the overpayment is satisfied.

## EXCLUSIONS

Listed below are certain circumstances where students do not have to complete verification. Counselors must identify and document in the aid folder why the student is not required to complete verification:

1. Incarceration.
2. Recent immigrant.
3. Spouse unavailable.
4. Parents unavailable.
5. Death of the student.
6. Not an aid recipient.

## AWARDING TITLE IV, HEA PROGRAM AID

The Financial Aid Office has developed an institutional packaging philosophy to ensure consistent, equitable, and fair distribution of financial aid funds. Paine College's policy is to provide the financial aid needed to each applicant to ensure that a degree or program will be completed; to minimize the adverse effects of financial concerns on academic performance; to provide the most

advantageous combination of aid funds for which the student qualifies (subject to the availability of funds); and to make maximum use of all financial aid funds available to the institution. General packaging guidelines are as follows:

- Once a student file is marked complete (ready for packaging), the Financial Aid Director and Financial Aid Counselor will award aid in PowerFAIDS, the financial aid software, a product of the CollegeBoard.
- Determine if there are any outside resources
- Determine Pell Grant eligibility
- Determine eligibility for other aid in this order: grants, scholarships, work study, loans.
- Not all funds awarded to students will be expended because students
- may not enroll, may withdraw, or may decline a portion of their award.

## **GEORGIA STUDENT FINANCE COMMISSION FUNDED PROGRAMS**

### **1. RESIDENCY REQUIREMENT APPLIES TO ALL PROGRAMS FUNDED BY GEORGIA STUDENT FINANCE COMMISSION:**

- A. If the student graduated from a Georgia High School the parent of a dependent student (determination based FAFSA) must prove that they were legal residents of Georgia at least one year prior to starting college
- B. If the student is an independent student (determination based on FAFSA) he/she must prove that they were legal residents for one year prior to starting college
- C. If the student did not graduate from a Georgia High School the proof of residency requirement is **two years** prior to starting college
- D. If the student is a transfer student and received state funds at a prior school that can be verified in GSFC system, proof of residence is not required

**2. SATISFACTORY ACADEMIC PROGRESS:** GSFC follows the same federal guidelines used to determine eligibility for Title IV Funds. **If a student is not meeting SAP according to the Financial Aid Policy of his/her institution and the student loses Title IV Funds the student also loses State Funds**

**3. SELECTIVE SERVICE:** Male students that are 18 years old or older must be registered with Selective Service before they can receive funds from GSFC

**4. GA STATE FINANCIAL APPLICATION:** If the student has a valid Individual Student Information Report (ISIR) in the GSFC system **an application is not required**

**5. ELIGIBILITY LIMITS FOR HOPE & ZELL MILLER SCHOLARSHIP AND GTEG**

- A. Ineligible once student reaches 127 Attempted hours: Attempted

hours is the total number of hours for all classes, **including transfer hours**, regardless of the number of time a student repeated the class, whether the student passed or failed, or withdrew. A withdrawal with an F (WF) counts as a Fail

- B. Ineligible for Hope or Zell Miller Scholarship after lost at anytwo checkpoints. **Checkpoints are 30, 60, 90 Attempted Hours**
- C. A student can regain a **one-time eligibility** at any checkpoint if they have a GPA of 3.0 or higher
- D. Ineligible after seven-year limit. This limit is seven years from date of high school graduation

6. **GEORGIA TUITION EQUALIZATION GRANT (GTEG)**

- A. Students must be full-time
- B. Must meet SAP requirement
- C. Students can receive GTEG until they reach 127 attempted hours or seven-year limit

7. **HOPE SCHOLARSHIP:**

- A. Hope Scholarship is divided into four Tiers

Tier 1: 0-29 Attempted Hours  
Tier 2: 30-59 Attempted Hours  
Tier 3: 60-89 Attempted Hours  
Tier 4: 90- 127 Attempted Hours

\*Incoming Freshman Final GPA eligibility for the Hope Scholarship is determined by GSFC\*

- B. Transfer Students: If the student received the Hope Scholarship at another school he/she will receive the Hope when they start the semester unless they have reached one of the checkpoints. If the student has reach the 30, 60, or 90 when they transfer a Hope Evaluation **must be completed using the transcript from the prior school**
- C. To receive Hope a student must be at least half time

8. **HOPE SCHOLARSHIP EVALUATION:**

- A. All students that have the Hope Scholarship and attended school in the Fall and Spring Semester **will be evaluated at the end of Spring Semester**. The 30, 60, 90 checkpoint does not apply
- B. Freshman that start in the Spring will be evaluated at the end of the next school year, unless they reach the first checkpoint of 30 at the end of Fall Semester
- C. Transfer students that start in the Spring can be evaluated if they reach one of the checkpoints at the end of Fall. These students will also be evaluated at the end of Spring if they attended school all year  
**\*\*NOTE: A STUDENT CAN LOSE HOPE AT END OF THE SCHOOL YEAR OR IF HE/SHE REACHES A CHECKPOINT IN THE MIDDLE OF THE SCHOOL YEAR**
- D. Students that did not qualify for Hope when they started college can receive an evaluation once they reach a checkpoint (30, 60, 90) and have

a cumulative GPA of 3.0 or higher. If a transfer student did not receive Hope at his prior school but has reached a checkpoint and has a GPA of 3.0 or higher use the transcript from prior school to complete evaluation

**9. COMPLETING EVALUATION:**

- A. If the student **Cumulative GPA is below 3.0** the student has lost his/her scholarship and a evaluation is not needed
- B. If the student Cumulative GPA is a 3.0 or higher, then you must compute the students Hope GPA. If the students **Hope GPA is below 3.0 they lose Hope**
- C. Once the evaluation is complete, the evaluation will be placed in the student file

**10. CALCULATING HOPE GPA:**

Hope GPA is calculated on a traditional 4.0 scale

**A = 12 quality points**  
**B = 9 quality points**  
**C = 6 quality points**  
**D = 3 quality point**  
**F = 0 quality points**

Quality points are the points assigned to letter grade

Quality points are multiplied by the number of credit hours for each course

The total quality points are added together and then divided by the total credit hours to get the final GPA

**11. ZELL MILLER SCHOLARSHIP:**

- A. Zell Miller Scholarship is divided into Four Tiers, following the same guidelines use for Hope Scholarship
- B. Eligibility for Zell Miller Scholarship is determined by the GSFC
- C. Once awarded the student **must maintain a Cumulative 3.30**
- D. All students that have the Zell Miller and attended school in the Fall and Spring Semester **will be evaluated at the end of Spring Semester**. The 30, 60, 90 checkpoint does not apply
- E. The same guidelines use for Hope will be used to evaluate for Zell Miller students
- F. A student can regain **a one-time eligibility** at any checkpoint if they have a GPA of 3.3 or higher

**12. HOPE GED GRANT:**

- A. The Hope GED Grant is a one-time grant, that is presently \$ 500, given to students that earn their GED
- B. This grant expires after 24 months

**13. HERO SCHOLARSHIP:**

- A. To be eligible for this scholarship the student, parent, spouse must be a current member of the Georgia National Guard or the U.S. Military Reserve with at least one **Qualifying Term of Service (181 cumulative days)**  
**NOTE: Spouse can receive the Hero Scholarship only if their**

**spouse was killed in the combat zone or died as the result of injuries, or classified has 100% disabled has the results of injuries from combat**

- B. Student must submit an application to the GSFC by June 1<sup>st</sup> of each year or within two years after the date he/she returned from the combat in which the qualifying term of service was completed
- C. Student must provide proof of service (DD-214) for themselves, parent, or spouse. Spouse must also provide proof of spousedisability statement or death certificate
- D. Students can receive this scholarship for four years with a maximum amount of \$ 8,000 or \$2,000 per year
- E. Student must not be full-time to receive this scholarship.Amount must be prorated according to if the student is 3/4, 1/2, or 1/4 time
- F. The student must meet **SAP** to maintain this scholarship

**14. STUDENT ACCESS LOAN (SAL)**

- A. Student must have a completed Free Application for Federal Student Aid (FAFSA) in order to apply for SAL
- B. The student must be at least 1/2 time
- C. The student must meet SAP standards as defined in his/her institution
- D. SAL Applications are available online and will be submitted electronically at [gafutures.org](http://gafutures.org). A student can only submit **one application per academic year**
- E. Application period will be determined by GSFC. Once the application period is closed GSFC will randomly select students
- F. Once the student has been selected and certified by the Postsecondary Institution the student must complete Master Promissory Note (MPN), along with any other required documents and return the original documents to the GSFC.
- G. The student's institution shall certify that all requirements have been met and will provide GSFC with the loan amount, disbursement dates, student graduation date, COA, and expected financial aid for the award period

**NOTE: The promissory note must be signed, initiated, and notarized. No disbursements will be made until this task is completed**

- H. The maximum amount a student can receive is \$ 10,000 and a minimum of \$ 500 per school year
- I. The aggregate loan amount may not exceed \$ 40,000
- J. The Loan cannot be increased once processed
- K. Students cannot decline any federal, institutional or private scholarships, grants, loans, or military/veterans educational benefits, when available, in lieu of SAL
- L. Students may elect to decline or reduce federal or institutional work-study in lieu of SAL
- M. SAL funds can be awarded for a full or partial year.

- N. SAL funds can be used to cover any part of the student's Cost of Attendance (COA)
- O. SAL cannot be used for any cost above COA
- P. The annual amount that a student can receive is lesser of \$10,000 or COA, less the student's Expected Family Contribution (EFC)

## **DETERMINATION OF TOTAL FUNDS TO BE AWARDED**

The Director determines the total aid funds to be awarded during an award year. The Department of Education sends the Financial Aid Office information detailing annual fund allocations through the Federal Authorization Letter with the Official Notice of Funding. Institutional Scholarship balances are determined from information from the Vice President of Administrative and Fiscal Affairs. The Georgia Student Finance Commission will notify the institution of state funded programs. Determining the total funds available includes an evaluation and projection of available funds and administrative expense. Careful projections are made to enable the financial aid office staff to offer fair and equitable packages to students. A determination is made based on prior year history and the percentage, which all programs will be awarded in excess of allocation to account for attrition.

## **OUTSIDE RESOURCES**

Students are encouraged to seek assistance from outside resources. It is required that all outside assistance be reported to the Financial Aid Office. Student aid including outside resources, may not exceed the student's cost of attendance. Therefore, if a student has been awarded funds by the aid office and receives an outside award, an adjustment to the original award letter may be necessary. If an adjustment is necessary, the outside aid will replace self-help aid if possible.

## **AWARD LETTER AND ACCEPTANCE OF AWARDS**

Students receive notice of financial aid via an award letter. Students are required to accept or decline each loan award. Students may also accept or decline their awards through Net Partner, the 24-hour online financial aid system.

## **SUMMER AID**

There are only a few financial aid programs for which students may apply during the summer. Funds remaining from the fall and spring semesters may be available.

## **CONSORTIUM AGREEMENTS**

A student may receive Title IV aid if he/she is taking coursework at two or more schools, if the participating institutions enter into a consortium agreement. A consortium agreement specifies that courses from the host institution will transfer to the home institution and that the home institution will process and disburse student aid. The institution that disbursed the

aid funds is responsible for record keeping and the returning Title IV funds in cases involving over awards or withdrawals.

**Process:** When the Agreement is approved by Paine College, the credit hours will be included as hours attempted for the term. The hours will be used, along with the hours from Paine College for that term, to determine if the student has completed at least 50% of the coursework attempted. If the transcript is received from the host school, the course will be counted as not completed. The student will be sent a letter stating that the transcript must be received or future Consortium Agreements may not be approved.

## **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**

FSEOG will have as its first selection group students who are eligible for Pell Grant with priority extended to those with the lowest EFCs.

## **OVERAWARDS**

If a potential or actual overaward is discovered, U.S. Department of Education guidelines regarding overawards will be followed. Other aid that may need adjusting to prevent an overaward will be adjusted in the following order, first to last: loans, work program, FSEOG, scholarships.

## **REVISION OF FINANCIAL AID AWARDS**

Once an award letter is sent to the student, there may be instances, which warrant a change to the original notification. The Director or a Financial Aid Counselor may review a student's circumstances, adjust an award, and release a revised award letter. This revised award invalidates the original award notice. Enclosures with the award letter acknowledge the right of the Financial Aid Office to make a change to any award.

## **REVISION INITIATED BY THE FINANCIAL AID OFFICE**

The Financial Aid Office will automatically consider a revision in a student's aid package when the following occurs:

- There is presence of conflicting information within the file.
- There is a change in availability of funds.
- There is a financial aid office error.

Students are mailed a revised award letter as soon as possible. In the case of an office error, it is customary and most often the practice to contact the student personally, or send a personalized email.

## **OVERAWARDS**

An overaward occurs any time a student's financial aid (federal, institutional, state and outside aid) and other resources exceed the demonstrated financial need for the award period by more than an allowable tolerance.

## **ELIMINATING AN OVERAWARD**

Before reducing a student's, aid package because of an overaward, an attempt will always be made to reduce or eliminate the overaward. Two methods to reduce or eliminate an overaward are: 1. Increase cost of attendance budget using allowable expenses 2. Adjust undisbursed funds

## **CAUSES OF AN OVERAWARD AND/OR OVERPAYMENT**

There are several causes of an overaward:

1. Student wages - the student earns more than the awarded
2. FWS funds.
3. Change in the enrollment status.
4. Additional resources - the student has resources greater than
5. those originally used to calculate the award.
6. Administrative error - the aid administrator inadvertently makes
7. an error.
8. Fraud - the student intentionally deceives or misrepresents
9. information to obtain funds.

## **TREATMENT OF AN OVERAWARD**

If eliminating the overaward is not possible, the aid administrator must reduce the overaward using the following sequence: 1. An overaward from administrative error must first reduce or eliminate next semester's overpayment. Bill the student for any remaining amount. 2. If an overaward occurs due to fraud, follow the procedures outlined by the United States Department of Education.

## **PROCESS FOR AWARDED FEDERAL WORK STUDY**

1. Review ISIR for completeness.
2. Award funds generally in this order: Pell, SEOG, HOPE, GTEG, HOPE Scholarship, Federal Work Study (FWS).
3. Students awarded work study complete an online job application, and then students are referred to prospective supervisors for the interview.
4. Once FWS is assigned the student is required to complete the online job application, I-9, W-4, and a Confidentiality Agreement.

## **PROFESSIONAL JUDGMENT POLICY**

The Higher Education Act of 1992 allows financial aid administrators to make professional judgment decisions when there are special or unusual family or student circumstances that may call for adjustments in determining a student's eligibility for financial aid. Circumstances requiring professional judgment must be analyzed on a case-by-case basis. These circumstances must be documented. Professional judgment adjustments may increase or decrease a student's EFC or cost of attendance (budget). A student has the ability to submit a Budget Appeal along with supporting documentation to request a reevaluation to adjust certain components in the budget per Federal regulations (HEA Sec 479A(a)). Specified adjustments may be made to data elements, but not to the formula. Adjustments made will apply to all institutional, state and Title IV aid awarded. Circumstances, which may warrant a professional judgment decision, include, but are not limited to the following:

- A change in income of the student's family that would affect the family's ability to pay for college expenses. Examples would be loss of employment, loss of untaxed benefits, a separation or death. Acceptable documentation: letter from employer (on company letterhead) documenting separation from employment (must include last day worked); unemployment benefits determination document; last pay stub; severance pay documentation; copy of divorce decree or legal separation; copy of a death certificate; social security benefits termination notice; or termination of child support notice.
- Student requests consideration as an independent student. Acceptable documentation: Dependency Status Appeal form; notarized letters from the student, a family member, and a professional explaining the extenuating circumstances in detail that may warrant a change in dependency status.
- Excessive medical expenses. Acceptable documentation: Verification of medical expenses paid by family from doctors, hospitals, etc. or copy of tax return verifying itemized deductions, showing medical expenses.

The required documentation listed for each of these circumstances explains what information is necessary for each situation. The documentation must be complete before approval will be considered. Documentation of professional judgment decisions will be maintained in the student's folder. Professional judgment situations are unique. Circumstances other than those listed may be considered and will require documentation specific to that situation. The Director of Financial Aid has the final authority to make professional judgment decisions. All decisions are final and cannot be appealed.

