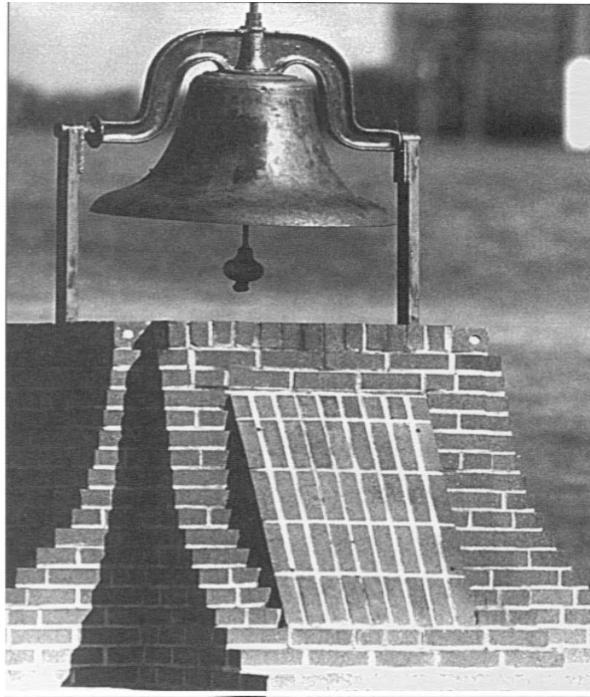


# PAUL QUINN

C O L L E G E



## Student Handbook

# TABLE OF CONTENTS

STATEMENT FROM THE PRESIDENT	5
HISTORY OF PAUL QUINN COLLEGE	6
MISSION OF PAUL QUINN COLLEGE	8
STATEMENT OF ACCREDITATION	8
ALMA MATER	9
PAUL QUINN COLLEGE COLORS	9
PAUL QUINN COLLEGE MASCOT	9

## **PART I GENERAL INFORMATION**

ADMISSIONS	10
ATHLETICS	10
BOOKSTORE	10
BULLETIN BOARDS	10
BUSINESS OFFICE	10
FINANCIAL AID	11
FINANCIAL RESPONSIBILITIES	11
FIRE SAFETY	11
FOOD SERVICE	11
FOOD SERVICE RULES	12
IDENTIFICATION CARDS	12
LIBRARY	12
POSTAL SERVICE	13
MOTOR VEHICLES ON CAMPUS	13
PUBLIC AFFAIRS	14
SECURITY SERVICE	14
STUDENT RECORDS	14
COLLEGE ACTIVITIES	15
FOUNDER'S DAY	15
HERITAGE BELL CEREMONY	15
HOMECOMING WEEK	15
HONORS CONVOCATION	15
ORIENTATION ACTIVITY	16
SPIRITUAL LIFE	16
SUNDAYS ACTIVITIES`	16
RELIGIOUS EMPHASIS WEEK	16
RICHARD ALLEN CHAPEL	16
BIBLE STUDY	16
ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY	17
DRESS POLICY	17
SEXUAL HARRASSMENT	18
SMOKE FREE ENVIRONMENT	18

## **PART II STUDENT AFFAIRS INFORMATION AND POLICIES**

STUDENT AFFAIRS	20
MISSION AND OBJECTIVES	20
STUDENT UNION BUILDING	21
STUDENT ACTIVITIES/INTRAMURALS	21
STUDENT HEALTH SERVICE	22
STUDENT HEALTH INSURANCE	23
FIRE INSTRUCTIONS	23

RESIDENCE LIFE	24
RESIDENCE HALL POLICIES	24
STAFF	24
CHECK-IN POLICY	25
CHECK-OUT POLICY	25
DAMAGE ASSESSMENTS	25
FIRE EVACUATION PLAN	25
PREGNANCY	26
IMMORAL SEXUAL BEHAVIOR	26
GUEST POLICY	26
QUIET HOURS	28
CURFEW-VISITATION	28
CAREER DEVELOPMENT	29
CAREER CENTER	29
STUDENT LEADERSHIP	29
STUDENT PUBLICATIONS	30
STUDENT ORGANIZATIONS	30
RECOGNITION AND REGISTRATION	30
STEPS TO RECOGNITION	31
ESTABLISHED ORGANIZATIONS	31
USE OF FACILITIES	33
SALES & SOLICITATION	33
STUDENT GOVERNMENT ASSOCIATION	35

### **PART III ACADEMIC AFFAIRS**

CLASS ATTENDANCE	41
STUDENT RECORDS	42
ACADEMIC PERFORMANCE	42
- President's Honor Role	43
- Cabinet's Honor Role	43
COLLEGE ASSEMBLY	43
INTELLECTUAL PROPERTY POLICY	43

### **PART IV CODE OF CONDUCT & DISCIPLINARY PROCEDURES**

STANDARDS OF CONDUCT	45
PROHIBITED CONDUCT	46
WEAPONS AND FIREARMS	48
DISMISSAL (RESIDENCE HALL)	50
Other Sanctions	
HAZING	50
FINES	52
SUSPENSIONS	53
DISCIPLINARY PROCEEDINGS	54
APPEALS PROCESS	58
INSURANCE	59
DRUG POLICY	59
DISCRIMINATION POLICY	60
DISCRIMINATION GRIEVANCE	
PROCEDURES	61
OTHER COMPLAINT PROCEDURES	61
COLLEGE SECURITY	62

## **PART V FACULTY & STAFF INFORMATION**

PQC PHONE NUMBERS	64
PQC EMAILS	63
PQC MAP	66



Dear Student:

Welcome to the Paul Quinn College, founded in 1872. We are delighted you made Paul Quinn College your choice for a college education. The fact that you selected Paul Quinn as your choice makes us very happy. We know you had a wide range of choices but believe you made the best decision in attending our institution.

Your well being is our passion and it is the intention of every member of the College to focus on your educational achievement. You are unique and perhaps have different goals and objectives. But the one common objective is to obtain a good education, and our single purpose is to help you achieve that objective. The same commitment is made to all students, whether freshmen, transfer, upper classmen or adult continuing education.

To assist you in your educational experience, we are pleased to provide you with this *Student Handbook*. This manual will assist in answering most commonly asked questions while also providing direction for personal and academic needs. I encourage you to keep it as a guide and refer to it as or when needed.

Again, we are here to serve you and hope you have an exciting and enjoyable learning experience. Our best wishes to each of you.

Sincerely,

Dr. Oswell Person, Ph. D.  
Interim President



## HISTORY

Paul Quinn College was founded by a small group of African Methodist Episcopal circuit-riding preachers in Austin, Texas in 1872. The College was later relocated to Waco and established as a modest one-building trade school at Eighth and Mary Streets, where the Missouri-Kansas-Texas Railway Station now stands. Here, newly-freed slaves were taught blacksmithing, carpentry, tanning and other skills.

As A.M.E. districts were developed through the South, funds became available for a larger school. Consequently, in 1881 two acres of the Garrison Plantation in East Waco were purchased. Later, twenty more acres were added. To construct the first building, a "Ten Cents a Brick" campaign was launched throughout the A.M.E. congregations. Thus, pennies of the desperately poor people built the first solid monument to their dreams.