## **REFUND/REPAYMENT POLICY REFUND POLICY**

The full refund policy is found in the College Catalog. For students receiving financial aid who officially withdraw from the college and are eligible for a tuition refund, the refund must first be applied to the financial aid programs. Federal Funds (Pell, SEOG, Loans) – Repayment of a portion of the funds received will be required if a student stops attending classes before the 60% point of the term. Scholarships, State Grants, Institutional Grants – Repayment is pro-rated based on the percentage of aid earned. Work study funds are paid for work performed and no repayment is required.

**If a student has an outstanding account** - Students are not allowed to complete the registration process if they have an outstanding account balance. If an exception is made within the same academic year, and the student is eligible to receive assistance from any type of funds, the financial aid funds would be applied through credit to the student's account (in compliance with federal guidelines regarding this issue, if federal funds are involved). If this does not satisfy the debt, the student would be required to establish a payment plan, repay the balance immediately or further collection measures will be taken.

## **THE RETURN OF TITLE IV FUNDS POLICY**

The federal Higher Education Act (HEA) of 1965 was amended in 1998, and new regulations were established with regard to Title IV student financial aid programs. Students earn their Title IV federal financial aid by attending class and if they are not enrolled long enough to earn some or all of their aid, the "unearned" portion must be returned to the appropriate Title IV program. Title IV financial aid programs include Federal Pell Grant, Federal Stafford Loans and Federal Work-Study (FWS). Federal Work-Study earnings are not affected by Title IV regulations concerning the return of unearned federal financial aid. Only federal grants and federal loans are affected by this policy. This is a distinctive refund policy for financial aid that differs from the College refund policy. The Return of Unearned Title IV Funds Policy applies if the student withdraws from or ceases attending all classes before the sixty percent point in the term. Completely withdrawing from or ceasing to attend may result in financial aid repayment. Withdrawing may also affect future financial aid eligibility.

**Official Withdraws (Dropping all classes):** Students who officially withdraw from all classes after the 100% refund period and prior to completing more than 60% of the semester have not "earned" all of their federal financial aid. A Return to Title IV Funds calculation must be performed within 30 days. If the student has received excess funds, the institution must return to the U.S. Department of Education a portion of the excess equal to the lesser of the student's institutional charges multiplied by the percentage of funds that were not earned, or the entire amount of the excess funds. If the return of funds creates a balance due on the student statement of account, the student will be liable for satisfying the outstanding balance. The institution will return any unearned funds for which it is responsible no later than 45 days from the determined date of the student's withdrawal following the order below:

1. Federal Direct Unsubsidized Stafford Loans
2. Federal Direct Subsidized Stafford Loans
3. Federal Perkins Loans
4. Federal Direct Parent PLUS Loan
5. Federal Pell Grants
6. Federal Supplemental Educational Opportunity Grants
7. Other Federal Grants

**Unofficial Withdrawals (Stop attending all classes):** For students who stop attending all classes prior to the end of the term without officially withdrawing, a return of federal financial aid will be calculated according to the same guidelines. Students who do not receive any "earned" grades are considered to be unofficial withdrawals. For Title IV purposes, the Return to Title IV calculation will be based upon the mid-point of the term, or the last documented date of attendance in an academically-related activity.

A student who fails all classes in a term may be subject to a Return to Title IV calculation. If a student “earned” at least one F grade (i.e. participated in class until the end of the semester and received an F for poor performance), then no calculation is required. However, if the student failed all classes because of non-attendance at some period in the semester, then a Return to Title IV calculation is required based on the last documented date of attendance. If the last date of attendance cannot be determined, then the 50% point of the term will be used as the withdrawal date, and the unearned aid will be 50%.

Return of Title IV calculations are performed at regular intervals.

### **Post-Withdrawal Disbursement**

A post-withdrawal disbursement applies when a student completely withdraws from school and may be eligible to receive grants and or loans that have not yet disbursed. The amount of the disbursement is determined by a required Return of Title IV calculation when a student completely withdraws from school.

A student may not receive any funds as a post-withdrawal disbursement that the school is prohibited from making on or before the date the student withdrew. Examples of this include:

- If a promissory note for a Federal Direct Stafford Loan or Federal Direct Parent PLUS Loan has not been signed and submitted by the student before the institution performs the Return to Title IV calculation, the loan is automatically canceled.
- The institution may provide loan counseling information with the notice of eligibility for a post-withdrawal disbursement. However, the institution will not make the disbursement to the student until the student has completed entrance counseling.
- If the student is a first-year, first-time borrower of a Federal Direct Loan and withdraws before the 30th day of the semester, the Federal Direct Stafford Loan or Federal Direct Parent PLUS Loan is canceled.

If it is determined that a student or parent is eligible for a post-withdrawal disbursement, grant funds will be disbursed first and will be credited to the student's account for current outstanding charges of tuition and fees. For a balance due for charges other than tuition and fees, the institution will seek authorization from the student to deduct those charges from grant proceeds. If a remaining balance exists, the institution will seek the student's or parent's, if applicable, authorization to pay tuition and fees and other educationally related expenses from loan proceeds. If a credit balance exists after the payment of all charges, the institution will refund those funds to the student or parent (in the case of a Federal Direct Parent PLUS Loan). Any remaining balance due the institution is the responsibility of the student.

### **Grant Funds**

The institution will notify the student by letter (to the last known address) if grant funds are available after the Return to Title IV calculation has been performed. Within 45 days of determination that a student withdrew, the institution will disburse the eligible grant funds for current charges and if authorized, other outstanding educationally related charges.

## SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Federal regulations (34CFR 668, 16(e)) require schools to have a Satisfactory Academic Progress Policy to carry out the statutory requirement that a student must be making satisfactory progress to be eligible for financial aid under the Student Financial Aid Programs. The policy must be cumulative and it must include any periods of enrollment which the student did not receive aid from the Student Financial Aid Programs. Students applying for aid are subject to these regulations.

The Satisfactory Academic Progress Policy for students receiving financial aid under the Student Financial Aid Programs includes the following:

- Qualitative Measure – grade point average
- Quantitative Measure – maximum time-frame in which a student is expected to complete his or her program of study

**QUALITATIVE MEASURE:** A financial aid recipient is required to meet the grade point average standards as stated below:

CUMULATIVE HOURS ATTEMPTED	MINIMUM CUMULATIVE GRADE POINT AVERAGE REQUIRED
0-27	1.7
28-59	1.8
60-93	2.0
94-186	2.0

**QUANTITATIVE MEASURE:** The maximum time frame for a student to complete his or her four-year program of study is:

ENROLLMENT STATUS	MAXIMUM NUMBER OF ACADEMIC YEARS	MAXIMUM NUMBER OF SEMESTERS
FULL-TIME	6	12
THREE QUARTER – TIME	7	14
HALF-TIME	11	22
LESS THAN HALF-TIME	31	62

**Satisfactory Academic Progress is reviewed at the end of each semester. To maintain Satisfactory Academic Progress, a student must:**

- **earn 67% of the cumulative hours attempted during the academic year**

*Examples: (all hours are rounded to the next whole number)*

If a student attempted 12 hours in the Fall and 13 hours in the Spring, the student would be expected to successfully complete at least 17 hours to be making progress. (12 hours Fall+ 13 hours Spring= 25 attempted hours, therefore 25 hours attempted 67%= 16.75 rounded to 17 hours)

If a student attempted 12 hours in the Fall and 6 hours in the Spring, the student would be expected to successfully complete at least 13 hours to be making progress. (12 hours

Fall + 6 hours Spring = 18 attempted hours, therefore 18 hours attempted x 67%= 12.06 hours rounded to 13 hours)

- **earn the minimum cumulative grade point average required per cumulative hours attempted**

Example:

If a student attempted a total of 0-27 hours Fall and Spring, then the student would be expected to earn a minimum cumulative grade point average of 1.7 to be making progress.

- **not exceed the 150% maximum time frame extended for degree completion**

Example:

A student in the program of study which requires 124 hours of completion would be allowed to have 186 attempted hours and receive financial assistance (124 x 150% = 186).

The Satisfactory Academic Progress Policy reflects the institution's academic regulations as they relate to the following:

**Course Repeats, Incompletes, Withdrawals, and Enhancement Courses** will be counted as hours attempted.

**Cumulative Hours Attempted** is defined as all credit hours attempted at Paine College with a grade assignment of A, B, C, D, F, WF, W, WP, NC, NF, S, U, I, K, or CP. Audited courses are not counted towards hours attempted or hours completed. Course Credit by Examination will be counted towards overall hours attempted.

**Cumulative Hours Earned** is defined as credit hours successfully completed with grade assignments of A, B, C, or D and will be counted towards hours attempted and earned.

**Transfer Hours accepted** towards the degree must be reflected on the Paine College transcript and will be counted towards hours attempted and earned.

### **Monitoring Progress**

Satisfactory Academic Progress is evaluated at the end of each semester.

### **Financial Aid Warning**

Students are placed on Financial Aid Warning for one semester and may continue to receive financial aid, if the student is not making satisfactory academic progress at the end of each payment period (semester). Students who are placed in a warning status do not have to submit an appeal.

### **Financial Aid Probation**

Students replaced on Financial Aid Probation for one semester if they fail to meet the qualitative and/or quantitative standard. Students are informed in writing of their probationary status by the Financial Aid Office. Students who are placed on probation may continue to receive financial aid in the probationary period, however, they must submit an appeal, which includes

documentation with information as to why he/she failed to make satisfactory academic progress. Students are also required to submit an Academic Plan from his/her Academic Advisor for the probationary period. At the conclusion of the probationary period, students must meet the qualitative and quantitative standards in order to avoid being placed on financial aid suspension.

### **Financial Aid Suspension**

Students are placed on Financial Aid Suspension if they fail to meet the minimum SAP standards following the probationary period. Eligibility for future financial aid ceases. Students are financially responsible for all charges incurred. The Financial Aid Office notifies students in writing of their suspension status, alternative financing options and guidelines for appealing the suspension.

### **Appeals Process**

Students placed on Financial Aid Suspension may appeal to the Committee on Financial Aid Satisfactory Academic Progress. To appeal, students must submit typed written explanations along with supporting official documentation detailing the mitigating or extenuating circumstances which resulted in the noncompliance of the SAP standards. Incomplete appeals will not be considered. Each appeal will be considered on its own merit. Students will receive written notification of the Committee's decisions. All decisions made by the Committee are final. Students approved for reinstatement of financial aid will be placed on probation for a period of one academic year. Financial aid will be awarded based on available funding at the time of reinstatement. Students not approved for reinstatement must clear all SAP deficiencies at their own expense before additional reinstatement consideration is extended.

## **AUDITS AND PROGRAM REVIEWS**

Federal regulations require the Financial Aid Office to have its records and student files audited at least once a year. Each audit must cover the time period since the last audit. Paine College is audited annually by an external auditing firm. Auditors review a sample of student files to ensure the Financial Aid Office is in compliance with federal, state, and institutional policies. Any exceptions found during the audit will be addressed. Federal reviews are conducted by the U.S. Department of Education on a basis determined by them. Institutions are notified ahead of time when the review will take place.

Preparation for the audit is in cooperation with the auditor's requests. Typically, the auditors will randomly select a specific number of students from each of the Title IV programs. The files are retrieved and provided to the auditors. Any additional assistance requested is responded to promptly. A complete listing of financial aid audit guidelines is listed in the Audit Guide published by the U.S. Department of Education. See this reference document for additional information.

## **FRAUD**

There are difficult situations where students and/or parents purposefully misrepresent information in hopes of obtaining aid or obtaining additional assistance. The Financial Aid Office is required to have a policy of referral when confronted with actual or suspected cases of fraud and abuse.

## **POLICY FOR FRAUD**

Students and parents who willfully submit fraudulent information will be investigated to the furthest extent possible. All documented cases of fraud and abuse will be reported to the proper authorities.

## **PROCEDURES FOR FRAUD**

If, in an aid administrator's judgment, there has been intentional misrepresentation, false statements, or alteration of documents, which have resulted or could result in the awarding or disbursement of funds for which the student is not eligible; the case shall be referred to the Director for possible disciplinary action. After investigating the situation, if the Director believes there is a fraudulent situation, all information must be forwarded to the Office of Inspector General of the Department of Education. The Director of Financial Aid reviews the student's aid file with the appropriate aid administrator and if the decision is made by the Director to pursue the possibility of denying or canceling financial aid, a written request to make an appointment is sent to the student. If the student does not make an appointment, the Director may:

- Not process a financial aid application until the situation is resolved
- satisfactory.
- Not award financial aid
- Cancel financial aid
- Determine that financial aid will not be processed for future years.

All processing of the application or disbursement of funds shall be suspended until the Director has made a determination as to whether the student shall be required to make an appointment.

## **DEFAULT MANAGEMENT**

Institutions are required to follow regulatory guidance in accordance with the Department of Education. All students MUST complete Entrance Counseling if receiving Federal Direct Loans. Upon withdrawal or graduating, students MUST complete Exit Counseling. The Default Manager will access loan information in the National Student Loan Data System (NSLDS) to help prevent ineligible students from receiving loans (this task is being completed currently by all employees in the office). The Default Manager will develop a collection system to track and analyze borrowers who default on their loans. Reports such as the Borrower Demographic and Delinquent Borrowers Report will be extracted from NSLDS. The Financial Aid Office will provide Financial Literacy for borrowers, providing information on budgeting household expenses and resources. The Financial Aid Office will ensure that enrollment is being reported timely and accurate. If enrollment is not reported timely and accurate, it impacts loan defaults. A Date Entered Repayment Report (DER) will be requested bi-weekly to compare to institutional records. The Financial Aid Office will contact borrowers during grace periods to remind them of their payments, maintain updated contact information, and trace delinquency status. It is the goal of Paine College to assist with retention and promote the success of each student. In order to achieve this goal, the School has developed a success plan. As an important part of the plan, Paine College has formed a Default Prevention Task Force to:

- \* Determine the source of default risk.
- \* Develop a default prevention plan that will assist the student with reducing defaults under the Direct Loan program.

- \* Focus on retention and student success by communicating and educating students.
- \* Identify that will assist with the implementation of the default management plan.
- \* Works to reduce number of dropouts.
- \* Assume responsibility for monitoring, maintaining, and/or improving the college cohort default rates.