In May 1882, Paul Quinn College, named for Bishop William Paul Quinn, A.M.E. Bishop of the Western States for almost thirty years, was chartered by the State of Texas. Today the College is the oldest liberal arts college for African Americans in the State of Texas. Taught by a faculty of five men and women, the curriculum in the early days of the College included mathematics, music, Latin, theology, English, printing, carpentry, Sewing and "household, kitchen, dining room work." The teaching facilities were indeed meager. In addition to the main brick building there was only one frame building for the kitchen and dining room, an office and three shed rooms that served as dormitories for young men.

As the increasing need to serve and the value of Paul Quinn College became apparent, more buildings arose on the campus. These buildings were made possible largely through contributions from interested patrons. Again, in 1950, Paul Quinn College experienced a great stage of physical expansion. A campus church, student union building, gymnasium and an administration building were erected between 1950 and 1954. In addition, major renovations were made to other buildings on the campus.

On March 21, 1954, the Waco Chamber of Commerce launched a \$100,000 drive for a new women's dormitory to replace one that had been destroyed by fire. The campaign concluded successfully on April 15, 1954. In May, 1956, Bishop Howard T. Primm, former Presiding Bishop of the Eighth Episcopal District and Chancellor of Campbell College in Jackson, Mississippi, was assigned as Bishop of the Tenth Episcopal District, thus becoming the new Chairman of the Paul Quinn College Trustee Board.

On June 26, 1956, the Reverend John Hurst Adams, then Associate Professor of New Testament and Church History at Payne Theological Seminary at Wilberforce University, was elected president of Paul Quinn College. He succeeded Dr. Veal, who resigned to accept the presidency of Allen University in South Carolina.

Bishop O. L. Sherman was assigned to supervise the work of the A.M.E. Church in Texas in 1962. His first official act was to have the Charter of the College changed so that trustees could be elected without regard to race, creed or color. Because of this significant innovation, some of the most outstanding civic leaders in Central Texas were added to the Board of Trustees.

Under the leadership of the Reverend L. H. McCloney and the work of Bishop Sherman, Paul Quinn College made major developments in the 1960s. During this time two ultra-modern dormitories, a modern two-story classroom building, a fully-equipped science building, and a modern library building were constructed.

Dr. Stanley E. Rutland became president in 1969, and under his leadership, further building was accomplished with the addition of an ultra-modern gymnasium, the renovation of historic Johnson Hall and the development of the Ethnic Cultural Center. The most significant development under Dr. Rutland was the full accreditation of the College with the Southern Association of Colleges and Schools for the first time in 1972. Since that time, the accreditation has been reaffirmed and the Texas Education Agency has re-opened the Teacher Training program.

In 1990, under the leadership of Dr. Warren W. Morgan, Paul Quinn College relocated to Dallas, Texas. The first semester in its new home began on September 20, 1990 and saw 1,020 students enrolled. Several innovative programs were soon implemented, including a cooperative agreement with the Dallas County Community College District designed to facilitate easier transition from all seven of the DCCCD 2-year institutions to Paul Quinn College.

Under the leadership of Dr. Lee E. Monroe, the College strengthened its academic programs, while increasing fiscal responsibility. Under his administration, the College eliminated a \$4.2 million dollar deficit in less than three years. Dr. Monroe's focus was establishing Paul Quinn College as the premier private historically black college in Texas.

Under the leadership of Dr. Dwight J. Fennell the College continued to develop its academic programs, increased student enrollment and retention, expanded the College's endowment, promoted greater interaction between students and faculty, enhanced academic programs and continued to connect with the wider community in Dallas.

The Presidents of Paul Quinn College: Bishop J. M. Brown (1872-76); Bishop R. H. Cain (1876-80); H.T.Keiling (1880-83); I. M. Burgan (1883-91); W. I. Laws (1904-08); D. A. Butler (1908-11); I. M. Burgan (1911-14); J. K. Williams (1914-24); J. F. Williams (1924-26); N.A. Banks (1926-28); Dean Mohr (1928-32); A.S. Jackson (1932-39); J. W. Yancy II (193-42); George Davis (1942-45); George Singleton (1945-46); Nanie Bell Aycock (1946-51); Sherman L.Green,Jr. (1951-53); Frank R.Veal (1953-56); John H. Adams 91956-62); L. H. McCloney1962-69); Stanley E. Rutland (1969-76); Reuben D. Manning (1976-78; William D. Watley (1979-81); Norman W. Handy (1982-84); Warren W.Morgan (1984-92); Winston D. Powers (1992-92); Lee E. Monroe (1992-2001); Dwight J. Fennell (2002 to **2005**); **Oswell Person (Interim) 2005 to present.**

## **MISSION OF PAUL QUINN COLLEGE**

Paul Quinn College is a four-year undergraduate, coeducational, Christ-centered liberal arts institution, affiliated with the African Methodist Episcopal Church. The mission of the College is to provide a quality education that addresses the academic, social, and Christian development of students as being foundational to the combining of intellect with faith. From this foundational preparation, the College also subscribes to the preparing of individuals as servant –leaders who in their respective communities and beyond will become agents of change for a better society. At the heart of the College’s mission is the desire to communicate the value of an education steeped in a tradition of academic excellence, integrity, service, effective and efficient leadership, accountability, fiduciary responsibility, and an appreciation of cultural diversity.

## **STATEMENT OF ACCREDITATION**

Accredited by The Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate degrees

The International Assembly for Collegiate Business Education

State and Church-related Accrediting by the Texas Education Agency

And The Commission on Black Colleges of the University Senate of the Board of Higher Education and Ministry of the African Methodist Episcopal Church

## **AFFILIATIONS**

Association of Institutions of Higher Education of the A.M.E. Church

Dallas County Community College District

The University of Texas at Austin

The University of Texas at Dallas

## **INSTITUTIONAL MEMBERSHIPS**

Council for the Advancement of Small Colleges

Council on Career Development for Minorities, Inc.

Dallas Black Chamber of Commerce

Dallas Greater Chamber of Commerce

Dallas Hispanic Chamber of Commerce

Educational Testing Service

Independent Colleges and Universities of Texas

Interregional Athletic Conference

National Association of Colleges and Universities Business Offices

National Association of Deans, Registrars and Admission Offices

National Association of Equal Opportunity in Higher Education

National Association of Intercollegiate Athletics

National Association of Student Financial Aid Administrators

Southern Regional Education Board

Texas Association of Colleges for Teacher Education

Texas Association of Student Financial Aid Administrators

The Association of Governing Boards of Universities and Colleges

The Texas Association of Developing Colleges  
 United Negro College Fund, Inc.

**Approved by**

The training of Veterans as prescribed by the Veterans Administration Office

**ALMA MATER**

*Words and music by Mrs. H. Miller Yancy*

*Published by Dr. J. W. Yancy, II*

Forever like a beacon light  
 May Paul Quinn College ever stand?  
 To guide the human race aright  
 And bless and brighten all the land.