Task Force Members:

- \* Financial Aid – Alanna Moss
- \* Student Accounts – Jennifer Bussey
- \* Admissions and Records – Symphoni Wiggins
- \* Counselor – Jenease Horstead
- \* Student Representative –
- \* Faculty Representative –

## Appendix B

### Division of Student Affairs Office of Residence Life Comprehensive List of Fines

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



**PAINE COLLEGE**  
**DEPARTMENT OF ATHLETICS**



**STUDENT-ATHLETE HANDBOOK**

**2018-2020**

# TABLE OF CONTENTS

	<b>Page Number</b>
<b>PAINE COLLEGE HYMN (Inside Front Cover)</b>	
<b>ATHLETIC DIRECTOR’S WELCOME STATEMENT</b>	iv
<b>TERMS AND DEFINITIONS</b>	v
<b>PAINE COLLEGE DEPARTMENT OF ATHLETICS</b>	vi
Nondiscrimination Policy	vi
Disclaimer	vi
Paine College Student Life Policies Manual and Student Handbook	vi
<b>PAINE COLLEGE DEPARTMENT OF ATHLETICS STAFF DIRECTORY</b>	vii
<b>PAINE COLLEGE MISSION AND VISION STATEMENTS</b>	2
Department of Athletics Mission Statement	2
Department of Athletics Vision Statement	2
Objectives	2
<b>POLICIES AND PROCEDURES</b>	3
The Paine College Student-Athlete	3
Code of Ethics	4
The Student-Athlete’s Responsibility	4
Conduct	4
Team Rules	5
Dress Code	5
Piercings/Jewelry	7
Travel	7
<b>PUBLIC MEDIA AND SOCIAL NETWORK POLICY</b>	7
Guidelines for Student-Athletes	8
Prohibited Conduct	8
<b>ACADEMIC POLICIES</b>	9
Academic Expectations Agreement	10
Good Standing	10
Academic Probation/Suspension/Dismissal	10
Appeals	10
Class Attendance	11
NCAA Rules and Regulations	11
NCAA Academic Requirements	11
Returning/Transfer Student-Athlete Requirements	12
Athletic Eligibility Lists: Rules and Regulations	12
NCAA Division II Initial Eligibility	13

New Freshmen Eligibility	13
Full-Time Status	13
Designation of a Degree	13
10-Semester Limit	14
<b>ATHLETICS GOVERNING ASSOCIATIONS</b>	14
National Collegiate Athletic Association (NCAA)	14
NCAA Mission Statement	15
NCAA Division II	15
Sponsored Sports at Paine College	16
Sportsmanlike Conduct	16
Principles of Sportsmanship	16
Southern Intercollegiate Athletic Conference (SIAC)	16
Conference Affiliation	17
SIAC Commissioner	17
SIAC Code of Conduct	17
Code of Conduct for Coaches, Staff and Student-Athletes	18
<b>ACADEMIC SUPPORT SERVICES</b>	19
Student-Athlete Academic Services Guidelines	19
Academic Advising Programs	19
Study Hall	20
Developing Effective Study Skills	20
Time Management	20
Note-Taking Tips	20
Study Skills	20
Test-Taking Tips	20
<b>STUDENT-ATHLETE DEVELOPMENT SERVICES</b>	21
Wellness Program	21
Counseling Center	21
Personal Counseling	21
Career Services	22
<b>SUBSTANCE ABUSE POLICY</b>	22
Terms and Definitions	22
Purpose and Goals	23
Education	24
Department of Athletics Alcohol/Drug Policy	24
Paine College Drug-Free Workplace Policy and Procedural Statement	25
Screening and Testing Procedures	25
NCAA List of Banned Drugs	27
Sanctions for Positive Test Results	28
Use of Tobacco Products: NCAA Policy	29

<b>MEDICAL SERVICES</b>	29
Athletics Physical Exam	29
Pre-Existing Injury or Condition	31
Injury Policies	31
Responsibilities of Student-Athletes	32
Injury Clearance	32
Concussion Management Policy	33
Education	33
Signs and Symptoms	33
Reporting	33
Evaluation of Concussion	34
Post-Clearance Complications	35
Athletics Insurance Policy	35
Procedures	36
Coverage	36
Transportation	36
<b>ATHLETICS FINANCIAL AID</b>	37
Athletic Aid Process	37
Requirements	37
Appeals Process	38
Non-Institutional Outside Financial Aid	39
Employment	39
<b>COMPLIANCE AND ATHLETICS POLICIES AND PROCEDURES</b>	40
Hosting a Prospective Student-Athlete	40
Prohibited Activities	40
Gambling/Bribery	40
Outside Competition	41
Promotional Activities/Commercial Advisements	41
Agents	41
Athletic Event Complimentary Admission Policy	41
Complimentary Tickets	42
Student-Athlete Advisory Committee (SAAC)	42
Grievances	43
Informal	44
Formal	44
Eligibility Requirements	44
NCAA, Conference and Institutional Regulations	44
Full-time Enrollment	45
GPA Requirement	45
9-Hour Rule	45
18-Hour Rule	45
24-Hour Rule	45
Designation of Degree	46
Repeat Courses	46

Release Rule	47
Transferring In and Out	49
Amateurism	50
Appeals Process	50
Appeals – Athletics	50
Appeals – Financial Aid	51
Appeals – Disciplinary	51
<b>OTHER TOPICS</b>	51
Athletics Transportation	51
Athletics Equipment	51
Tips for New Student-Athletes	52
<b>EXIT QUESTIONNAIRE</b>	52
<b>STUDENT-ATHLETE SIGNATURE FORM</b>	54
<b>THE PAINE COLLEGE IDEAL (Inside Back Cover)</b>	

## **Welcome Paine College Student-Athletes!**

As your athletic director, I am very excited to lead a great group of young men and women in their pursuit of excellence. The entire Athletics Department has been working on ways to increase your success in the classroom, on the field (court, course or track), and in the community this year and we are all looking forward to the time ahead.

### **Classroom**

We have created an unprecedented amount of support for your academic pursuits by developing a partnership with Academic Affairs. Together we created a tutorial/study hall program that will provide all student-athletes with additional support. Specifically, our freshmen and transfer students will receive the support they need to assist in their transition to Paine College. Returning students will also have more opportunities to be successful academically.

### **On the Field of Play**

Paine College athletics has a history of competitive success and we will look to build on those successes starting this year. To assist in your well-being, we have continued our partnership with August University Sports Medicine to provide athletic training services. In addition, we have an athletic trainer on-campus daily to serve your needs. Our priority is to get you the treatment you need to get back in the game and help your team be successful.

### **In the Community**

The Paine College Student-Athlete Advisory Committee (SAAC) is more active now than ever. The SAAC is a committee made up of student-athletes assembled to be the governing body for the student-athlete experience. With two representative members from each team, SAAC will determine how Paine College student-athletes should give back to the Augusta community, develop a program to recognize our senior students, and offer input on the rules, regulations and policies that affect the lives of student-athletes on NCAA member institution campuses.

This year promises to be an exciting one. My door will always be open to you and I look forward to getting to know and work with each of you. I want to see you become successful in whatever area you choose. Together we will strive to make Paine College the premier destination for student-athletes in the SIAC and beyond.

Go Lions!

*Selina Kohn*

**Selina B. Kohn**  
**Director of Athletics**

## **TERMS AND DEFINITIONS**

### **Student-Athlete**

For the purposes of this policy, a student-athlete is any team member in any sport in which Paine College competes in NCAA sanctioned competitions.

### **Faculty Athletics Representative (FAR)**

The Faculty Athletics Representative (FAR) is the designated campus faculty member responsible for communicating academic concerns between faculty and the Department of Athletics, ensuring the welfare of the student-athletes, and reporting major issues to the President.

### **Athletics Committee**

Consisting of faculty and student members, this committee's purpose is to address issues pertaining to the student-athlete's welfare.

### **Compliance Officer**

The Compliance Officer oversees all aspects of student-athlete recruiting by Paine College and ensures that all rules and regulations are met as set forth by the institution, the Southern Intercollegiate Athletics Conference (SIAC) and the National Collegiate Athletic Association (NCAA).

# **PAINE COLLEGE DEPARTMENT OF ATHLETICS**

Director of Athletics-**Mrs. Selina B. Kohn**  
Senior Women Administrator- **Ms. Kisha Lucette**  
Assistant Athletics Director for Compliance-  
Faculty Athletics Representative-**Dr. William Lawless**  
Registrar-**Mrs. Symphoni Wiggins**  
Director of Financial Aid-**Ms. Consuelo Quinn**  
Paine College Campus Safety – (706) 821-8235  
Emergency – 911

The Paine College Student-Athlete Handbook is published every two years by the Department of Athletics, 1235 Fifteenth Street, Augusta, Georgia.

## **Nondiscrimination Policy**

Paine College does not discriminate in the administration of any of its educational programs or activities, or with respect to admissions or employment based on race, color, religion, national origin, political affiliation, disability, gender, age, sexual orientation, or veteran's status, and it operates both affirmative action and equal opportunity programs consistent with both federal and state requirements.

## **Disclaimer**

The provisions of this resource guide are not to be regarded as an irrevocable contract between the student and Paine College. Paine College reserves the right to change any provision or requirement any time within the student-athlete's term of residence.

## **Paine College Student Life Policies Manual and Paine College Student Handbook**

Please refer to the Paine College Student Life Policies Manual and the Paine College Student Handbook, which are made available to every student enrolled at Paine College. The Manuals will give full explanations of rules, regulations and procedures for all students.

# Paine College Department of Athletics Staff Directory

<u>Name</u>	<u>Title</u>	<u>Email Address</u>	<u>Phone</u>
<b>Administration</b>			
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<b>Women's Basketball</b>			
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<a href="#"><u>Kisha Lucette</u></a>	Head Women's Volleyball Coach/ SWA/Assistant Women's Basketball Coach	<a href="mailto:klucette@paine.edu"><u>klucette@paine.edu</u></a>	706-821-8495
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<b>Softball</b>			
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## **PAINE COLLEGE MISSION AND VISION STATEMENTS**

### **Paine College Mission Statement**

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

### **Paine College Vision Statement**

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

### **Department of Athletics Mission Statement**

Consistent with Paine College's overall mission, the mission of the Department of Intercollegiate Athletics is to provide a program that prepares spiritually-centered men and women for positions of leadership as well as helps develop the whole person through education and competition; stimulate lasting attitude of discipline, sportsmanship, integrity, leadership, and social responsibility; promote ethnic and cultural diversity within athletic programs; ensure equal opportunity for all staff and student-athletes, and make the athletic program an enduring source of pride for the student population, student-athletes, alumni, college, and community.

### **Department of Athletics Vision Statement**

The Vision for Paine College Department of Intercollegiate Athletics is: 1) to strengthen all athletic programs to prepare student-athletes to graduate and be able to compete in the global market, both nationally and internationally, 2) to prepare young men and women to compete in the classroom and sporting events so that student-athletes can develop leadership skills and achieve their goals for graduation from an institution of higher learning, which will develop our young men and women to become productive leaders, both locally and nationally.

### **Objectives**

Based on the mission of Intercollegiate Athletics at Paine College, the objectives of the Athletics Department are as follows:

- To provide an equal opportunity for male and female student-athletes of good character and acceptable academic standing to compete in organized intercollegiate athletics while pursuing a baccalaureate degree;
- To provide an opportunity for each student-athlete to grow as a total person by enabling involvement in more areas of student life;
- To provide quality athletic facilities for student-athlete participation; community utilization, and regional, national and international goodwill;

- To utilize intercollegiate athletics as a means of reaching and bringing together the College, the community, the alumni and the people of the Central Savannah River Area (CSRA) and providing a source of institutional pride to alumni, faculty, staff and students through athletic competitiveness and academic integrity;
- To ensure in all areas of intercollegiate athletics that Paine College demands and functions with integrity, social responsibility, ethical standards, and strict adherence to the spirit and letter of all Paine College, Southern Intercollegiate Athletic Conference, and National Collegiate Athletic Association rules and regulations.

## **POLICIES AND PROCEDURES**

### **The Paine College Student-Athlete**

Nothing stirs our pride and charges our spirit more than to be Paine College Lions. In the past decade, the Women's Basketball Team has won two SIAC Tournament Titles and appeared in two NCAA Post-Season Tournaments. The Baseball Team captured two SIAC Tournament Championships. Factor in numerous All-Conference Performers in all sports and anyone can see why Paine College has a proud tradition in intercollegiate athletics.

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

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

## **Code of Ethics**

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

**Student-athletes will be looked upon as role-models, particularly by young children, and it is important that personal conduct be above reproach at all times.**

Public exposure in the competitive arena and the media makes student-athletes one of the most visible groups in the community. Student-athletes are often highlighted, placing them in a public position that requires exemplary behavior.

Paine College student-athletes are totally responsible for their own behavior. They are expected to obey the laws, rules and regulations of local law enforcement.

Behavior has a definite impact on the reputation of the Athletics Department and on the attitude that the community may take toward the Athletics Program.

Conduct will be closely scrutinized in the classroom, in competition, and while traveling.

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

As a Paine College student-athlete, you are visible in the Paine College community. Your behavior, attitude and statements are a direct reflection on the College and the Department of Athletics. You are expected to carry yourself in a manner that would reflect a positive image of the Department of Athletics and the College as a whole. Please follow these guidelines:

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

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

## **Conduct**

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

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

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

Paine College and the Department of Athletics will have orientation sessions to acquaint student-athletes with major policies and procedures during the Fall Semester of each academic year.

### **Team Rules**

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

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

### **Dress Code**

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

The following guidelines should be observed at all times:

1. For the classroom, library and offices, the following code will be in effect:
  - a. Females should be dressed in dresses, pantsuits, skirts, blouses, slacks/jeans, shorts, sweat suits, and shoes or sandals.
  - b. Dresses, skirts and shorts should be no more than 6 inches above the knee.

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

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

### **Piercings/Jewelry**

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

during team workouts and competitions.

### **Travel**

Student-athletes representing the College, either as individuals or as a team, must dress appropriately while traveling. The exact dress code for travel will be set by the coaching staff for each team and must be followed at all times while on the trip.

## **PUBLIC MEDIA AND SOCIAL NETWORK POLICY**

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

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

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

Facebook, YouTube, MySpace, Four Square and similar sites are hosted outside Paine College's server. Violations of the College's policy (i.e. harassing language, the College's alcohol/drug policy, or serious misconduct, etc.) or evidence of such violations in the content of online social networks or digital platforms are subject to investigation and sanction under the Paine College Student Handbook, the Student-Athlete Code of Conduct (page 25) and other policies. Inappropriate behaviors are also subject to the authority of law enforcement agencies. It is incumbent upon student-athletes to be aware of the College's regulations. Ignorance of these regulations does not excuse student-athletes from adhering to them.

### **Guidelines for Student-Athletes**

The following guidelines are intended to provide the framework for student-athletes to conduct themselves safely and responsibly in an online environment. As a student-athlete at Paine College, you should:

1. Be careful about how much and what kind of identifying information you post on online social network sites. Virtually anyone with an e-mail address can access your page. It is unwise to make available information, such as, full date of birth, social security number,

address, residence hall room number, phone number, cellular phone number, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. YouTube and other sites provide numerous privacy settings for information contained in its pages; use these settings to protect private information. However, once posted, the information becomes the property of the website.

2. Be aware that potential current and future employers often access information you place on online social network sites. You should think about any information you post on Facebook, YouTube, or similar sites, as potentially providing an image of you to a prospective employer. The information posted is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited e-mails asking for passwords or PIN Numbers. Reputable businesses do not ask for this information in e-mails.
4. The online social network sites are NOT a place where you can say and do whatever you want without repercussions. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited.

### **Prohibited Conduct**

Student-athletes are highly visible representatives of the College and are expected to uphold the values and responsibilities of the College while meeting all requirements set forth by the SIAC, NCAA, Paine College and Paine College Intercollegiate Athletics Program. The Paine College Department of Athletics prohibits malicious and reckless behavior when utilizing public media outlets. It is important that student-athletes recognize the power of public media domains and the potentially negative image that they can portray about student-athletes, coaches, the Athletics Program and the College.

Sanctions: Any inappropriate activity or language in violation of the above prohibitions, including first-time offenses, is subject to investigation and possible sanction by the Athletics Department, as well as legal authorities. Sanctions imposed by the Department of Athletics may include, but are not limited to, the following:

- Written notification from the Director of Athletics or assignee to the student-athlete outlining the policy and requiring that the unacceptable content be removed, or the social network account be de-activated.
- Temporary suspension from the team until prescribed conditions are met.
- Indefinite suspension from the team.
- Dismissal from the team.
- Non-Renewal of Athletic Grant-In-Aid.

## **ACADEMIC POLICIES**

### **Academic Expectations Agreement**

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

1. The NCAA mandates student-athletes must be enrolled in a minimum of twelve (12) credits at all times during the Fall and Spring Semesters.
2. The NCAA also requires student-athletes to earn a minimum of twenty-four (24) credits per year, with a maximum of six (6) credits to be earned during the Summer Term.
3. Student-athletes are expected to maintain at least a 2.0 GPA at all times.
4. Aside from absences due to competition, student-athletes are expected to attend all lectures, discussions and labs.
5. Student-athletes are expected to make appropriate arrangements with professors and instructors to make up missed tests and other assignments due to athletic travel.
6. Student-athletes are expected to maintain contact with their Academic Advisors and keep their Advisors informed of any current or upcoming academic concerns so that the appropriate assistance may be determined.
7. Student-athletes are expected to seek out their professors and instructors for extra help when necessary.
8. When requesting a tutor, student-athletes are expected to follow the outlined procedures for obtaining a tutor and to meet with their tutors at the assigned date, time and location.
9. If assigned to Study Hall, student-athletes are expected to complete all required hours, unless excused by their coaches, and are expected to utilize Study Hall time in a responsible manner.
10. If extenuating circumstances put a student-athlete in danger of failing one or more classes, that student-athlete is expected to inform his/her coach of these circumstances.

### **Good Standing**

Paine College requires a cumulative GPA of 2.0 or above to remain in good standing with the College and the Department of Athletics.