From North and South, from East and West  
 Your sons and daughters strong and fair  
 Stand true in life's refining test -  
 Resolve the right to do and dare.

As sons and daughters ever devout,  
 May we resolve the best to be?  
 And o'er our foes within, without,  
 March on to signal victory.

And when at last we've won life's day,  
 A great and strong triumphant throng  
 Shall chant in heav'n in full array:  
 PAUL QUINN, our Alma Mater song.

**CHORUS**

PAUL QUINN COLLEGE, song of our souls,  
 We will strive to bring you fame each day  
 That time unfolds.  
 Inspired by God and man, you are a shrine  
 Beyond compare  
 PAUL QUINN, our dear Alma Mater fair.

**PAUL QUINN COLLEGE COLORS**

The Paul Quinn College colors are purple and gold. They were first chosen and used in 1906.

**PAUL QUINN COLLEGE MASCOT**

The Paul Quinn College mascot is the "Tiger."

## PART I

### GENERAL INFORMATION

#### THE OFFICE OF ADMISSIONS

The Admissions Office is located in the John Hurst Adams Building. Its primary objective is to enroll students who have the potential to succeed academically at the collegiate level. Admissions is involved in interviewing, counseling and recruiting students for Paul Quinn College. Paul Quinn College admits student(s) without regard to race, sex, creed, national origin, age, or disability.

At Paul Quinn College, we determine a student's potential for succeeding through evaluation of transcripts, SAT or ACT scores, letters of recommendation, and involvement in extracurricular activities.

#### ATHLETICS

A variety of athletic and intramural programs are available to students. The varsity athletic program is affiliated with the National Association of Intercollegiate Athletics (NAIA), Division 1. In addition to college sponsored intramural sports for on campus play, club sports for competition with other schools and leagues are also organized. Club sports are instituted each year based on interest expressed by students.

#### BOOKSTORE

The Paul Quinn College Bookstore is located on the first floor of the Student Union Building. The Bookstore offers a full selection of books needed for the classes being offered at the College. In addition, the bookstore offers school supplies, calendars, toiletries, Paul Quinn College clothing, souvenirs, and many other items. The bookstore hours are 8:30 a.m. to 5:30 p.m., Monday through Friday.

#### BULLETIN BOARDS

The Bulletin Boards serve to advertise official sources of information. Boards are located in various buildings on campus. Students should check the Bulletin Boards often for announcement of any class or schedule changes, special events, and other administrative information. Items must not be posted on Bulletin Boards without permission from Student Activities. All posters, signs, or notices must be taken down within 24 hours after the activity. **No items should be posted on windows, doors, or walls of any building.**

#### BUSINESS OFFICE

The Business Office is located in the John Hurst Adams Building, rooms 228 and 229. This office is responsible for preparing student's bills, collecting tuition payments, and issuing work-study checks. Students are encouraged and expected to take an active role in managing their school finances. If this is done, the Business Office can render prompt and efficient service to students. Business Office clearance is required for graduation and the issuance of transcripts. For more information please call 214-302-3560 between the hours of 8:30 a.m. to 5:30 p.m. Monday through Friday.

## FINANCIAL AID

The Financial Aid Office is located on the second floor of the John Hurst Adams Administration Building. A broad range of financial assistance is available to students who apply and qualify for such aid. Financial Assistance is provided through a combination of scholarships, grants, loans, and work- study opportunities. **All students should complete a Free Application for Federal Student Aid (FAFSA) at least three (3) months prior to their semester of attendance and submit a copy of the 1040 Federal Income Tax forms used to complete the application.** Financial Aid is awarded annually to students who are eligible and is based on whether or not they are making satisfactory academic progress in accordance with institution policy. For additional information, consult the Paul Quinn College Catalog or visit the Financial Aid Office to determine a student's need for financial assistance. For more information please call 214-302-3696 between the hours of 8:30 a.m. to 5:30 p.m. Monday through Friday.

## FINANCIAL RESPONSIBILITIES

Tuition, fees, and other costs are due and payable before registration at the beginning of each semester. It is the student's responsibility to arrange for all financial aid, outside scholarships, loans and other payment plans before the beginning of the semester. Failure to do so will result in restriction from completing the registration process. Official transcripts will not be provided to students who have outstanding financial obligations; in addition, any students who have not returned equipment/college property may also be prevented from completing the registration process. .

For more information or assistance concerning the payment of fees, please contact personnel in the Business Office located in the John Hurst Adams Building by calling (214) 302 - 3560.

## FIRE SAFETY

It is the responsibility of all members of the College community to be familiar with safety policies and procedures. Routes for exiting buildings are posted in the halls; fire safety is discussed during residence hall meetings and at the beginning of each semester. The following items are prohibited from Paul Quinn College buildings: open flames such as candles, incense, appliances with exposed heating elements, appliances that overload the electrical system, fireworks (except as authorized by College maintenance).

**Smoking in campus buildings is also prohibited.**

Tampering with fire control equipment or alarm systems is strictly prohibited. Any person who disregards the right and property of others by tampering with fire control equipment or alarm systems (including causing a "false alarm") is not only in violation of College policy but is subject to civil charges and fines. Tampering with systems includes any vandalism or removal of batteries from smoke alarm systems. In the event of a malfunction of the system, maintenance should be notified immediately.

## FOOD SERVICE

Food service is provided in the cafeteria on the second floor of the Student Union Building. Students receiving dining room privileges must present their validated meal identification card at all meals. Students who fail to present ID cards must pay for their

meals. Student ID cards are college property and are non-transferable. The hours for the cafeteria are posted on the bulletin boards. The dining hall is open seven days a week, but is closed during select holiday periods. Please check the Academic Calendar to determine when the dining hall will be closed.

### **FOOD SERVICE RULES**

1. Students will dress appropriately when using the dining hall. Caps, doo-rags, stocking caps and hats will not be worn. No shoes, no shirts, no service.
2. When leaving, students will be sure their area is left clear. Trash will be put in containers, tabletops will be cleared, and chairs will be pushed under tables.
3. Students are prohibited from entering the kitchen and service areas.
4. Students are not to remove silverware from the dining hall.
5. All food and beverages must be consumed in the dining hall.
6. No Smoking is allowed in the dining hall.
7. Students are expected to display proper behavior when using the dining hall. This includes but is not limited to: sitting on tables, standing on chairs, playing music loudly. Dining hall personnel are to be treated courteously.
8. Sick trays may be prepared with authorization from the Residence Hall Coordinator to the Food Service Manager. These arrangements are made for short periods of time and for select needs. Students who have special diet requirements or physical conditions that do not allow them to eat a variety of food types should discuss their needs with the Director of Residence Life.

### **IDENTIFICATION CARDS**

All registered students must have a Paul Quinn College Identification Card (ID card). The Identification Card is issued by The Office of Student Affairs upon completion of the registration process and must be validated each semester. The Identification Card is used for identification, admission to college sponsored events, use of college facilities (dining hall, library, game room, etc.), and entrance to the campus. The Identification Card is non-transferable and must be surrendered upon withdrawal from the college. A lost Identification Card may be replaced for a \$10.00 fee. Misuse of the Identification Card or failure to present it upon request may result in disciplinary action.

### **LIBRARY**

The Zale Library at Paul Quinn College is a multi-level facility containing approximately 75,000 volumes, 165 periodical titles, and thousands of microfiche, as well as audio-visual materials, sound recordings, and videos. The library also has a modern computer network that can be used for research.

The open access lab with eight computers may be used for research and checking e-mail. Other technology includes the Distance Learning Lab with 14 computers and Picture Tel Video-Conferencing. Also housed in the library are the Verizon Literacy Center with 20 computers and an adjacent classroom for test taking. Classes accompanied by a professor may use these labs. All computers have Internet access

and word-processing capabilities. TexShare and Bloomberg financial databases provide a wealth of online research materials.

The library contains the Ethnic Cultural Center for African and Hispanic Americans, established in 1970. The Ethnic Cultural Center contains books dealing with the African Diaspora and other issues relevant to the two ethnic groups. The Center may also be used as a conference room with advance reservations. There is also an Archives room containing AME Church and PQC memorabilia.

The library collection uses the Library of Congress Classification. Circulating materials may be checked out for two-week periods. Fines are ten cents per day. A valid Paul Quinn College ID is needed for using the computer labs and checking out materials. A TexShare Card that allows patrons to check out books from other colleges and some public libraries may be obtained by showing a valid PQC ID card.

Students are encouraged to make full use of the library services and the facilities at Paul Quinn College. There are study tables, carrels, and reading areas. A copy machine is available. The library staff is always ready to assist with locating information, books, or other materials. For specific library policies and other information, please contact the library. For more information please call 214-302-3654 between the hours of 8:30 a.m. to 5:30p.m., Monday through Friday.

### **POSTAL SERVICE**

The Paul Quinn College Postal Service is located on the first floor of the Student Union Building. Office hours are 9:00 a.m. to 4:00 p.m. The Postal Service is a service activity that provides inter-campus mail services required for the preparation and delivery of all out-bound and incoming mail through the United States Postal Service. Paul Quinn College postal boxes are assigned upon payment of a fee. Students **must** stop by the postal area to be assigned a box. A student Identification Card is required to pick up UPS, Express Mail, Federal Express, Certified, Registered, and/or insured items.

### **MOTOR VEHICLES ON CAMPUS**

- Motor vehicles must meet the requirements of the State of Texas, or the state within which the vehicle is registered.
- Students, faculty, and staff must have a valid Paul Quinn College parking sticker in order to receive parking privileges on campus.
- All vehicles must be registered in the Security Office.
- Students may park only in designated areas.
- All students must provide proof of insurance and a valid driver's license.
- The campus speed limit is 15 mph.
- The College assumes no responsibility or liability regarding students riding in public or private vehicles.

#### **Penalties for violating motor vehicle regulations are as follows:**

- |                                                                    |                         |
|--------------------------------------------------------------------|-------------------------|
| a. No College Decal                                                | \$25.00 Fine            |
| b. Parking violation                                               | \$25.00 Fine            |
| c. Parking in Fire Lane                                            | \$50.00 Fine and/or Tow |
| d. Parking in designated Handicap parking ( <b>without decal</b> ) | \$50.00 Fine and/or Tow |
| e. Speeding                                                        | \$75.00 Fine and/or Tow |

f. Drunk Driving	\$100.00 fine and/or Tow
g. False Registration	\$100.00 Fine and/or Tow

Vehicles not in compliance with Texas laws of vehicle registration will **NOT** be permitted on campus and if found on campus will be towed at owner's expense.

Vehicles improperly parked on the grass, walkway, service roads, guest parking area, or in unauthorized parkways **will be fined**, and may be towed away at owner's expense.

Unauthorized vehicles (vehicles which are not registered with campus security as evidenced by Paul Quinn College sticker) **will** be subject to a fine or may be towed at the owner's expense.

In addition to fines, speeding, reckless driving, drunk driving, improper or false registration of a vehicle on campus will result in additional disciplinary action such as written reprimand, suspension, expulsion or other appropriate remedy.

Any repeated violation of campus motor vehicle regulations **will** result in loss of on-campus driving privileges.

**Fines must be paid to the Cashier in the Business Office within 15 days upon of receipt of ticket. Students with outstanding fines risk not receiving a transcript, not being able to register for subsequent semesters, or be able to graduate.**

## **PUBLIC AFFAIRS**

The Office of Public Affairs is located on the third floor of the Adams Administration Building. This office serves as the liaison for the media and the community. Among its many functions, this office provides information and guidance to visitors. This office prepares numerous publications that are distributed to students, faculty, and staff and also updates the College's online events calendar.

## **SECURITY SERVICE**

The Security Station is located at the front entrance of the campus. It is open twenty-four hours a day. All reports or requests for security services should be directed to (214) 302-3599. It is security's function to patrol the campus to ensure the safety of the students and the college's property and facilities. Security has the authority to issue fines for violations and is authorized to notify the Dallas Police and/or Fire Department during emergencies. Security officers have the authority to remove a student and his/her personal belongings from campus when directed to do so by the Administrative Officers of Paul Quinn College. Security has the authority to have unauthorized and illegally parked vehicles towed without notice, and the authority with the approval of the Office of Student Affairs or the President, to conduct searches of residence hall rooms when there is the suspicion of drugs, weapons, or stolen items.

## **STUDENT RECORDS**

It is the policy of Paul Quinn College that students should have access to information about themselves in the College record-keeping systems. Individual students shall be afforded the right to correct or amend, upon reasonable request, an inaccurate record. Information contained in a student's educational records file shall not be disclosed or

used for other than authorized College purposes without his or her written consent, unless required by law.

## **GUIDELINES**

### **1. Confidential Nature of Student Records**

Except as herein set forth in this policy statement, certain educational records shall be kept confidential with respect to requests made by all persons other than appropriate school officials, as determined by the President, or parents of a dependent student, as defined for income tax deduction purposes in Section 152 of the U.S. Internal Revenue Code.

### **2. Release of Information to Investigators**

When written consent has been received by the College from a student who is the subject of a governmental or employment investigation, information requested by such investigator from records of such student may be released through authorized staff personnel of the College within whose offices such records are maintained upon proper identification of the investigator. Investigators must adequately identify themselves through the display of official credentials, must indicate the agency they represent and demonstrate a satisfactory basis for their request. Even to such investigators, information in student records not yet released, will be withheld if a student timely notifies the Registrar's Office in writing that he or she has withdrawn his or her prior consent.

### **3. Student Addresses and Telephones**

Officers and employees of the College will not normally release addresses or telephone numbers of students to persons not officially connected with the College. There may be an exception in cases of emergencies. Request under claimed emergencies will be referred to the Office of the Dean of Student Affairs for the purpose of making a judgment as to under what circumstance such information should be released.

### **4. Faculty Review of Student Academic Record**

Individual faculty members may review academic records of their students with each student's consent, except that such consent shall not be necessary for faculty members who serve as advisors and other administrative officers or counselors of the College in the discharge of their official functions.