### **Academic Probation**

Cumulative GPA Below 2.0 - Student-athletes with a cumulative GPA below 2.0 will be placed on probation status by the Director of Athletics and/or Coach.

### **Academic Suspension**

Students on probation who fail to achieve or maintain good standing in any subsequent semester will be placed on suspension, unless they meet the criteria for appeals. Suspended students may not enroll in the succeeding semester (one semester separation from the College). However, following the one semester of academic suspension, students who file an Application for Readmission are entitled to re-enroll.

### **Academic Dismissal**

Students who are re-admitted after any suspension and fail to achieve or maintain good standing in any subsequent semester will be placed on academic dismissal, unless they meet the criteria listed in the Appeals Section. Academic dismissal means that student may not enroll in any succeeding semester, unless readmitted pursuant to the appeals process. Academic dismissal is a permanent separation from the College.

### **Appeals**

A student has the right to appeal the decision for disciplinary action assigned by a faculty person, staff member, or the Provost/Vice President of Academic Affairs. In the case where the decision is made by faculty or staff member, the appeal should be made to the Provost/Vice President of Academic Affairs.

Decisions made solely by the Provost/Vice President of Academic Affairs may be appealed to the Academic Affairs Appeal Board which consist of a designee of the President, two faculty members (one appointed by the Provost/Vice President of Academic Affairs and one elected by the faculty), and two students appointed by the Student Government Association. A student who is dissatisfied with the decision of the Academic Affairs Board may appeal through the Provost/Vice President of Academic Affairs to the President.

All appeals must be made by the deadline stated in the letter of notification.

### **Class Attendance**

Student-athletes should attend ALL CLASSES in which they are registered. When a student-athlete misses a class because of team travel, he/she is still responsible for any work missed. Coaches will submit a travel list of student-athletes to all instructors. Faculty can request to withdraw a student from class for excessive absences. If at any time a student-athlete drops below 12 hours, he/she becomes ineligible immediately and will not be able to participate in athletics during the semester.

### **Missed Class Time for Practice Activities**

It is not permissible for a student-athlete to miss class for practice activities, except when the team is traveling to an away-from-home contest and the practice is in conjunction with the contest.

**NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)**

## **RULES AND REGULATIONS**

Each year prior to participation in intercollegiate competition, a team meeting will be held, and athletes will receive a copy of the “Summary of NCAA Regulations.” Student-athletes will be required to submit the following:

- Student-Athlete Authorization/Consent for Disclosure of Protected Health Information Form
- Student-Athlete Information Form
- Student-Athlete Statement
- Information relating to eligibility
- Written consent to disclose education and medical records to an authorized representative
- Permission to be tested for drugs
- Signed Student-Athlete Eligibility/Academic Statement

Failure to complete and sign the statement annually will result in ineligibility for participation in all intercollegiate competition.

### **NCAA Academic Requirements**

Freshmen Student-Athlete Requirements:

- It is imperative for student-athletes to do well in all classes. Having to repeat a class means taking a class twice that will count only once. This can affect NCAA eligibility.
- Student-athletes who are undecided about a major should take classes that would be required in the core curriculum for any of the majors.
- Student-athletes should enroll in at least 15 hours, especially if students are unsure about their academic ability. This will allow withdrawal from a three-hour academic class, and still enable the student-athlete to be enrolled full-time.
- Student-athletes should never withdraw from a class without consulting their instructor, academic advisor, faculty athletics representative and coach. If student-athletes withdraw and are enrolled less than full-time, they are immediately ineligible and may not compete. Instructors may withdraw student for non-attendance.

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

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

- Student-athletes who are entering the third year of enrollment must have declared a major which leads to a Baccalaureate Degree. The hours taken must be in courses specifically required for that major. Student-athletes deciding to change their major must officially make the change in the Registrar's Office. Unless the major is officially changed, any new courses taken towards this major will not count toward athletic eligibility.
- Student-athletes must request a copy of the major checklist (Program Advisement Record) from the Faculty Advisor. This shows how your courses fit into the major requirements and which courses you need to take.
- Transfer student-athletes should make certain that they are not retaking a course in which they have already earned credit. These students should BE AWARE THAT A "D" IN THEIR MAJOR COURSES WILL NOT TRANSFER AND IS NOT ACCEPTABLE IN A MAJOR COURSE AT PAINE COLLEGE.
- Student-athletes intending to enroll at another institution during the summer on a transient basis must receive advance permission to do so.

Again, student-athletes should never withdraw from a class without consulting their instructor, academic advisor, faculty athletics representative and coach. If a withdrawal results in less than full-time enrollment (i.e. less than 12 credit hours), the student-athlete is immediately ineligible and may not compete. Instructors may withdraw students for non-attendance.

If a student-athlete does not meet the following requirements, he/she will not be eligible to play. Therefore, these instructions are critical to your continued athletic participation. If you have questions about them, please ask your coach or contact **Dr. William Lawless, Faculty Athletics Representative**, in the Mary Helm Building, Room 316 or by phone at (706) 821-8284.

### **Athletics Eligibility Lists – Rules and Regulations**

Athletic rosters must be regularly monitored. Student-athletes are coded through the Master File and any addition or deletion should be identified immediately so as to avoid scheduling costs and improper registration. Coaches should submit a final roster at the conclusion of their respective sports season. This will allow monitoring for the academic report and maintenance of eligibility satisfactory progress standards. The roster lists are alphabetized with official names and the proper means of identification.

### **NCAA Division II Initial Eligibility**

For unconditional admission and housing, all freshmen at Paine College must satisfactorily complete the academic provisions of NCAA Bylaw 14.3. Before the freshman student-athlete is eligible for practice and competition, the student-athlete must ensure that his/her high school has provided the Clearinghouse the following:

- NCAA student-athlete form (48-H) from the student-athlete’s respective high school, signed and sealed by the Principal or Guidance Counselor;
- A final high school transcript indicating graduation

### **New Freshmen Eligibility**

A freshman who does not meet the requirements of NCAA Bylaw (14.3) is ineligible to practice or compete for one (1) academic year (Fall/Spring Semesters). The student-athlete must be in residence that one (1) academic year and pass twenty-four (24) hours of semester coursework (no duplicate credit) and achieve good academic standing.

### **Full-Time Status**

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

### **Designation of a Degree**

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

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

### **10- Semester Limit**

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

## **ATHLETICS GOVERNING ASSOCIATIONS**

### **National Collegiate Athletic Association (NCAA)**

Paine College is one of the 800-member institutions in the NCAA, and a member of Division II Conference.

**NCAA NATIONAL OFFICE  
POST OFFICE BOX 6222  
INDIANAPOLIS, IN 46204-6222**

Executive Director: Mark A. Emmert

**NCAA Mission Statement**

The National Collegiate Athletic Association's **purposes** are:

- To initiate, stimulate and improve intercollegiate athletic programs for student-athletes and to promote and develop educational leadership, physical fitness, athletic excellence and athletic participation as a recreational pursuit.
- To uphold the principle of institutional control of, and responsibility for, all intercollegiate sports in conformity with the constitution and Bylaws of the Association.
- To encourage its members to adopt eligibility rules to comply with satisfactory standards of scholarship, sportsmanship and amateurism.
- To formulate, copyright and publish rules of play governing intercollegiate athletics.
- To preserve intercollegiate athletic records.
- To supervise the conduct of, and to establish eligibility standards for, regional and national athletics events under the auspices of the Association.
- To legislate, through Bylaws or by resolution of a convention, upon any subject of general concern to the members related to the administration of intercollegiate athletics.
- To study in general all phases of competitive intercollegiate athletics and establish standards whereby the colleges and universities of the United States can maintain their athletic programs on a high level.

The **goals** of the Association are to:

- **Promote** student-athletes and college sports through public awareness.
- **Protect** student-athletes through standards of fairness and integrity.
- **Prepare** student-athletes for lifetime leadership.
- **Provide** student-athletes and college sports with the funding to help meet these goals.

As a student-athlete, you are required by the NCAA to abide by certain regulations that concern your eligibility and competition. You will be required to sign the NCAA Student-Athlete Statement and the Drug-Testing Consent forms annually.

**NCAA Division II**

In addition to the purposes and fundamental policies of the National Collegiate Athletic Association, members of Division II support the following principles in the belief that these statements assist in defining the nature and purposes of the Division. These statements are not binding on member institution but serve as a guide for the preparation of legislation by the Division and for the planning and implementation of programs by institutions and conferences.

A member of Division II:

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

### **Sponsored Sports at Paine College**

#### **Men's Sports**

Men's Baseball  
 Men's Basketball  
 Men's Cross-Country  
 Men's Golf  
 Men's Track and Field

#### **Women's Sports**

Women's Basketball  
 Women's Cross-Country  
 Women's Softball  
 Women's Track and Field  
 Women's Volleyball

#### **Sportsmanlike Conduct**

The National Collegiate Athletic Association, the Southern Intercollegiate Athletic Conference and Paine College are committed to establishing sportsmanship and developing a healthy environment for competition.

#### **Principles of Sportsmanship**

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential for sports is achieved when competition reflects these "six principles of sportsmanship."

## **SOUTHERN INTERCOLLEGIATE ATHLETIC CONFERENCE (SIAC)**

### **Conference Affiliation**

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

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

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

Through the years, the SIAC and its member institutions have provided wide-ranging educational opportunities to thousands of young people as well as fulfilling entertainment experiences to millions of sporting enthusiasts. Former conference performers have gone on to play in professional sports and also to hold significant leadership roles, making noteworthy contributions to American society. Many have distinguished themselves in their communities by excelling as educators, physicians, attorneys and businesspersons, etc.

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

The current conference membership includes: Albany State University, Benedict College, Central State University, Clark-Atlanta University, Fort Valley State University, Kentucky State University, Lane College, LeMoyne-Owen College, Miles College, Morehouse College, Paine College, Paine College, and Tuskegee University.

**Southern Intercollegiate Athletic Conference  
223 Peachtree Street, N.E. – Suite 301  
Atlanta, Georgia 30302  
Telephone: (404) 659-3380  
Fax: (404) 659-7422**

Commissioner: Gregory Moore, Esq.

## **SIAC Code of Conduct**

It is understood that each institution is unique unto itself. Consequently, each institution should design the specifics of its own Code of Conduct. Each institution is responsible for creating a hospitable environment for visiting teams and spectators. This can be affected through public address dialogue, cheers, and other hospitality gestures that the host institution can extend. All people who are involved in the hosting process are expected to treat guests with fairness and respect in all matters. The following statements serve as guiding principles for host institution personnel:

1. **Student-Athletes**: SIAC student-athletes must realize that they are very visible representatives of their institutions. It is extremely important they act in a responsible and respectable manner at all times when representing their institution.
2. **Fans**: It is understood that occasionally individuals will verbally abuse officials and opponents. Paine College may refuse admission to athletic contests to individuals who repeatedly exhibit a pattern of such conduct.
3. **Spirit Groups**: Like student-athletes, these groups are visible representatives of the institution. High expectations are placed upon them for exemplary behavior. The role of any spirit group is to support and affirm their team, not to deride their guests. Recommended conduct of various spirit groups is listed in the following paragraphs.
4. **Cheerleaders**: The cheerleaders should project a positive influence upon the spectators and participants in the contest. The positive influence can be manifested in the content of the cheers, the timing of the cheers and the positioning of the squad during the game. In general, the content of the cheers should not contain language or gestures that are of questionable taste or that antagonize the opposing team. The squad should not position themselves behind goals in an attempt to affect play in any way, including free-throw shooting. Further, they should position themselves in front of their own crowd before the game, during time-outs, and at half-time.
5. **Mascots**: The role of the mascot is to help foster fan support, and any gesturing or positioning should occur to serve that end. However, it should not impair the progress of the game or confront the opposing players or spectators in any negative manner. At no time should the mascot antagonize or enter the vicinity of the opposing team's bench. Any good-natured humor involving officials should be limited to times when they are idle and there is no game action taking place.

The SIAC believes that an effort on the part of all conference members to create an atmosphere of sportsmanship will result in a healthier, more positive environment in which student-athletes can compete.

## **Code of Conduct for Coaches, Staff and Student-Athletes**

The Paine College Department of Athletics expects all coaches, staff and student-athletes to conduct themselves in a manner that reflects favorably upon the people and the traditions associated with Paine College, the Southern Intercollegiate Athletic Conference and the National Collegiate Athletic Association.

Standards of conduct are established and enforced by:

- NCAA rules and regulations for coaches, staff and student-athletes that are prescribed in the NCAA Manual. Sanctions may be imposed against a coach, staff member, or student-athlete and are within the domain of the NCAA.
- As a member of the NCAA, Paine College has adopted policies in compliance with the NCAA Constitution and Bylaws. The College has adopted a policy of zero tolerance toward any major NCAA rules infraction. Paine College also takes a strong stand on repeated inadvertent violations. Any violations discovered shall be reported immediately to the Director of Athletics.
- The Department of Intercollegiate Athletics is empowered to investigate and direct to the proper authorities all allegations or wrong-doing on the part of coaches, staff and student-athletes.

Under no circumstances is an employee permitted to engage in retaliation, retribution, or any form of harassment against another employee for reporting compliance-related concerns. Any retribution, retaliation, or harassment will result in disciplinary action.

Under no circumstances may a coach or member of the Athletics Staff retaliate against a student-athlete for reporting a violation or any wrongdoing of a staff person or student-athlete.

The Department of Athletics strongly supports the Code of Good Sportsmanship of the NCAA, which states that coaches, staff and student-athletes who participate in intercollegiate athletics carry a heavy responsibility for displaying characteristics that promote integrity and civility within our society. Coaches, staff members and student-athletes are role-models for our youth who look up to the accomplishments and achievements of our coaches and student-athletes.

**Therefore, as coaches, staff and student-athletes representing Paine College, you are expected to conduct yourselves in the arena of athletic competition with fairness, honesty and responsibility.** You are also expected to treat your opponents with civility and respect. In this respect, such currently popular tendencies as “talking trash,” “finger pointing,” or unprovoked acts of physical violence will not be tolerated.

## ACADEMIC SUPPORT SERVICES

Paine College is dedicated to assisting all student-athletes who have a commitment to receive an education and earn a degree. Paine College will accomplish this obligation by providing academic counseling in conjunction with the College’s advising system, tutorial assistance, mentoring, personal-need counseling, career counseling and other programming that develops academic, social and athletic success. Paine College student-athletes are first and foremost students, and the College’s commitment is dedicated to the development and maturation of a successful transition from high school to college. The Athletics Department seeks to build relationships with the

campus community in order to monitor academic progress in individual courses and assist student-athletes in attaining their personal, academic and athletic goals.

### **Student-Athlete Academic Services Guidelines**

- Monitor the academic progress of student-athletes by communicating with faculty and staff and providing progress reports to the coaching staff and athletics administrators
- Provide academic counseling to student-athletes to assist in the selection of classes for each semester in conjunction with the College's academic advising system
- Serve in a mentoring capacity to listen and provide sound advice on various academic and personal concerns that student-athletes encounter
- Counsel and make appropriate referrals for student-athletes towards choosing a major and career
- Work proactively with student-athletes towards study skills, time management, tutoring and exam preparation with appropriate programming to ensure academic success

### **Academic Advising Programs**

All student-athletes are encouraged to take advantage of the Tutorial and Enrichment Center, located in the Mack Gipson building. For more information, please call (706) 821-8345.

### **Study Hall**

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

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

All Study Hall attendance will be supervised by professional staff in the Library or monitored by coaches or Athletics Staff. All student-athletes are responsible for signing in to any tutoring sessions and keeping track of the number of hours required each week towards Study Hall assignments.

### **Developing Effective Study Skills**

Time Management

- Write all assignment due dates, test dates and competition dates in your planner
- Make daily and weekly “Things-To-Do” Lists
- Prioritize your lists and check off the items once they are completed
- Reserve some fixed daily periods for study

#### Note-Taking Tips

- Write down meaningful statements of thought. They can be short sentences, phrases or outlines of major points, but try not to write down everything
- Keep a separate notebook for each class
- Keep notes neat and well-organized

#### Study Skills

- Study in a place free from distractions
- Study in a certain place at a scheduled time
- Review each day’s lecture as soon after class as possible

#### Test-Taking Tips

- Prepare well in advance
- Keep up day-to-day (with lecture notes, study guides, etc.) to avoid last minute cramming
- Get a good night’s sleep – be rested and alert
- Stop studying an hour or so before the test, relax and compose yourself
- Know the time and place of the test and what you need to bring
- Do not talk about the test with classmates immediately beforehand, especially if you know doing so will raise your anxiety level
- Read over the test and plan your approach
- Ascertain point values per section, time limits for each section, which questions you will start with, etc.
- If needed, ask for clarification from the professor, instructor, or proctor

## **STUDENT-ATHLETE DEVELOPMENT SERVICES**

### **Wellness Program**

The Paine College Wellness and Counseling Center employs a three-level model for Student Affairs Service Programming to Promote the Education of the Whole Person (Emotional, Social, Intellectual, Spiritual, Physical and Community). The first level, the Primary Prevention or Wellness Stage, targets what is defined as the “Well” for those students, faculty, staff and administrators who are currently experiencing a relatively high quality of Emotional, Social, Intellectual, Spiritual, Physical and Community Life. Each month, campus-wide events spearhead the promotion of wellness and places emphasis on collective activities that reinforce overall development in its six domains.

The second level, or Secondary Stage, focuses on the early identification of those students needing or seeking a better quality of life in one or more of the domains of wellness. Each month, small-to-medium size group activities place emphasis on collaborative homogeneous and heterogeneous clustering of students with the primary intention of improving their awareness and subsequent development in one or more of the domains of wellness.

The End Goal is to remedy problems or enhance life quality before a student experiences a deficit, impairment, dysfunction, or even incapacity in any of the domains of wellness. However, when the time comes that a student does require a third, or Tertiary, stage of the program, Group and Individual Counseling is used. This intervention places emphasis on the Emotional, Social and Intellectual domains while integrating the other three domains of wellness as appropriate, in order to help students, become aware of and, ultimately, correct what may well be faulty beliefs and/or practices and, if need be, learn how to change their behaviors.

All students are encouraged to utilize the services offered by the Counseling and Wellness Center when needed or advised. The Counseling Center is located in the Campus Center – 2<sup>nd</sup> Floor. A counselor can be reached by calling and scheduling an appointment with the counseling staff at (706) 821-8392. All sessions are kept strictly confidential.

Paine College Department of Athletics recognizes that student-athlete's lives are busy and full. The Department of Athletics will provide support services to assist student-athletes in managing multiple responsibilities. The Department of Athletics encourages student-athletes to take responsibility for their overall health and well-being. The following services are provided free-of-charge to student-athletes at different locations on the College campus.

### **Counseling Center**

The Counseling Center provides counseling services to students, faculty and staff. These services also include consulting and education. The Counseling Center provides services in collaboration with the mission and goals of the College. The Counseling Center is located in the Student Center – 2<sup>nd</sup> Floor. Personal counseling, individual and group counseling, consultation and referrals, and outreach and skill developmental programs are also available. Personal counseling is free and confidential for all student-athletes.

### **Office of Career Services**

The Office of Career Services provides career advising, assistance with resumes, career referral, recruiting interview visits from local companies and agencies, and assistance to students in deciding their majors and in establishing long-range career goals. These services are provided to all currently enrolled students and alumni of Paine College. The Office of Career Services is located in the Student Center – 2<sup>nd</sup> Floor.

## **SUBSTANCE ABUSE POLICY**

The Paine College Department of Athletics recognizes the stressful nature of collegiate athletic participation. The use of controlled substances (narcotics, marijuana, stimulants, etc.), and the use of alcohol by student-athletes will adversely affect their academic performance, athletic

achievements and personal well-being. Student-athletes who abuse controlled substances (alcohol or performance-enhancing drugs) put themselves, their teammates and the program at risk.

For these reasons, Paine College Athletics does not tolerate substance abuse, use of any substance banned by the NCAA, underage drinking, or the inappropriate use of alcohol. Student-athletes who refuse to consent to drug screening under the policy, or refuse to participate in substance abuse prevention educational programs, will not be eligible to participate in inter-collegiate athletics at Paine College.

The Department of Athletics is committed to enhancing the life of every student-athlete who comes to the College campus and chooses to participate in the Athletics Program. Paine College Athletics believes that strong substance abuse prevention education and a drug-screening program are essential to protect student-athletes from the harmful effects of drug and alcohol abuse.

### **Terms and Definitions**

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

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

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

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

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

## **Referral and Assessment**

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

## **Purpose and Goals**

Paine College Athletics has established the following purpose and goals for the substance abuse prevention, education and drug-screening program:

1. Through team meetings, meetings of all student-athletes and educational seminars, the Paine College student-athlete will be made aware of the substance abuse policies of the Paine College Department of Athletics.
2. Paine College Athletics will provide educational programs concerning the effects of substance abuse on athletic activities and the health and well-being of student-athletes.
3. Through education, the Paine College Department of Athletics will help student-athletes to avert destructive behaviors and to cope with the stresses of academic/athletic life.
4. Paine College Athletics will actively promote healthy lifestyles, which will help student-athletes succeed.
5. Paine College Athletics will confidentially identify participants who may be abusing specific drugs.
6. Paine College Athletics will encourage, and in some cases require, student-athletes to seek counseling and treatment for drug or alcohol problems.

## **Education**

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

## **Department of Athletics Alcohol/Drug Policy**

In general, the College does not endorse the consumption of alcoholic beverages. The College also recognizes the health risks associated with the use of illicit drugs and the abuse of alcohol. Researchers have found hazards of abuse:

1. Physical and physiological dependence can develop.
2. Long-term heavy drinking is a factor in liver and heart damage, malnutrition, and many other illnesses.
3. Driving under the influence can cause accidents because of slowed reflexes, disorientation, etc.

The following rules and regulations are applicable to Paine College:

1. Under no circumstances may any type of alcoholic beverages be sold by any persons or organizations on the College campus.
2. It shall be unlawful for any person to consume any alcoholic beverages – fortified or unfortified – in any public place, upon any public street, or upon any public College street or parking area, upon the private premises of the College, or in or around any Residence Hall, institutional facility, or College buildings.
3. It is unlawful for anyone to aid or abet a person under twenty-one (21) years of age in purchasing, possessing, or consuming alcoholic beverages.
4. Drunkenness, coupled with disorderly conduct, will not be tolerated. The institution will impose disciplinary sanctions on students and employees (consistent with local, state and federal laws), up to, and including, expulsion or termination of employment. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

The Department of Athletics' policy regarding the use of alcohol at departmental events are as follows:

- a. Alcohol may not be purchased during team travel.
- b. Alcohol may not be served or consumed during travel.
- c. Alcohol may not be purchased by administrators or coaches for consumption by student-athletes.

Departmental events that include prospective student-athletes and enrolled student-athletes may not include the consumption or use of alcohol. In regard to prospective student-athletes, administrators and head coaches must require that the entertainment of prospective student-athletes not involve the use of alcohol. In regard to enrolled student-athletes, alcohol may not be served at gatherings held after athletic contests.

**Department of Athletics Policy: Head Coaches, Administrators, Student Ambassadors and Prospective Student-Athletes are required to abide by this policy.**

## **Paine College Drug-Free Workplace Policy and Procedural Statement**

It is the policy of Paine College that every student and employee are entitled to work under the safest possible conditions. To this end, every reasonable effort will be made to provide and maintain a workplace free from dangers stemming from the manufacture, distribution, possession and use of a controlled substance or alcohol.

### **First Offense – Student**

Suspension for a period of not less than one (1) semester while participating in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

### **Second or Subsequent Offense**

Suspension for a period of two (2) semesters, outside counseling and/or alcohol course.

## **Screening and Testing Procedures**

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

1. Drug screening will be coordinated by the Paine College Department of Athletics, which will take the necessary steps to ensure that specimen collection procedures are strictly followed.
2. Notification of a pending drug screening will be made to Head Coaches, who will notify their respective student-athletes that they have been selected.
3. The Augusta University Sports Medicine Team will inform student-athletes of the timeframe available to them to report to the testing site. Failure for any reason to report to the testing site and render an acceptable specimen within that timeframe will automatically be considered the same as a positive test and will be treated as such.
4. Student-athletes will be instructed to restrain from urinating 2-3 hours prior to the drug test. The student-athlete will have to remain at the test site until an adequate specimen can be collected.
5. Student-athletes will be required to present a picture ID at the time of the screening.
6. Urine specimens will be taken under circumstances designed to prevent specimen tampering and/or substitution.
7. The specimen will be divided. A portion will be reserved for re-testing if the initial testing of the specimen is either positive or suspect.

8. At the time of drug screening, the student-athlete will have an opportunity to disclose the names and/or types of any medically prescribed or over-the-counter substances they might have been taking that may affect the results of the screening.
9. The student-athletes must remain at the collection site until excused by the laboratory personnel.
10. If the laboratory determines that any banned substances are present in the sample, the Director of Athletics will be confidentially notified of the identity of the athlete with the positive test.
11. The Director of Athletics will arrange a meeting with the student-athlete and the respective Head Coach. No other person will be notified, unless the Director of Athletics deems such a notification is necessary to protect the student-athlete's health and interests.

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

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

Upon receipt of such information, the Director of Athletics shall confer with College legal and medical representatives to determine whether there is reasonable cause to suspect that the student-athlete is engaged in prohibited drug use. Individualized reasonable suspicion means that if the available facts were conveyed to a reasonable person unfamiliar with the student-athlete or the Athletic Program, that person would conclude that there is a factual basis for determining that the student-athlete is using a prohibited drug.

If individualized reasonable suspicion is found to exist, the Director of Athletics and the Head Coach will meet with the student-athlete. At the meeting, the student-athlete will have the opportunity to provide an explanation for his/her behavior. However, if the explanation is not satisfactory, the Director of Athletics will provide written notice specifying the date, time, and place at which the test will be conducted. The consequences for failure to cooperate and participate

in the drug screening, or a positive test for a banned substance, will result in sanctions consistent with those outlined for random testing.

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

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. A current list will always be available on the NCAA website at:

[http://www.ncaa.org/sites/default/files/2017\\_18\\_NCAA\\_Banned\\_Drugs\\_20170605.pdf](http://www.ncaa.org/sites/default/files/2017_18_NCAA_Banned_Drugs_20170605.pdf)

The NCAA bans the following classes of drugs:

(a) Stimulants

- Amiphenazole
- Amphetamine
- Bemigrade
- Benzphetamine
- Bromantan
- Caffeine (concentration in urine is not to exceed 15 micrograms/ml)
- Chlorphentermine
- Cocaine
- Cropropamide
- Crothetamide
- Diethylpropion
- Dimethylamphetamine
- Doxapram
- Ephedrine
- Ethamivan
- Ethylamphetamine
- Fencamfamine
- Meclofenoxate
- Methamphetamine
- Methylene-dioxymethamphetamine (Ecstasy)
- Methylphenidate
- Nikethamide
- Pemoline
- Pentetrazol
- Phendimetrazine
- Phenmetrazine
- Phentermine
- Phenylephrine
- Phenylpropanolamine
- Pirotoxine
- Synephrine
- And related compounds

(b) Anabolic Agents

- Anabolic steroids
- Androstenediol
- Androstenedione
- Clenbuterol
- Dehydrochlormethyl-testosterone
- Dehydroepiandrosterone (DHEA)
- Dihydrotestosterone (DHT)
- Dromostanolone
- Fluxymesterone
- Mesterolone
- Methandienone
- Methyltestosterone
- Nandrolone
- Norandrostenediol
- Norandrostenedione
- Norethandrolone
- Oxandrolone
- Oxymesterone
- Oxymetholone
- Stanozolol
- Testosterone
- And related compounds

(c) Diuretics

(d) Street Drugs

- Acetazolamide
- Bendroflumethiazide
- Benzthiazide
- Bumetanide
- Chlorothiazide
- Chlorthalidone
- Ethacrynic acid
- Flumethiazide
- Furosemide
- Hydrochlorothiazide
- Hydroflumethiazide
- Methyclothiazide
- Metolazone
- Polythiazide
- Quinethazone
- Spironolactone
- Triamterene
- Trichlormethiazide
- And related compounds

- Heroin
- Marijuana
- THC

(e) Peptide Hormones and Analogues

- Chorionic gonadotrophin (HCG - Human Chorionic Gonadotrophin)
- Corticotrophin (ACTH)
- Erythropoietin
- Growth hormone (HGH – Somatotrophin)
- Sermorelin

The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

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

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

#### First Offense

The student-athlete will be notified of a positive test in a meeting with the Director of Athletics and the respective Head Coach. Parents of the student-athlete will be notified. The student-athlete will be considered medically ineligible and will not be permitted to participate in practices or competition for a period of time set by the Director of Athletics. The period of ineligibility begins on the day of the official notification and lasts for a minimum period of 14 days. The Director of Athletics will consider recommendations of the respective coach, the recommendation of the Director of Counseling and/or other relevant circumstances. After due consideration, the Director of Athletics has the options to discontinue scholarship assistance, extend the period of ineligibility up to a period of one year, require participation in an approved treatment or counseling program, or any combination thereof. In addition, once a student-athlete tests positive for a banned substance, random selection will no longer apply, and the student-athlete can expect to be selected for participation in drug screening more frequently than other student-athletes. Before the student-athlete can regain eligibility, the student-athlete must be re-tested with negative findings. If rehabilitation is advised, it will be at the student’s expense.

### Second Offense

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

### Third Offense

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

### **Use of Tobacco Products Per NCAA Policy**

Legislation adopted by NCAA member schools at the 1994 Convention prohibits the use of all tobacco products by student-athletes and game personnel (Example: Coaches, Athletic Trainers, Managers and Umpires) during practice and competition. The penalty is disqualification for the remainder of the practice or ejection from the contest.

## **MEDICAL SERVICES**

### **Athletics Physical Exam**

The Athletics Physical Examination is performed by the Athletics Training Staff and the Paine College Team Physician and their staff at pre-arranged times for each team. Upon successfully completing the Athletics Physical Examination, the student-athlete is then medically cleared for participation.

- ❖ Student-athletes who do not receive their Medical Clearance Forms over the summer from their coach can contact the Athletics Training Staff
- ❖ Student-athletes will not be allowed to receive their physical until all forms are completed and turned in to the Athletics Training Staff.  
Incomplete forms will not be accepted.

**No member of the Paine College Department of Intercollegiate Athletics will permit a student-athlete to participate, nor will Paine College provide insurance coverage to any student-athlete who has not completed the pre-participation physical examination procedure.**

### Pre-Participation Exam Procedures

All student-athletes must have the following items / forms completed and on file with the Paine College Athletics Training Department in order to be considered for medical clearance/certification:

- ❖ Health History Questionnaire Form;
- ❖ Primary Insurance and Emergency Contact Information

- ❖ Paine College Insurance Policy Form
- ❖ Paine College Drug Testing Policy and Consent Form
- ❖ Current Medication Sheet
- ❖ Authorization for the Use, Disclosure, & Release of Protected Health Information Form
- ❖ Photocopy (front & back) of Health Insurance Card
- ❖ Sickle Cell Waiver Form

Every student-athlete must also undergo a Pre-Participation Physical Examination done by a Paine College Team Physician and/or his/her designee. The Paine College Pre-Participation Physical Examination will include, but is not limited to, the following:

- ❖ Medical history review
- ❖ Height and weight
- ❖ Pulse and blood pressure
- ❖ Medical Physical examination
- ❖ Orthopedic screening examination

Selected individuals may also be required to complete additional tests, such as:

- ❖ Blood test
- ❖ EKG and/or Echocardiogram
- ❖ X-ray, MRI, CT scan, and/or bone scan
- ❖ Isokinetic Evaluation and/or
- ❖ Other diagnostic test(s) as prescribed by the Paine College Team Physician and/or his/her designee.

If for any reason the student-athlete is not medically approved / certified for intercollegiate athletics participation, he/she will be notified by the Paine College Team Physician and/or a member of the Paine College Athletics Training Department at the end of the pre-participation physical examination.

- ❖ Costs associated with any tests, consultations, and/or medical procedures needed to gain medical approval/certification for participation will be the sole financial responsibility of the student-athlete.