### **5. Removal of Records from Custodial Office**

Except as required in cases involving litigation, a student's permanent academic records may not be removed from the Registrar's Office. Copies of the content of such records may be made available to administrative staff officials in conducting official business involving such records.

**6. Additional Guidelines:** Public Law 93 -382, the Family Educational Rights and Privacy Acts, grants all students access to their records. The law also limits others' access to student grades, reports of academic performance, reports of disciplinary action and other personal data unless the student grants permission. As provided in Public Law 93-380, donors and/or potential donors of scholarships may be provided

copies of a student's record without prior consent from the student or parent (s) provided the student has made application for the scholarship. No record thereof will be maintained. Records will also be released in compliance with a valid court order. Information about a student, including but not limited to, any personally identifiable information, records or files, may be released with the student's written permission in the following cases only:

- a. The College will release the following information directly upon request: student name, current address, telephone number, and field of study, dates of attendance, degrees and awards received. The College will release such information if the student has completed a release of information form and specified who should be the recipient of the information;
- b. To College officials, including faculty and staff who have a legitimate educational interest;
- c. In connection with a student's application for the receipt of financial aid; and
- d. There is written consent from the student specifying records to be released, the reasons for such release, to whom and with a copy of the records to be released, to the student if desired, unless confidential.

Paul Quinn College maintains a permanent academic record for each student enrolled. All records are confidential and are property of the College.

## **COLLEGE ACTIVITIES:**

### **FOUNDER'S DAY**

Founder's Day is celebrated to commemorate the founding of the College. It includes scheduled events where Alumni participate and interact with students.

### **HERITAGE BELL CEREMONY**

The Heritage Bell is an important historic symbol of Paul Quinn College. It has become a tradition that new students touch the bell as they enter the College during orientation, and departing students touch it as they graduate during the Commencement exercises.

### **HOMECOMING WEEK**

Homecoming is a time when the Paul Quinn College family, students, alumni, faculty, staff, and friends, come together for an annual reunion and celebration. It is marked by a variety of activities, including the Miss Paul Quinn College Coronation, with the highlight being the annual Homecoming football game.

### **HONOR'S CONVOCATION**

Honor's Convocation is an annual activity which honors the students who have excelled academically. During this special occasion, students are honored in the

categories of: President's List, Vice- President's List, Who's Who Among Colleges and Universities, and all honor societies.

### **ORIENTATION ACTIVITY**

Orientation Activities are required of all entering freshman students enrolling for the first time at Paul Quinn College. Activities include registration, testing, and entertainment. Students, staff, faculty, and administrators interact during orientation week. Although this is a time of intense activity, orientation does not end here. Orientation extends throughout the year to include student participation in academic and social programs and various activities that are designed to aid students in their adjustment to college life.

### **SPIRITUAL LIFE**

Paul Quinn College is committed to both the spiritual and academic development of students. One of the goals of Paul Quinn College is to develop servant leaders. Jesus modeled for us the example of what it means to be a servant leader. It is the College's desire to develop servant leaders who will go into society and make a positive difference. To accomplish this, Paul Quinn College holds College Assembly, Religious Emphasis Week, weekly Bible study, and Sunday worship service. The College is affiliated with the African Methodist Episcopal Church.

### **SUNDAY ACTIVITIES**

The Sunday activities should reflect one's submission to the biblical practice of setting aside a day of the week devoted to worship and fellowship. Each Sunday Morning services are held in the Richard Allen Chapel 8:00 a.m. – 8:50 a.m. Sunday school, and 9:00 a.m. – 10:50 a.m. Morning Worship. Services are scheduled this way to allow time to visit other churches in the Dallas Area.

### **RELIGIOUS EMPHASIS WEEK**

This is a week set aside by the College for spiritual renewal and revival. It is a time to deepen your prayer life and relationship with Jesus Christ. The week provides religious activities for all students, faculty, staff, administration and community.

### **RICHARD ALLEN CHAPEL**

The chapel is named after the founder and first Bishop of the African Methodist Episcopal Church. The Richard Allen Chapel was dedicated and renamed in November of 1998. Offering a place for prayer and meditation, the Richard Allen Chapel is open everyday from 7:00 am to 7:00 pm. For entrance after 7:00 pm, please contact the Dean of Chapel.

### **BIBLE STUDY**

The study of the Bible and spiritual principles are essential to growth and development. This is a day set aside for students to learn about Christianity. This is a tool that helps to deepen the spiritual life of students. Various ministers from the Dallas area teach Bible study. Bible Study is held every Tuesday in Lucy Hughes Residence Hall from 7:00 p.m. – 8:00 p.m. It is open to all members of the Paul Quinn College family.

When students enroll at Paul Quinn College, they subscribe to the standards of personal conduct that the College considers fundamental to group living, and it is assumed they

will take advantage of the opportunities to learn how to make prudent decisions regarding their own conduct.

Students assume total responsibility for their actions as they relate to the rules, regulations, and policies of the College, and maintain high stands of courtesy, integrity, and personal attire.

The College does not permit the use or possession of illegal drugs, alcoholic beverages, or firearms of any kind on the campus, at any College sponsored activity, or when representing the College.

### **ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY**

The College does not discriminate against students who have been diagnosed as positive for the Human Immune Deficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS). The latest policies and guidelines comply with the Center for Disease Control and all approved College health policies. Information pertaining to individuals with AIDS or the virus is confidential and not shared with individuals/offices on or off campus. The College will refrain from discriminating against, will make reasonable accommodations for anyone who is HIV-infected, and will recognize that individuals diagnosed with AIDS are considered handicapped individuals according to the 1988 Supreme Court Ruling. Information regarding HIV/AIDS that may be contained in student records will not be released without the permission of the individual affected unless otherwise required by law.

### **DRESS POLICY**

Paul Quinn College students are expected to dress in a manner appropriate to the occasion on-and off-campus. Clothing and personal appearance should be neat, becoming, and appropriate. Appropriate distinctions should be made between the proper attire for class, work, church, business and formal affairs, play, and relaxation. All Paul Quinn College students should use the following guidelines:

*Listed below **are** examples of attire considered **inappropriate** for public display:*

- Sheer garments without proper undergarments to obscure their transparency;
- Micro-mini dresses that do not cover enough of the thighs while standing or sitting;
- Midriff blouses;
- Cutout or torn jeans; jeans cut too high-daisy dukes;
- Sagging pants, shirts with profanity/indecent messages displayed
- Hair Rollers; bedroom slippers;
- No display of underwear; and
- Males will not wear doo-rags, hats, caps; form fitting shorts, or boxing shorts without proper undergarments, in public buildings or events

Appropriate attention should be given to personal cleanliness and good grooming, including hair. Students are to present a clean, neat and orderly appearance representative of the College's mission and values.

**Note: Public display includes any location on the campus.**

**SEXUAL HARASSMENT**

Paul Quinn College is committed to maintaining a respectful educational environment free from harassment. Harassment of any kind is not an acceptable behavior. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment at Paul Quinn College is unacceptable and is subject to possible review and disciplinary action. Individuals who believe they have been sexually harassed may obtain redress through established procedures of the College. Complaints of sexual harassment will be responded to promptly and equitably. The right of confidentiality to all members of the academic community will be respected in all procedures, insofar as possible. The policy prohibits retaliation against bringing complaints of sexual harassment. Students should direct their concerns to The Office of Student Affairs for review. Formal procedures will not be initiated without a written, signed complaint.