Individuals identified with a pre-existing condition may become medically approved. Such individuals will be allowed to participate in intercollegiate athletics if they sign the Pre-Existing Condition Waiver and Release.

- ❖ Any injuries and their related costs resulting from the injury designated in the Pre-Existing Condition Waiver and Release will be the sole financial responsibility of the student-athlete.

Paine College reserves the right to refuse medical approval/certification for participation in

intercollegiate athletics based on the medical opinion of the Paine College Team Physician and/or his/her designee. Under no circumstances may a student-athlete seek medical clearance/certification from a private (non-Paine College) physician.

If a coach would like to have a medical screen done on a prospective student-athlete (PSA) prior to attending Paine College, the PSA Pre-Screen form is available to all coaches. This is not a required form to pass the pre-participation physical examination.

### **Pre-Existing Injury or Condition**

All student-athletes are required, as part of their medical eligibility, to complete a comprehensive medical history questionnaire accurately and truthfully. Any information that is omitted, false, or intentionally withheld will result in the student-athlete and/or parents being financially responsible for any/all expenses incurred and for any/all medical treatment for the injury/condition determined.

The Athletics Department's secondary insurance policy will not cover any injury/condition that occurred outside of the student-athlete's participation and/or eligibility in intercollegiate athletics at Paine College.

Paine College student-athletes will be given the opportunity to sign a Pre-Existing Condition Waiver if deemed appropriate by the Paine College Team physician that they may participate with their pre-existing condition. By signing the waiver, they agree to all contents of the waiver without exception.

### **Injury Policies**

#### **Non-Athletic Related Injury Procedures**

If a Paine College student-athlete is injured outside of a practice or game and a certified Athletics Trainer is called, or the athlete comes to the athletic training room, the following procedures should be followed:

- ❖ Provide only immediate first aid, i.e. ice, clean wounds brace etc.,
- ❖ Inform the athlete that he/she will be liable for all medical bills.
- ❖ Ask the student-athlete if he/she would like to see our Team Physician. Again they will be responsible for all bills, but seeing our Team Physician makes follow-up care easier.
- ❖ We can provide follow-up care if there is no cost involved.
- ❖ If an ambulance needs to be called, call one if requested. It is the athlete's financial responsibility.
- ❖ Record information in athlete's folder.

#### **Responsibilities of the Student-Athlete**

In order that all student-athletes receive complete medical benefits, the following procedures must be followed:

- ❖ For injury/illness occurring when not at practice, you should notify the Athletics

- Trainer immediately.
- ❖ Upon receiving any injury during practice or game, (no matter how slight), the athlete must report immediately to the team's Athletics Trainer.
  - ❖ Report all new injury/illness problems to your Athletics Trainer
  - ❖ **You must notify your Head Coach or Position Coach of all injuries/illnesses.**
  - ❖ Injured student-athletes must follow these listed steps:
    - 1) Student-athlete receives an evaluation.
    - 2) Referral to the athletic training room for recommended treatment or to the doctor for additional evaluation.
    - 3) Go to the designated athletic training room for recommended treatment or rehabilitation daily.
    - 4) Injury will be re-evaluated daily.
    - 5) Complete insurance information if necessary.
  - ❖ Return to practice or competition after approval by the Athletics Trainer and/or Team Physician.
  - ❖ The Athletic Trainer should handle all insurance questions. All bills should be turned in promptly to the Athletics Trainer.
  - ❖ If emergency treatment is required while a student-athlete is away from campus, it is the responsibility of the coach to contact the host school's Athletic Trainer or host Team Physician to have the student-athlete receive necessary treatment. If a bill follows, a copy must be returned to the Athletics Trainer immediately upon arrival.
  - ❖ If emergency treatment is required while a student-athlete is injured during scheduled practice when the athletic training room is closed, it is the responsibility of the coach or the student-athlete to call for procedures in receiving treatment.

### **Injury Clearance**

- ❖ If an injured player is sent to a Physician, the Physician will determine when the injury has healed enough that the athlete may return to participation.
- ❖ Once an athlete has been cleared for return to play by a physician the Athletics Trainer determines when the athlete is prepared to return to practice and game situations.
- ❖ Once an athlete has been cleared by the Athletic Trainer to participate in practice and or games, it is the coaches' discretion as to when the athlete will resume participation.

## **CONCUSSION MANAGEMENT POLICY**

### **What is a Concussion?**

A concussion is a brain injury that is caused by a blow to the head or body that may result in improper brain functioning. A concussion can range from mild to very severe and manifests itself differently in each individual.

### **Education**

Prior to each academic year, all Paine College student-athletes and coaches will be educated

on the effects of concussions and the signs and symptoms that arise from a head injury/concussion and the seriousness to which they must be handled. At the conclusion of the educational session, student-athletes will sign a statement acknowledging the receipt of the education, as well as their role in reporting any student-athlete exhibiting signs and symptoms of a concussion to the appropriate member of the sports medicine staff.

### **Signs and Symptoms of a Concussion**

Signs and symptoms of a concussion may include, but are not limited to the following:

- Loss of consciousness
- Seizure or convulsion
- Amnesia
- Headache
- “Pressure in head”
- Neck Pain
- Feeling slowed down
- Feeling like “in a fog”
- “Don’t feel right”
- Difficulty concentrating
- Difficulty remembering
- Fatigue or low energy
- Confusion
- Drowsiness
- More emotional
- Irritability
- Sadness
- Nervous or anxious
- Nausea or vomiting
- Dizziness
- Blurred Vision
- Balance Problems
- Sensitivity to light
- Sensitivity to sound

Exercise or activities that require a lot of concentration may cause symptoms to re-appear or worsen, thus increasing the time one needs to recover from a concussion.

### **Reporting A Concussion**

Anyone that suspects a student-athlete has a concussion or notices any student-athlete suffering from any symptoms of a concussion must report the concerns to Paine College’s Athletic Trainer.

All student-athletes will be required to complete a concussion history document every academic year prior to competition and this will be used going forward with the complete history and evaluation of current concussion and post-concussion symptoms. This will also be used for the possibility of medical disqualification and season ending decisions based on multiple concussions in one season.

### **Evaluation of a Suspected Concussion**

If an athlete is obviously unconscious, he/she will be transported and treated as though he/she has a cervical spine fracture, independent of the athlete re-gaining consciousness. All student-athletes with a suspected and reported concussion will be evaluated in two different ways depending on the setting.

- ❖ If the student-athlete is being evaluated during a contest away from the HEAL Complex, he/she will be evaluated using the SCAT2 evaluation document and a determination will be made following.
- ❖ All athletes that report to the athletic training room with a concussion during

an event/practice in the HEAL Complex he/she will be given an Impact test that day. Also, all student-athletes that report to the athletic training room with a suspected concussion will be given an Impact test following an initial physical evaluation of the head and spine.

No student-athlete that is diagnosed with a concussion will return to play without the

#### **clearance Acute Management of a Concussion**

Any athlete that suffers from symptoms of a concussion will be removed from participation for evaluation by the Athletic Department's Athletic Trainer. Following the initial evaluation, the Athletic Trainer will decide as to what the next steps in the care of the student-athlete will be. The Athletic Trainer will notify the FAR of any accommodations that may be needed by the student-athlete and the length of time those accommodations should be in place. The FAR will then notify the student-athlete's instructors and assist with coordination of those accommodations.

#### **Post-Acute Concussion Management**

All student-athletes will be re-tested every other day for improvement of signs and symptoms reported on the SCAT2 and the Impact test.

Testing will be performed on a schedule as determined by the Sports Medicine Staff, based on the scores of the student-athlete and their symptoms. A "symptom score" shall be taken each day up to and including the day the student-athlete is completely asymptomatic. Once a student-athlete has been asymptomatic for at least 24 hours and the neuro-psychological test scores have returned to the "normal", the student-athlete will be referred to a neurosurgeon

During the office visit, a neurosurgeon will make the determination to whether or not the student-athlete may be allowed to resume athletics participation according to the following return to play criteria:

- ❖ Step 1. Light Aerobic Exercise
- ❖ Step 2. Resistance Training/Plyometrics
- ❖ Step 3. Sport Specific Training
- ❖ Step 4. Non-Contact Practice Participation
- ❖ Step 5. Full-Contact Practice Participation
- ❖ Step 6. Return to Full-Participation

With the progression, an athlete should be allowed to progress, as long as symptoms do not arise at the current step. Progression from Step 1 may not begin until 24 hours after the completion of Step 2 and the same for Step 3 and so on. If symptoms do arise during the progression, the student-athlete will return to the previous asymptomatic step.

Upon completion of Step 6 the athlete will then be cleared by the team physician and a clearance letter will be received by the Athletic Trainer and the student-athlete will be returned to the sport.

#### **Post-Clearance Complications**

Any symptoms that return following clearance from the Team Physician without another

diagnosed concussion will be classified as post-concussion symptoms. These symptoms will be treated very seriously and will be immediately referred to the Team Physician for evaluation and course of treatment/care.

### **Multiple Concussion Policy and medical Disqualification**

Multiple concussions in one season will result in the evaluation and conclusion of whether to terminate sports-related activity for that season. A student-athlete with 4 or more concussions in his/her lifetime will be given an extensive examination and may receive a medical disqualification for competition at Paine College. This determination will be made with extreme prejudice with the student-athlete's health being the ultimate factor.

### **Documentation**

The entire management process from initial evaluation, until eventual return to full participation, including any diagnostic testing, shall be documented in the student-athlete's medical file.

### **Athletics Insurance Policy**

At the beginning of each academic year, the student-athlete, and their guardian, will be required to provide the Athletics Trainer with updated personal and/or family medical insurance coverage. No student-athlete will be allowed to participate in any practice or competition until the Parent's Insurance Form has been completed in full. **All Paine College student-athletes are required to have primary insurance coverage that will cover athletics related injuries**

Paine College athletics provides a secondary athletics insurance policy which acts as an umbrella policy and covers allowable charges not covered by the athlete's primary insurance. In the event that a student-athlete is injured due to participation with their intercollegiate team, the student's primary insurance is used first. Any portion of a claim that is left outstanding by personal insurance will be filed to the Paine College secondary insurance and paid based on reasonable and customary charges. The Paine College athletics secondary insurance will not cover injuries sustained in non-intercollegiate activities, unsupervised intercollegiate related activities, or for general medical conditions.

**THE ATHLETICS SECONDARY INSURANCE POLICY WILL NOT NECESSARILY COVER ALL OUT-OF-POCKET EXPENSES AND ANY REMAINING EXPENSES ARE THE RESPONSIBILITY OF THE STUDENT-ATHLETE.**

Any changes in insurance and/or coverage must be reported to the athletic training staff immediately. New insurance forms must be completed and signed. Copies of the new insurance cards are also required. Failure to comply will cause a delay in processing the claim and the possibility of the account being turned over to collection, thus making it the responsibility of the student-athlete.

Please do not allow your primary insurance plan to expire or terminate. The Paine College secondary insurance will not cover your injury if there is no primary insurance claim. Any amount will be the

responsibility of the student-athlete and/or their parents.

If there is a need to purchase insurance prior to, or during the school year and assistance is needed, please contact the Athletics Trainer for policy information and availability.

### **Procedures**

The Athletics Trainer must refer student-athletes incurring an injury due to participation in intercollegiate athletics. The Athletics Trainer will refer the student-athlete to the Team Physician for an orthopedic evaluation or an outside physician for medical care. The referring Athletics Trainer will fill out a medical referral sheet and an insurance claim form to be given to the physician. The referring Athletics Trainer will determine what physician the student-athlete can be referred to depending on the student-athlete's primary insurance.

**If a student-athlete seeks medical attention without a referral from the Athletics Trainer, any medical expenses incurred will not be covered by Paine College's athletics insurance.**

If a student-athlete's insurance will not allow him/her to be seen by Paine College's designated Orthopedic Doctors, The Athletic Trainer will coordinate care within the student-athlete's insurance network.

### **Previous Injuries**

Paine College Athletics will not be responsible for any pre-existing injury or any operation not covered by our insurance.

### **Dental Coverage**

Treatment of cavities or cleaning of the teeth will not be paid by the SHC Athletic Department. Any damage to teeth must be reported to the Athletics Trainer immediately. Any payment of bills for dental work resulting from injury must be authorized by the Athletics Trainer and includes only bills for repair of damage to healthy teeth caused during regularly scheduled practices or contests. Damage to decayed or otherwise previously injured teeth will not be covered.

### **Vision Coverage**

Corrective lenses are not furnished by the Paine College Athletics Department. If the need is determined by the Team Physician for participation, it is the financial responsibility of the athlete.

### **Transportation**

- At no time should a Student Athletic Trainer transport a student-athlete to an appointment in the trainer's personal vehicle.
- When appropriate, the student-athlete may drive himself/herself to the appointment.
- It is recommended that a College vehicle be utilized to transport the student-athlete to the appointment.

- Should a coach transport a student-athlete to a doctor's visit and an accident occurs, the driver's personal insurance will provide coverage.

## **ATHLETICS FINANCIAL AID**

### **Athletic Aid Process**

In accordance with regulations of the National Collegiate Athletic Association Division II (NCAA), Paine College, and its Athletics Department, Grants-in-Aid are awarded subject to the following terms and conditions:

- ❖ The student-athlete must meet all requirements of the NCAA, the associated sports conference, and the Athletics Department about eligibility and conduct.
- ❖ The grant-in-aid is awarded by the athletic department at SHC for a one-year term based on the regular academic calendar. A new contract must be signed prior to each academic year.
- ❖ An Athletics Grant-in-Aid may not be reduced or cancelled during the period of its award on the basis of a student- athlete's ability, injury, or illness.

Student-athletes may only have their award reduced during the middle of the school year if they render themselves ineligible, fraudulently misrepresent themselves on any information that has been provided to the college, engage in serious misconduct , voluntarily withdraw from their respected team, violate any conditions that are noted on the Grant-in-Aid document, or fail to uphold the standards and policies of the university and its athletic department, either on or off campus (also see the Paine College Student Handbook.)

- ❖ To be eligible for the Grant-in-Aid, the student-athlete must provide the information requested to establish academic eligibility, amateur eligibility, and medical background information.

Awards will be presented in total dollar amounts. The award will be posted to the student-athlete's account upon receipt of the signed Grant-in-Aid (for returning students) and upon receipt of final transcripts and final eligibility certification (for new students).

### **REQUIREMENTS**

It is institutional policy that institutional aid, based in any degree on athletics ability, may not be reduced or cancelled during the period of the award, without legitimate reason. The athletics Grant-in-Aid may be cancelled or reduced at the expiration of the one-year term for any of the following reasons:

- ❖ Athletic performance
- ❖ Academic performance
- ❖ Failure to comply with NCAA regulations
- ❖ Failure to meet NCAA eligibility rules
- ❖ Failure to comply with any Paine College policies as outlined in the Paine College Student Handbook
- ❖ Failure to comply with the Paine College Athletics Code-of-Conduct
- ❖ Failure to comply with respective team rules

- ❖ Failure to uphold the mission of Paine College
- ❖ Negatively impacting team's capacity for success. (i.e. attitude, behavior, etc...)

Any reduction or nonrenewal of aid will be approved only if such action is taken for proper cause and written documentation is submitted to the Assistant Athletics Director for Compliance and the Director of Athletics. Without this documentation, any requests for reduction or nonrenewal will be denied. The Director of Athletics, in consultation with the Assistant Athletics Director for Compliance will decide whether to approve or deny the coach's recommendation, based on the specific facts and rationale and based upon whether the request complies with NCAA regulations. If a non-renewal request is denied, the aid will be renewed at the same rate as the prior academic year. When the recommendation is approved, the Director of Athletics will forward to the Financial Aid authority the information regarding the recommended revised award. The Director of Athletics will also notify the Head Coach of this decision, directing the Head Coach to meet with the student-athlete to inform him/her of the decision. The Head Coach will also verbally advise the student-athlete of the appeal process (described below).

### **Appeals Process**

A student-athlete who wishes to appeal to the Athletics Compliance Committee any decisions related to his/her athletics related aid shall submit, to the Director of Financial Aid, the Athletics Scholarship Appeal Form that includes:

- ❖ The student's name, student ID number, year in school, and sport
- ❖ Current contact information (address, email, phone number)
- ❖ Their reason(s) for appeal including names of institutional staff members (e.g., coach, financial aid staff) with whom the student has discussed the case
- ❖ Copies of any relevant documents (e.g., letter regarding initial award of athletics scholarship)

The student-athlete must submit these materials to the Financial Aid Office within 2 weeks of the student receiving notification that the aid is either being cancelled, reduced or not renewed. The student may request an in-person hearing before the Athletics Compliance Committee.