Any individual who feels that he or she is being sexually harassed is encouraged to initiate a formal complaint to the appropriate administrative official. Students with complaints of sexual harassment against faculty members and staff in academic departments, divisions or offices responsible for specific units should contact the Office of Academic Affairs. Students participating in internships, field/practicum placements, student teaching, or similar academic experiences in settings off campus should report complaints of sexual harassment to the appropriate college faculty member. Students may bypass the college faculty member and report directly to the Office of Student Affairs if appropriate. Complaints of sexual harassment outside academic departments, divisions or support units should be addressed to the **Office of Student Affairs**. If appropriate action is not achieved, students may report sexual harassment directly to the Office of the President.

**SMOKE FREE ENVIRONMENT**

All members of the College community and visitors are expected to comply with the smoke free environment policy. In accordance with Paul Quinn College policy and the City of Dallas Ordinance, smoking is prohibited in all College buildings.

## PART II

### STUDENT AFFAIRS INFORMATION AND POLICIES

The success of every Paul Quinn College student is the first priority of the Office of Student Affairs. Inherent in this belief is the commitment to treat all students with dignity and respect. In addition, service, programs, and activities will be delivered in a climate where everyone is treated in a courteous, professional manner. It is the responsibility of Student Affairs and all offices to cultivate in Paul Quinn College students an understanding of “community” that impacts the global community through a strong sense of civic responsibilities and good citizenship.

The following areas come under the auspices of the Office of Student Affairs: Career Development and Student Leadership, Residence Life, Student Activities/Intramurals, Health and Wellness, Student Government Association, College Newspaper, and Band.

#### STUDENT AFFAIRS MISSION STATEMENT

The Office of Student Affairs seeks to provide an environment conducive for productive learning while emphasizing intellect with faith. This area further seeks to foster positive human relations, fellowship, and skills that assist in developing the total person. Students are channeled to learn responsibility, accountability, and discipline for functioning in an ever-changing world.

To achieve this mission in concert with the institutional mission, the office will work to fulfill the following objectives:

1. Provide a positive growth experience for all Paul Quinn College students with particular attention to the maintenance or development of high self-esteem, leadership skills, and civic responsibility.
2. Secure greater opportunities through involvement in every aspect of campus life while providing appropriate support mechanisms in the form of counseling, career development, student activities, intramurals, student government, and many others. All students are encouraged to respect diversity and value heritage.
3. Provide Paul Quinn College students with a top quality learning experience by exposing them to positive role models, seminars, workshops, and speakers from the local community and the nation.
4. Implement organized forums where meaningful dialogue may be shared, thereby encouraging students to understand and explore viewpoints and experiences different from their own.
5. Focus, integrate, and locate resources to support student affairs programs and services in ways that foster community and outreach relationships.

6. Demonstrate resource accountability by documenting effective use of personnel, equipment, and facilities.
7. Provide a supportive, safe, positive environment where students are encouraged to develop their maximum potential through participating in the programs, activities, and services offered through the Student Affairs Division.
8. Promote Health and Wellness among the Paul Quinn College Family.
9. Vigorously reaffirm the commitment to multi-cultural diversity to create a positive atmosphere where people of all ages, ethnicity, and gender work cooperatively together, to develop an atmosphere that nurtures the practice of ethical behavior of the highest level throughout the institution.
10. Maintain a continuous process for expanding partnerships with other Student Affairs Divisions by activity networking with other members of the Texas Association of Developing Colleges (TADC).

### **STUDENT UNION BUILDING**

The Student Union Building is the focal point of extracurricular activities at Paul Quinn College. The “SUB” is the “hub” of student life on campus. The following areas are located within the Student Union Building: Dining Hall, Game Room, Bookstore, Post Office, Television Lounge, Student Government Offices, Office of Student Affairs, Career Development Center, Student Support Services, Health and Wellness Center, Student Activities/ Intramurals Office, and meeting rooms. Students are encouraged to use the many facilities of the Student Union Building.

### **STUDENT ACTIVITIES/INTRAMURALS**

The Office of Student Activities/Intramurals coordinates student activities, oversees student organizations and provides programs that lead to the students' mental, social, emotional, physical, and spiritual development. Student activities include cultural, social, and intramural events that fit into the overall objective of the College to develop well-rounded individuals. College-sanctioned activities must be scheduled through the Office of Student Activities and Programs, which maintains the “Calendar of Events.” Meetings and every scheduled event held by a student organization must be approved at least a week in advance and recorded on the Calendar of Events. The staff of the office will also provide assistance in planning and scheduling events.

All of the registration and approval procedures for student organizations and student activities are centralized through this office, as well as the registration process for student organizations and approval of student event calendars. The office also serves as a resource for officers, sponsors, and members in planning, scheduling and promoting events. In addition to maintaining a directory of all recognized student organizations, the office is also responsible for publishing items of particular interest to students and student organizations, including the student activity calendar and student newspaper.

An extensive intramural program is conducted for both male and female basketball, co-ed softball, flag football, and co-ed volleyball. Students participate in these activities on a competitive and recreational basis. For more information, contact the Student Activities Office.

### **HEALTH SERVICES**

Paul Quinn College is dedicated to promoting and maintaining the health of all enrolled students. The College Health Center is staffed with a full-time licensed vocational nurse, who serves as the Director. The health fee entitles you to health care services and counseling care in the Health Center for minor accidents and illnesses. Only a limited supply of medication will be available on campus. Any off campus treatment will be the responsibility of the student. Students who require emergency treatment during hours when the Student Health Center is not open should contact campus security at (214) 302-3599.

The following policies govern the Health Center Services:

- a. No student is permitted to remain in a residence hall in any state of illness that might cause harm to another student or self.
- b. All emergencies caused by illness, even those occurring during the night, should be reported immediately to the hall director.
- c. Students, faculty and staff should care for their needs through the Health Center during office hours - 8:30 a.m. - 5:00 p.m. Monday-Friday.
- d. The nurse is called to the residence hall only in an emergency; otherwise, the student goes to the Health Center.
- e. Students who need service from the Health Center after office hours are to contact the residence hall staff.
- f. At the earliest sign of colds, sore throat, upset stomach, rash, etc, students are encouraged to come to the Health Center for preventive and early cure medication.
- g. Paul Quinn College has secondary accident and health insurance policies. Your primary health insurance would be any policy you or your parents have. In case of an accident on or off campus, contact the nurse.
- h. Many students do not have a personal hospitalization policy and some have a policy that will provide very little benefits. Hospitalization is expensive; therefore, the philosophy and objective of the Health Center is "to keep students in the classroom and to help students to remain as healthy as possible. Attending classes is expensive; to not attend classes is more expensive."