A hearing will be scheduled, and the student-athlete and all involved parties, such as, the coach and the Director of Athletics will be notified of the time and place. Each side will present its arguments to the Athletics Compliance Committee. The Head Coach will have an opportunity to present relevant information in support of the action taken by Athletics. The student-athlete will then present relevant information in support of his/her appeal. The Athletics Compliance Committee will have an opportunity to ask questions of both sides. If the Head Coach is unable to attend, an explanation of his/her reasons should be provided to the committee. It is permissible for both sides to bring witnesses. Within fifteen (15) calendar days, the Athletics Compliance Committee reaches a decision and sends it in writing to each party. The committee's decision is final.

One of two actions is taken:

- ❖ If the Athletics Compliance Committee finds that the decision to reduce, cancel or not renew aid is not a violation of the rules, regulations or institutional policies and no extenuating circumstances are present, the appeal is denied.
- ❖ If the Athletics Compliance Committee finds that the decision to reduce, cancel or not renew aid is either a violation of the rules, regulations and institutional policies OR is questionable, the appeal is approved. The financial aid will be renewed.

In any case, the Chair of the Athletics Compliance Committee will notify the student in writing within 3 weeks after completion of the hearing. If the student wishes to discuss the results of the appeal, a meeting with the Director of Financial Aid will be arranged.

### **Non-Institutional Outside Financial Aid**

All student-athletes receiving any form of outside scholarship or aid must complete the Outside Aid Form. All outside aid must be reviewed by the Financial Aid Office before being awarded to a student-athlete's financial aid package. The Director of Financial Aid or designee will either call the organization awarding the outside aid or will obtain information from the organization's website to determine whether the aid is permissible and, if so, if it is exempt or non-exempt aid. If the award is permissible for the student-athlete to receive, the Director of Financial Aid will check both team and individual limits before taking the check to the cashier for aid to be posted to the student-athlete's account.

### **Employment**

Students, including student-athletes, may apply to work on or off campus. Financial aid awards may include funds from the Federal Work Study program. Compensation to a student-athlete may be paid:

- ❖ Only for work actually performed
- ❖ At a rate commensurate with the going rate in that locality for similar work
- ❖ An employer may not use the athletics reputation of a student-athlete employee to promote the sale of a product or service

Any student-athlete who is employed at a summer sports camp must have prior approval from the Assistant Athletics Director for Compliance. The Assistant Athletics Director for Compliance or your coach can provide the necessary forms.

If a student-athlete is going to be employed outside of Paine College, it is the student-athlete's responsibility to complete and submit to the Compliance Office the *Student-Athlete Employment Form*.

Prior to leaving campus for the summer, student-athletes are required to complete and return the *Student-Athlete Summer Questionnaire* which includes questions about potential summer employment.

Every student-athlete participating in intercollegiate competition at Paine College has an obligation to know and abide by NCAA and College regulations. To avoid intentional and inadvertent rules violations, student-athletes need to be aware of the rules that govern intercollegiate athletics. All infractions are contrary to our commitment to integrity, impede progress toward competing for conference championships and may jeopardize your eligibility to participate. The NCAA regulates intercollegiate athletics to maintain integrity, amateur status and sportsmanship. Maintaining, enhancing and improving integrity within intercollegiate athletics helps to protect the physical and educational welfare of the student-athlete. Every regulation is developed with the intent to establish a high standard of honor and dignity within the intercollegiate athletic setting.

## **COMPLIANCE AND ATHLETICS POLICIES AND PROCEDURES**

### **Hosting A Prospective Student-Athlete**

Should a coach ask a student-athlete to host a prospective student-athlete, the student-athlete should be aware of several things:

1. The student-host must be enrolled in the member institution being visited by the prospect.
2. The student-host must be a “qualifier” out of high school. Partial qualifiers or non-qualifiers may not serve as a student host during the first academic year in residence.
3. The student-host may be provided complimentary meals but must be accompanying the prospective student-athlete during the meal(s).
4. The student-host may receive a complimentary admission to a campus athletic event but may only use it if accompanying the prospective student-athlete to the event.
5. The student-host will be issued twenty dollars (\$20.00) to entertain the prospect. The student-host may not give the prospective student-athlete this money or use any part of this money to purchase souvenirs such as T-shirts or other institutional mementos for the prospective student-athlete or the student-host.
6. The student-host may not travel with the prospective student-athlete outside of a 30-mile radius of the institution’s main campus.

### **Prohibited Activities**

#### **Gambling/Bribery**

Gambling on collegiate or professional sports is prohibited by NCAA Bylaw 10.3.

Student-athletes may **NOT**:

1. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics
2. Solicit a bet on **ANY** intercollegiate team or professional team (including any type of pools)

3. Accept a bet on any team representing the institution
4. Participate in **ANY** gambling activity that involves intercollegiate or professional athletics through a bookmaker, a parlay card, or any other method employed by organized gambling
5. Gamble on sports events on the Internet
6. Exchange information about one's team with anyone who gambles, including information about injuries, new plays, team morale, discipline problems, or anything else

The penalties for breaking these rules are based on NCAA rules and regulations.

### **Outside Competition**

1. All-star games and summer league games – Due to complexities of these rules, each student-athlete must get in contact with either the Coach or Assistant Athletics Director of Compliance of Paine College Athletics. NOTE: Most of these types of games are prohibited; therefore, ineligibility could result by participating in any of these types of contests, unless participation has been pre-approved by the Assistant Athletics Director of Compliance of Paine College Athletics and the Head Coach.
2. Student-athletes will lose eligibility by participating on any outside team during the academic year. Penalties can range in severity, and ineligibility may be for an entire year or entire educational career.

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

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

### **Agents**

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

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

### **ATHLETIC EVENT COMPLIMENTARY ADMISSION POLICY**

The Department of Athletics is committed to allocating and distributing complimentary admissions to athletics events in a fair and equitable manner. All policies and procedures are consistent with the College, SIAC and NCAA rules and regulations, and have been developed with careful consideration given to the best interests of the intercollegiate Athletic Program.

## **Complimentary Tickets**

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

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

When used properly, complimentary tickets are an excellent public relation and recruiting tool. However, misuse can result in extensive loss of revenues, as well as administrative and NCAA sanctions. Therefore, it is essential that departmental staff understands the constraints placed on the distribution of complimentary admissions and be sensitive to the dollar amount involved in their allocation. The Director of Athletics must approve any exceptions to established policies.

## **STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)**

The Student-Athlete Advisory Committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete’s experience. The SAAC also offers input on the rules, regulations and policies that affect student-athletes' lives on NCAA member institution campuses.

Presently, there are separate national SAACs for NCAA Divisions I, II and III. NCAA legislation mandates that all member institutions have SAACs on their respective campuses. Further, NCAA legislation requires that all member conferences have SAACs.

### **History of the NCAA Student-Athlete Advisory Committee**

An Association-wide SAAC was adopted at the 1989 NCAA Convention and was formed primarily to review and offer student-athlete input on NCAA activities and proposed legislation that affected student-athlete welfare.

The initial national committee was comprised of student-athletes from all membership divisions for the purpose of ensuring that the student-athlete voice was one that accounted for the myriad of educational and athletics experiences of both female and male student-athletes at all NCAA member institutions. In August 1997, the NCAA federated along divisional lines. The federation caused the SAAC to expand to three SAACs representing NCAA Divisions I, II and III.

Each national divisional committee is comprised of both female and male student-athletes charged with the responsibility of assisting in the review of NCAA proposed legislation and representing the voice of the student-athlete in the NCAA governance structure. This is accomplished by providing student-athlete input on issues related to student-athlete welfare that are division-specific. (Federation has increased student-athlete participation in the governance

process of intercollegiate athletics by increasing the number of SAAC members from the former Association-wide committee of 28 student-athletes to a sum total of 79 members serving on the national Divisions I, II, and III committees).

The input of the respective Divisions I, II and III SAACs continues to be sought by a variety of constituencies within the Association. Student-athlete committee members have the opportunity to speak with their respective NCAA Management Councils, and the Divisions II and III SAACs continue to speak to legislative issues on the NCAA Convention floor.

#### **National SAACs (Divisions I, II and III) at a glance:**

- Generate a student-athlete voice within the NCAA structure.
- Solicit student-athlete response to proposed NCAA legislation.
- Recommend potential NCAA legislation.
- Review, react and comment to the governance structure on legislation, activities and subjects of interest.
- Actively participate in the administrative process of athletics programs and the NCAA.
- Promote a positive student-athlete image.

#### **Mission Statement of the National SAACs**

“The mission of the National Collegiate Athletic Association Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image.”

#### **Paine College Student-Athlete Advisory Committee (SAAC)**

The mission of the Paine College SAAC is to enhance the entire student-athlete experience by providing opportunity, protecting the athlete, and fostering a positive image. This committee will strengthen communication between the student-athletes, the entire athletics staff and the college as a whole.

The SAAC is composed of a student-athlete representative (preferably a sophomore) from every intercollegiate team. The SAAC meets every three weeks and provides a forum for team representatives to voice their concerns on a wide range of issues that are important to the student-athlete population.

Through their participation, SAAC members are afforded many responsibilities and opportunities, such as:

- Promote communication between athletics administration and student-athletes
- Provide a voice for student-athletes
- Encourage participation in community projects and campus organizations
- Promote special events for student-athletes
- Communicate information to teammates
- Participate in opportunities to enhance leadership skills
- Promote a positive student-athlete image

## **GRIEVANCES**

### **Grievance Procedures**

Paine College strives to create an environment where student-athletes have both positive overall experiences and clear avenues of communication with coaching and athletics administrative staff. From time to time, issues between student-athletes and coaches or other athletics staff may develop.

### **Informal Complaints**

If an issue arises which you feel needs to be addressed, first discuss the issue with your coach or the athletics staff member involved determining if you can resolve your concerns. Issues related to playing time, position, and role on the team are solely up to the discretion of the coaching staff. Other, less formal, avenues for addressing your issues include discussing your concerns with your Team Captain or representative to the Student-athlete Advisory Committee (SAAC). If your coach is not able to address your issue, or if the issue involves Athletics Department or College policy, you should make an appointment to discuss your concerns with the Director of Athletics. The Director of Athletics may involve the Faculty Athletic Representative or Senior Women's Administrator in these discussions as necessary.

### **Formal Complaints**

For matters of particular importance, student-athletes may submit formal, written complaints to the Assistant Athletics Director for Compliance. The Assistant Athletics Director for Compliance will review the complaint and refer the complaint to the appropriate campus department or initiate a resolution process, if required, within the Athletic Department. The student-athlete will be notified of the outcome of the resolution process and any proposed resolution(s) in writing. Copies of the written complaint, written resolution and supporting documents will be stored electronically in the Compliance Office.

If the student-athlete feels his/her concern has not been addressed satisfactorily, he/she may appeal the Assistant Athletics Director for Compliance decision to the Compliance Committee (CC). The CC will meet to review the appeal and solicit information from the student-athlete and athletic department personnel as needed to reach a decision. The CC may request interviews with the involved parties to aid in the appeal process. The CC will notify the student-athlete of its decision in writing and all appeals documents will be stored electronically in the Compliance Office. The decision of the CC is final and may not be appealed.

## **ELIGIBILITY REQUIREMENTS**

### **Eligibility**

Paine College is dedicated to ensuring the academic integrity of our student-athletes and the intercollegiate Athletics Program. NCAA regulations with regard to eligibility are designed to ensure that student-athletes are serious about their academic pursuits and maintain sufficient academic progress toward graduation each semester.

## **NCAA, Conference and Institutional Regulations**

Student-athletes are required to adhere to all NCAA, SIAC and institutional rules and regulations throughout their collegiate career at Paine College. Failure to comply with all rules and regulations may result in the loss of athletics eligibility, loss of athletics financial aid (athletics scholarship), and/or dismissal from your team.

- ❖ Ignorance of NCAA, SIAC, and institutional rules and regulations is not an acceptable excuse.
- ❖ When in doubt about a particular rule, contact the Assistant Athletics Director for Compliance

**ALWAYS ASK BEFORE YOU ACT!**

## **Full-Time Enrollment**

Student-athletes must be enrolled in twelve (12) semester hours in order to practice or compete. When a student-athlete drops below 12 semester hours, at any time, s/he is not eligible to practice or compete. Should a student-athlete in such a status compete in intercollegiate competition, the team must forfeit the contest(s).

If you are in your final semester before graduation you may be eligible while enrolled in less than 12 hours (undergraduate) and 9 hours (graduate) if Paine College certifies that the courses you are enrolled in are the only courses necessary for graduation during that semester. Please see the Director of Athletics if you wish to explore this possibility.

## **GPA Requirements**

The NCAA requires student-athletes to be in “Good Academic Standing” with the college to participate in intercollegiate athletics competition. Paine College requires a 2.0 grade point average to be considered in good academic standing.

The grade point average is calculated by the same method used for all students and includes all coursework normally counted by the institution for the grade point average. For transfer students in the first semester, the grade point average is the full cumulative average of all courses taken at all institutions prior to arrival at Paine College. After the first semester, only coursework completed at Paine College is counted in the calculation of the cumulative grade point average.

## **9-Hour Rule**

All student-athletes are required to earn a minimum of 9 credit hours in the immediate previous full-time term of attendance to be eligible for competition in the next semester. For transfer students, these nine hours must be transferable.

This rule does not apply to graduate students, or to students seeking a second Bachelor’s degree. If a student is in the final year of his/her degree program, the nine hours may be acceptable toward any of the institution’s degree programs as long as the student is carrying the necessary hours to complete the degree at the end of the two semesters.

### **18-Hour Rule**

All student-athletes are required to earn a minimum of 18 credit hours since the beginning of the previous Fall term or since the beginning of Paine College's preceding regular two semesters to be eligible for competition. Hours earned during the summer do not apply to this requirement.

### **24-Hour Rule**

All student-athletes are required to earn a minimum of 24 credit hours during any year in which the student-athlete is enrolled full-time. These hours may be earned since the beginning of the previous Fall term (including those earned during the Summer), since the beginning of Paine College's preceding regular two semesters (including those earned during the Summer), or a total of 48 hours earned during Paine College's first four semesters following initial full-time enrollment.

Beginning in the fifth semester, these credits must count toward the student-athlete's designated degree program. Remedial courses count for eligibility in the first year of attendance only; past that time, these courses do NOT count for eligibility.

Once the major is declared, all courses that will apply to meeting the 24 hour rule must count towards meeting graduation requirements within the major or core curriculum. (No extra electives that are not required may be counted).

A mid-year review of the 24 hours takes place for those found ineligible in the Fall and for mid-year transfers.

To be assured of credit for outside work, as with all students, student-athletes must receive prior approval from the Registrar to take classes at an institution other than Paine College. This approval is requested by the student completing the *Request for Transient Study Form* located in the Office of the Registrar. Once a student has begun attending Paine College he/she may complete a maximum of 18 transferable hours at another institution. Not all courses offered at other institutions are transferrable to Paine College, so it is important to receive approval from the Academic Division / Department and the Registrar in advance to make sure the credits will transfer into Paine College.

### **Designation of Degree**

During the first two years of enrollment, a student-athlete can use credits acceptable toward any degree program to meet progress toward degree requirements as required by the NCAA. After a student-athlete's fourth semester of full time enrollment in any college or university, both Paine College and NCAA rules require the student to declare a specific degree program (major) before participating in the fifth semester.

### **Repeat Courses**

Hours earned for a course that has been repeated due to an unsatisfactory grade may be counted toward NCAA Progress- Toward-Degree requirements only once, and only after the course has been satisfactorily completed. The definition of unsatisfactory grade is a D or F. Further, if your major requires a course grade of C- or better in a course for it to count towards

graduation, then you must earn a C- or better for the credits to count for NCAA progress-towards-degree.

### **Exceptions**

There are a number of exceptions for unusual or extraordinary circumstances. If you think you may qualify for one of the following, consult with the Assistant Athletics Director for Compliance:

- ❖ Missed –Term Exception
- ❖ Midyear Enrollee Exception
- ❖ Non-recruited, Non-participant Exception
- ❖ Graduate Student Exception
- ❖ Two-Year Nonparticipation or Minimal Participation Exception
- ❖ Medical-Absence Waiver
- ❖ International Competition

### **Years of Eligibility (Medical Hardship)**

A student-athlete has 10 semesters of full-time enrollment to complete four years of eligibility. You use one of these 10 semesters if you attend the first day of classes while enrolled full-time. You use one season of eligibility if you compete in any outside competition (including scrimmages with outside competition) during a season (either championship or non-championship season) in an intercollegiate sport.

You may be eligible for an additional year of eligibility if you are granted an injury "hardship" waiver. All hardship requests must meet the following criteria:

- ❖ They must involve an injury or illness which is beyond the control of the student or coach, and which incapacitates the student from competing further during the sport season in question as verified by the attending physician (M.D. or D.O.) who must have examined the student during the sport season in question.
- ❖ The student involved shall not have participated in more contests or dates, excluding scrimmages, in the affected sport during the sports season than those listed for the sport.

### **Release Rule**

Student-athletes who wish to transfer to another college or university must request a release from their coach or the compliance office in order to speak to another four-year institution. It is the policy of the Southern Intercollegiate Athletic Conference that any student-athlete who transfers to another SIAC institution "sit out" one calendar year from the time of enrollment. Coaches may also request that a student-athlete not be released to a specific school(s), or to schools in a specified region(s). The coach must grant the release in order for the student-athlete to be immediately eligible at the new institution.

### **Recruiting**

Student-athletes may write to prospects to encourage their enrollment at Paine College, but it may not be done at the direction and/or the expense of the college. A student-athlete may not telephone recruits but may accept telephone calls made at the prospect's expense. Student-

athletes are also prohibited from making any statements to media members about recruits, a recruit's athletic ability, or the likelihood that a recruit will attend the College. This includes social media restrictions as student-athletes cannot use social media outlets to publicize a prospect's visit to campus or his/her decision to enroll at Paine College.

### **Student Host Responsibilities**

A student-athlete may be asked by a coach to host a recruit who is on an official visit to campus. While serving as a host, a student-athlete may be given host money for the purpose of entertaining the recruit. This money may be used for food, arcades, movies, theatres, bowling and other entertainment activities, but may not be used to purchase souvenirs (e.g., hats, t-shirts, etc.) for the recruit. A student-athlete may transport the recruit to activities within a 30-mile radius of campus, but must not allow the recruit the use of a car. The College cannot provide the use of a car to the student-athlete for the purpose of hosting a recruit. A student-host will receive a list of host instructions when given host money by the coach. Student-athletes who host a recruit will be required to sign a Host Form prior to the beginning of the visit for each prospect that they host.

Student-athlete hosts are required to submit all information pertaining to the entertainment of prospective student-athletes and, with the prospective student-athlete to adhere to NCAA and institutional rules. This includes submitting all receipts and/or leftover money from money given for the entertainment of a prospect to the coach at the conclusion of the prospect's visit.

### **Hardship Waivers**

Seasons can be restored for season ending injuries in the following circumstances:

- ❖ Participation has occurred in less than twenty percent of the scheduled competition
- ❖ The injury or illness is certified by a medical professional as being season-ending

The specifics of restoring a season of competition can be complex, so be sure to communicate effectively with Sports Medicine staff and your coach and confer with the Compliance Office as necessary to assure that you have the best opportunity for continued health and competition.

Also, please realize that although a medical Hardship Waiver can restore a season of competition, it does not restore any terms toward the 10 semester rule to complete your intercollegiate competitive career.

The conference ultimately determines whether or not to grant a Hardship Waiver; therefore, submission of paperwork does not guarantee a waiver being granted. The student-athlete and sports medicine staff must present all necessary paperwork to the compliance office within 30 days of the end of the student-athlete's playing season for submission to the corresponding conference.

The information below is needed to submit the Hardship Waiver:

- ❖ Contemporaneous medical documentation specifically stating that the

student-athlete was unable to compete during the remainder of the season due to an injury or illness.

- ❖ The documentation must be official doctor's notes, a letter from the doctor. Training room notes can be used to supplement the doctor's notes but will not be accepted alone.
- ❖ Written notification from treating physician in support of the contemporaneous documents stating the incapacitation of the student-athlete due to injury.
- ❖ Letter from physician showing the initial diagnosis or onset of the injury.
- ❖ Acquire the student-athlete's signature on the Conference Waiver Request Form.
- ❖ Any and all medical documentation that shows severity of injury.
- ❖ Timeline of injury and recovery process from Athletics Trainer.
- ❖ Statement of the injury and timeline from the student-athlete.

### **Transfers**

A student-athlete is a transfer student if the Registrar or Admissions Officer from his/her former college certified that the student was officially registered and enrolled at that college in any term in a minimum full-time load and they were present on the opening day of classes, or the Director of Athletics certifies that the student-athlete reported for the regular squad practice that any staff member of the Athletics Department of a college announced before the beginning of any term.

### **Transferring In**

For transfer students to be eligible for competition in their first year at Paine College, they must meet one of the transfer exceptions listed in Bylaw 14 of the NCAA Manual. These are tedious and cumbersome to understand, and questions can be directed to the Assistant Athletics Director for Compliance.

Final determination/certification of eligibility for a newly admitted transfer student will be completed by the Registrar, FAR, and Assistant Athletics Director for Compliance upon receipt of all final and official college/university transcripts.

Any transfer should review the regulations in the NCAA Transfer Guide.

### **Transferring Out**

As a general rule, Paine College honors a student-athlete's request to transfer to another institution provided the student-athlete is in good social and financial standing. A Head Coach may recommend to the Director of Athletics that the release request be denied. The Director of Athletics will confer with the Assistant Athletics Director for Compliance concerning this request. The Director of Athletics then will make the final decision. The transfer request process is as follows:

- ❖ A student-athlete who wishes to discuss the possibility of transferring to another institution must contact the Head Coach.
- ❖ If the Head Coach approves the request to transfer to another institution, the student-athlete is referred to the Assistant Athletics Director for

Compliance for a meeting during which the student-athlete will discuss transfer plans.

- ❖ The Assistant Athletics Director for Compliance will send out a permission to contact letter to those schools the student-athlete indicated and keep a copy on file in the Compliance Office.

If a transfer request is denied, student-athletes are permitted to request an appeal. The transfer appeal process is:

- ❖ If the transfer request is denied, the student-athlete and the Head Coach will meet with the Director of Athletics to discuss the reason for the transfer request and the rationale for denying it.
- ❖ If the request is not granted at this level, the student-athlete is referred to the Faculty Athletics Representative, who makes the appropriate arrangements for the Appeals Committee to hear the case.
- ❖ The student-athlete sends written notice to the Faculty Athletics Representative of the request for a hearing. Written notice of an appeal must be received from the student-athlete within two weeks from the date of his/her original meeting with the Head Coach and Director of Athletics.
- ❖ The committee, at its discretion, may hear the appeal in a variety of communication forms (in writing, in person, by telephone, by videoconference, etc.) However, once the method of communication has been established for that particular case, that method shall be used to hear both sides.
- ❖ Once a decision for a particular case has been reached, the Committee Chair shall inform each side involved in writing.

### **Amateurism**

The NCAA Eligibility Center makes the initial amateurism decision for the institution. Continuing students are certified by the College. In both cases, it is the responsibility of the student-athlete to complete carefully and fully the information requested by the institution or the NCAA.

Amateurism is sport specific unless a student has been professional in:

- ❖ Cross Country, Indoor Track & Field or Outdoor Track & Field (Considered professional in all three)

Acts that result in a loss of amateur standing and eligibility, after initial full-time college enrollment, include:

- ❖ using athletics skill (directly or indirectly) for pay in any form in a sport
- ❖ accepting a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation
- ❖ signing a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received
- ❖ receiving, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization

based on athletics skill or participation, except as permitted by NCAA rules and regulations

- ❖ competing on a professional athletics team, even if no pay or remuneration for expenses was received
- ❖ entering a professional draft

Any time, before or after College enrollment, entering into an agreement with an agent will cause a loss of eligibility. The NCAA rules do not prohibit student-athletes from receiving information about prospective agent or financial advisors. Nor do they prohibit engaging in telephone or in-person meetings or discussions with an agent or financial advisor. However, there is not anything that an agent, financial advisor or their representatives can legally do for a student-athlete or their family prior to completion of eligibility.

### **Appealing Cancellation of Athletics Aid**

If your aid is reduced or discontinued, you will receive a letter from the Financial Aid Office notifying you of such. If you feel that the cancellation of your aid is unfair or unjustified, you have the right to request a hearing, as provided by NCAA regulations. The letter reducing or discontinuing your athletics aid explains the appeal process you must follow. You must act within the timeline in the letter for an appeal to be heard. You must have had meetings with your Coach and the Director of Athletics about the decision not to renew your scholarship before an appeal will be heard by the Athletics Appeals Committee. The decision of this committee is final.

### **Appeals Process - Disciplinary**

If the student-athlete feels that sanctions are unduly harsh or unfair, due to unusual circumstances, he/she may appeal in writing to the Vice-President of Student Affairs within two weeks of the official notification of sanctions by the Director of Athletics. The Vice-President of Student Affairs will render a final decision in writing. The student-athlete will remain ineligible during the appeals process.

### **Appeals Process-Academic**

A student who is suspended or dismissed from the College may appeal, in writing, to the Enrollment Management Committee through the Provost/Vice President of Academic Affairs within ten business days of the date on the letter of dismissal. Documentation stating specific reason(s) for appealing must be provided by the student when submitting the letter of appeal. The letter of appeal can be emailed to [appealletter@paine.edu](mailto:appealletter@paine.edu) or mailed to:

Provost/Vice President of Academic Affairs  
Paine College  
1235 Fifteenth Street  
Augusta, Georgia 30901

## OTHER TOPICS

### **Athletic Transportation**

Each student-athlete is required to travel with his/her teammates to and from all activities. Prior written permission must be obtained from the Director of Athletics for any exceptions to this policy. This process is necessary because of legal and liability issues designed to protect the student-athlete and Paine College. The College does not assume responsibility when a student-athlete travels with others, even if approved by the Director of Athletics (or representative).

**The transportation mode for Paine College Athletic Teams is on either bus or van. It is prohibited for a student-athlete to drive any vehicles that transports team members. Also, tobacco, illegal drugs and alcohol products are not allowed in buses or vans, under any circumstances. This rule applies to coaches, staff, graduate assistants, student assistants and trainers as well.**

### **Athletic Equipment**

At the start of the sports playing season, the respective coaches will issue athletic equipment. At the end of the sports playing season, the student-athlete will be asked to return the equipment.

The equipment will be re-issued for use during the Summer if the coach decides that the team will use the equipment the next season. Should the equipment or apparel not be used next season, it must either be returned or purchased.

### **Tips for New Student-Athletes**

- Keep ahead of deadlines. Use a calendar or planner to organize your time to help alleviate unnecessary stress.
- Talk to your professors. If you take the time to talk with them, you will better understand what they expect from you.
- Go to the Paine College Online Bookstore before or right after classes start each semester so you can get your books as soon as possible. Check with the Director of Compliance for NCAA Compliance for the designated book purchase dates, if you have a student-athlete book award.
- The State of Georgia Department of Health requires that you meet certain immunization requirements before attending College. If you have questions about immunizations, you may contact Student Health Services at (706) 396-7644.
- One of the most challenging things about college is adjusting to a new time schedule. To maintain your mental and physical health, be sure to get the amount of sleep your body needs.
- If you are having difficulties with your classes or need academic assistance, your options include tutoring at the Tutorial and Enrichment Center.

- For those living in the residence halls, contact your roommate to discuss who will bring which appliances. If you do not, you may end up with two televisions and no alarm clock. We suggest you bring the following items: twin bed sheets, laundry basket, extensions cords, storage boxes, shower curtains, flip-flops for the shower, alarm clock and reminders of home.
- Get involved in the community. There are lots of things to do in the surrounding community.
- If you intend to do an internship or co-op, plan in advance. Visit with a staff member in the Office of Career Services early in your academic career to plan your future.
- Call your family or send an e-mail message to someone back home to help you stay in touch and keep from getting too homesick.
- For academic information and official announcements, check your Campus Post Office often and your Paine College e-mail on a regular basis.
- If you are interested in joining student organizations or clubs, contact the Office of Student Activities.

## **EXIT QUESTIONNAIRE**

### **Program Evaluation**

Members of the athletic department leadership team are always interesting in hearing the feedback of student-athletes. Spontaneous and unsolicited feedback that shares which facets of the athletic experience are strengths and which facets could be improved are equally valuable to athletics administrators striving to provide the best possible student-athlete experience at Paine College. While informal feedback is always welcome, student-athlete feedback will formally be solicited by the department each year in several ways.

### **End of Season Evaluations**

At the close of each season, the Senior Woman Administrator will arrange meetings with student-athletes to conduct the End of Season Evaluation survey. This survey instrument is an online survey designed to capture student-athlete perceptions concerning several areas related to intercollegiate athletics, treatment of student-athletes, facilities, student-athlete wellbeing, study habits, drug and alcohol use, selected learning outcomes, and a performance evaluation of the coaching staff.

### **Exit Interviews**

The Faculty Athletic Representative (FAR) will annually conduct exit interviews with all graduating student-athletes or those who have exhausted their athletic eligibility. The interview will consist of a short series of questions around which the FAR and the student-athlete can have a conversation. This feedback will be used by the FAR in consultation with the Director of Athletics to inform decisions concerning the student-athlete experience at Paine College.

**STUDENT-ATHLETE HANDBOOK SIGNATURE FORM**

Date \_\_\_\_\_

I, \_\_\_\_\_, a Paine College student-  
(Print Name)

athlete, attest that I have read and made myself familiar with all information in the 2018-2020 Paine College Student-Athlete Handbook. Any questions and or concerns I may have had were addressed by my head coach.

I, \_\_\_\_\_, understand and agree to abide  
(Print Name)

by the rules and regulations in this Student-Athlete Handbook.

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Signature of Coach

## THE PAINE COLLEGE IDEAL

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*To love truth and to seek it above materials 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 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 Black 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.*

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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.

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**Paine College**  
**1235 15<sup>th</sup> Street**  
**Augusta, Georgia 30901**  
**[paineathletics.com](http://paineathletics.com)**

*Last Updated August 2018*

*Paine College Student-Athlete Handbooks*

## **Reporting and Redress of Complaints**

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

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

### **Complainant**

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

### **Appropriate Administrator**

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

### **Informal Resolution**

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

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

### **Formal Resolution**

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

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

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

Official allegations of harassment are to be made to the appropriate administrator in writing as soon as possible, but in all cases within 180 calendar days of the allegedly harassing or

discriminatory event. The complaint must include the following information: name, address, and telephone number of the complainant; the nature of the complaint; date(s) and location(s) of the alleged occurrences(s); evidence on which the complaint is based; and the redress sought by the complainant.

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

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

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

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

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

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

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

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

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

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

### **Students**

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

### **Additional Reporting**

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

### **Confidentiality**

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

### **Appeals**

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

### **Anti-Retaliation Statement**

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

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

#### **INSTRUCTIONS ON FILING A COMPLAINT WITH THE STATE OF GEORGIA**

The U.S. Department of Education's "Program Integrity" regulations require that each state has a student complaint procedure in order for institutions of higher education to remain eligible for Title IV funding. GA-SARA (Georgia State Authorization Reciprocity Agreement) is responsible for monitoring all written and signed student complaints against degree granting institutions authorized to operate in Georgia through SARA.

If the College has not responded to the complainant's satisfaction, or a satisfactory remedy has not been found after exhausting internal grievance procedures, the complainant may contact GA-SARA for further investigation into the issue. For a complete list of rules for student complaints, instructions on how to file a complaint, and complaint forms, please visit the following website: <https://gnpec.georgia.gov/student-resources/student-complaints/ga-sara-student-complaint-rules>.

#### **INSTRUCTIONS ON FILING A COMPLAINT WITH TRACS**

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