**STUDENT HEALTH CENTER OFFICE HOURS**

8:30 a.m. - 5:30 p.m.                      Monday - Friday  
Telephone:                                      (214) 302-3526

**STUDENT HEALTH INSURANCE**

Paul Quinn College students receive student health insurance at the time of enrollment. The College has obtained this insurance as a benefit for all students, who pay a nominal fee for the coverage at enrollment.

**FIRE INSTRUCTIONS**

1. Close all windows, open drapery, and leave lights on.
2. Put on light coat or raincoat and walking shoes.
3. Grab a towel - use wet towel over nose and mouth in case of smoke.
4. Proceed single file and remain at least 100 feet from burning buildings.
5. Do not run or return to building unless the "All Clear" signal is given by a staff member or Resident Assistant.

Prolonged ringing of the fire alarm will indicate a fire drill. The most probable danger comes from fires in the waste basket or from a curtain, for which the fire extinguisher should be used. Always locate the nearest fire extinguisher and know how to use it. **(All Paul Quinn College Buildings Are SMOKE FREE.)**

**RESIDENCE LIFE**

Residence Life at Paul Quinn College is an integral part of the student's total educational experience. Students are provided opportunities to develop interpersonal skills, to increase their understanding of different cultures, and to learn self-discipline in organizing their time for study, work, and social activities. The experiences of residence hall living will enhance the student's concern for the rights and interests of fellow students and promote Christian growth.

Lucy Hughes, Wells and Patterson Halls provide housing for resident students. Each room is furnished with single beds, mattresses, chest of drawers, desk, chairs, and clothes closets. Students provide their own towels, study lamps, and bed linens.

Paul Quinn College is a residential campus. It is the belief of the College that residential living can provide an opportunity for concentrated study, shared responsibility, cooperative and congenial living, self management and group adhesiveness, factors which can be influential in promoting values in group processes. Students, after having met the requirements of admission, re-admission or continuing attendance, may request housing according to the housing policy. These students have the responsibility of becoming fully aware of the following policies and procedures.

**POLICIES AND PROCEDURES FOR RESIDENTIAL HALL ASSIGNMENT**

The residence halls are available for full time students who are matriculating at the college level. Students taking 12 or more hours are eligible to live in the residence halls. Residents not enrolled as full time students may not occupy residence halls without the express, written permission of the Dean for Student Affairs. Lucy Hughes Hall is for women residents and Wells and Patterson Halls are for men residents.

**Residence Life Organization  
Director of Residence Life**

The Director of Residence Life is a full time professional staff member and official of the College who is responsible for the general living conditions of all resident students. The Director is responsible for on-campus housing, including the development, enforcement, and administration of policies and procedures that govern the use and operation of the residence halls. Damages to and loss to any approved housing facilities should be reported and accounted for in the Housing Office. The Director is a resource for resolving issues dealing with room assignments, discipline and other aspects of residence life.

**RESIDENCE HALL COORDINATOR**

The Residence Hall Coordinator is a full time professional staff member and official of the College who is responsible for the general management of one or more buildings. RHC's are there to counsel, discipline when necessary and provide a healthy, safe environment for students.

**RESIDENCE HALL COUNSELORS**

The Residence Hall Counselor is a full time professional staff member who assists the Residence Hall Coordinator in the Management of the Hall as well as students, staff and residents.

**RESIDENT ASSISTANT**

Resident Assistants are student staff members who are assigned to each floor. They plan activities, help facilitate the solving of problems, interpret College policy and provide support to the professional staff.

**RESIDENCE HALL COUNCIL**

Each hall elects a chair, co-chair, chronicler, and budgetary officer, as well as representative from each floor. If vacancies occur, these positions may be appointed by the RHC or assistant RHC. These students plan hall activities and communicate general college information to the residents.

**MANDATORY RESIDENCE HALL MEETINGS** – It is necessary at times to get input from everybody in the hall on ideas and concerns, as well as to communicate important campus information. Residents are required to attend all hall meetings and are responsible for any information presented at the meetings.

**CHECK IN**

Residence halls are open for returning students at 9:00 a.m. the day of registration at the beginning of each term. Students requesting earlier arrival may do so **ONLY** for the purpose of official college business or activity. The Director of Residence Life must

approve all early arrivals. When you check in, you will be asked to survey the room and make a list of damages or defects. Be certain to complete a thorough check, as you will be held responsible for any damage not listed on your sheet.

### **CHECK OUT**

Students moving out of a residence hall **MUST** officially check out. You must personally check out with a member of the hall staff and must complete a check – out inspection form. All personal possessions must be removed from the room before you check out. Improper check-out will result in a fine. Things to check when moving out:

- Remove tape, nails, etc. from walls, doors, ceilings, windows, desks, shelves, dressers, etc.
- Empty and clean closets, cabinets and drawers
- Empty trash cans; take any large items to the basement dumpster
- Vacuum/sweep your room

Students must check out during posted holiday or vacation periods. Those who fail to check out properly may be fined or subject to disciplinary action. Graduating seniors are allowed to stay in the residence halls through graduation. Residence halls close on the day after final exams. Underclassmen are required to check out within 24 hours of their last final exam during the exam period. Exceptions to this policy will be made on an individual basis by the Residence Hall Coordinator.

### **DAMAGE ASSESSMENT**

At the end of each semester and, if necessary, periodically during the year, damages to student rooms and common areas of residence halls are assessed. Damages within a room are charged to the room occupants. Damages in hallways, lounges, restrooms, and other common areas are charged to the person(s) responsible (if identified); otherwise, all floor or hall residents are collectively fined. An itemized list of damage fees is attached to the student's bill. The College is not liable for theft or damage to the personal belongings of resident students.

### **FIRE EVACUATION PLAN**

Smoke detectors activate an alarm system automatically in case of a fire in a building. Manually operated alarms are also located in all residence halls. The staff in each residence hall is responsible for scheduling regular fire drills throughout the year. Each time the fire alarm sounds, students should exit the building quietly in line and in an orderly fashion, by the nearest exit. Failure to exit the building in an orderly fashion will result in a turn around fire drill by the nearest exit. Tampering with fire safety equipment is an illegal offense and will subject the individual to prosecution under the law. Failure to evacuate a facility during an alarm will subject the student to disciplinary action.

### **FURNITURE**

Removal of furniture from lounges, classrooms, study areas, or other places for a student's personal use is considered theft. A \$50.00 fine will be assessed for each piece of furniture, and the individual may also be subject to disciplinary action. Damage to college furniture will require restitution for the cost of the property, in addition to a fine.

## PREGNANCY

**Pregnancy is protected under Title IX of the Education Amendments of 1972 and the College does not discriminate in its programs or activities because of pregnancy. However, the College has strict rules against immoral sexual behavior.**

## IMMORAL SEXUAL BEHAVIOR

The mission of the College is to provide a quality education that addresses the academic, social, and Christian development of students as being foundational to the combining of intellect with faith. The college therefore takes the position that premarital sex and other inappropriate sexual behavior or relations are not acceptable behavior.

## GUEST POLICY

Students are responsible for their guests. All residence hall visitations by non-campus people must be cleared by the hall director. All non-campus person(s) must not go beyond the Front Desk, unless permission has been granted by the hall staff.

Unauthorized overnight guests will be charged for staying in the room. The host/hostess is responsible for his/her guest's conduct. If the guest has an automobile on campus, he should acquire a temporary automobile parking permit from the Security Station. Visitors who are not PQC students are expected to observe College policies. Violators will be asked to leave the campus and may be subject to prosecution under the law. The College reserves the right to restrict the activity of any guest.

Women are not allowed in the male Residence Halls. Room visitation by the opposite sex is prohibited. The Residence Hall Director is the only authorized person to give clearance for the opposite sex to enter a room, specifically, female halls. Females are not allowed at any time in the male rooms. **The Residence Hall Director may allow room visitation in the female halls only for reasons such as carrying luggage and/or other heavy items into the room.**

**Our priority in Residence Life is to protect, at all times, the well being of the occupants.**

## HALL SECURITY

Everyone shares a responsibility for the security of the residence hall. Outside doors are locked for the safety of the residents. Propping outside doors open is prohibited, and fines and/or disciplinary action will be assessed **to any persons found guilty of violating this policy.** Entering or exiting through windows is not permitted and may result in appropriate disciplinary action.

## KEYS

Room keys are issued on arrival. Once keys are issued, they are the responsibility of the residents. Lost keys may be replaced at a cost of \$25.00, payable at the time of replacement. Regulations concerning the use of keys include:

1. Failure to return key to the Residence Hall staff at the designated time will result in a \$25.00 fine.

2. Duplication of any key will result in a \$25.00 fine and disciplinary action.
3. Irresponsible uses of keys will result in disciplinary action.
4. Staff should be notified immediately when a key is lost or stolen.

### **LAUNDRY FACILITIES**

Laundering facilities are available for the convenience of students. However, rooms should be kept free of damp clothes unless suitable drying racks are provided by students. Coin operated washers and dryers are available for student use in the basement of each residence hall. Repair or refund requests should be directed to the Residence Hall staff. **Tampering with machines will lead to disciplinary action.**

### **LEDGES AND ROOFS**

No person or property is allowed on ledges, fire escapes, roofs, or window frames of College buildings. Violators will be fined \$25.00 and are subject to disciplinary action.

### **LOBBIES**

Lobbies are open to the opposite sex for visitation from 4:00 p.m. through 11:00 p.m. Sunday through Thursday and midnight Friday and Saturday. Violations will result in a loss of privileges.

### **MAINTENANCE AND HOUSEKEEPING REQUEST**

Contact a member of the residence hall staff to request maintenance or housekeeping repairs. Minor repairs/requests are usually handled within 24 hours. If the problem has not been corrected after 48 hours, notify a staff member.

### **PETS**

Pets are not allowed inside the residence halls. Violations of this policy **will** result in disciplinary action including, but not limited to, eviction from the residence hall.

### **ROOM CARE**

Student rooms may be personalized. Rooms must not be modified in a manner that is destructive of property, hazardous to the physical well being of resident students or guests or in violation of good taste as determined by the residence hall coordinator. Students may not nail, tack or glue items to the woodwork. Nothing can be taped or affixed to the ceiling. Objects must not hinder access to or from the room. Certain standards of cleanliness are necessary for personal health, pest control and safety. Discarded food, un-emptied wastebaskets, dirty floors and dirty clothes cause odors and attract insects. Each resident must keep the room in a clean and undamaged condition.

Only Underwriters Laboratory (U.L.) approved cords may be used in a student room. The use of extension cords and multiple plugs is hazardous. If an extension cord is needed, only one item may be plugged in. Overloading electrical circuits is a dangerous fire hazard. Students must limit the number and type of electrical appliances in their room and attach only one electrical cord to a single outlet to avoid overloading circuits. Multiple outlet plugs, when used, must have circuit breakers.

Clocks, radios, electric shavers, clippers, hair dryers, and small microwaves may be used in student rooms. Ironing and cooking equipment may only be used in the places provided.

College staff conducts a health and safety inspection each semester in each residence hall. Residents found in violation of these standards will be subject to disciplinary action.

### **ROOM CHANGES**

The Department of Residence Life assigns rooms and roommates to students on a first come, first served basis. Residents may request a particular roommate provided they and the student they want as a roommate have completed a housing application and paid the necessary fees. All room changes are made during a designated period two weeks after the beginning of the fall and spring semesters. The Residence Hall Coordinator must approve all changes. Room changes must be made within 48 hours of approval. New room keys will not be issued until old keys are returned.

### **HOLIDAYS**

Residence halls are closed during some holiday periods and between semesters. If students are required to stay on campus due to participation in a school-related activity or event, arrangements should be made through the Director of Residence Life.

### **QUIET HOURS**

A student's right to sleep or study during quiet hours must be respected. Quiet hours are from **9:00 p.m. until 9:00 a.m.** Residents are to observe these hours by keeping TVs, stereos, and radios at a low volume and refraining from loud conversation during these hours.

### **CURFEW AND VISITATION**

Paul Quinn College does not have a designated curfew for students in the residence halls; however, residence hall doors are secured at 12:00 a.m. during weekdays (Sunday through Thursday) and 3:00 a.m. on weekends (Friday and Saturday). Students entering the residence halls after these hours will have admission only by the Residence Hall Director/staff. Any student that resides in the residence hall has the responsibility of reporting any outside overnight stays with the Residence Hall Director. **\*Visitors will not be allowed to enter the campus after closing. PQC on campus students will not be allowed to loiter after the campus is closed.**

Residence Hall in - room visitation is permissible by outside guests of the same gender; all guests are to sign-in at the time of visitation and sign-out at departure. Only authorized residents are allowed to live in the residence halls. Guests of the opposite sex are restricted to visitation in the lobby areas only; no one of the opposite sex is allowed to visit residents within their rooms. Guests must vacate the residence halls by 11:00 p.m. during weekdays (Sunday through Thursday) and 12:00 a.m. on weekends (Friday and Saturday). In-room visitation is permissible; however, students are expected to sleep in their assigned rooms. **\*Visitation allowed in lobby areas ONLY. No inter-room visitation allowed.**

**Emergencies** - any accident, illness or emergency should be reported to the Hall Coordinator, Housing or Resident Assistant, Student Health Center, Residence Life Director, or Dean of Student Affairs immediately.

**Resident Hall Notices** - will be placed on the bulletin boards and students will be held responsible for the content. Record players, radios, and other sound apparatuses are to be played at room volume, particularly during quiet hours - 9:00 p.m. - 9:00 a.m.

**Conduct should be conducive to resident hall living at all times.**

Students will be assessed additional charges for the possession of heavy appliances. Hot plates or other types of cooking utensils, electric or otherwise, are not allowed in the rooms. Each student, when out of the residence hall for an extended period, should properly check out with the hall staff. Otherwise, the student will forfeit his/her privileges to return to campus housing. Students must check out of the hall at all holidays and the end of each semester.

The student must complete an application for housing and pay the appropriate fee **(\$75.00)** before housing accommodations are made.

Students withdrawing or permanently leaving the residence hall for any reason should clear the room within 24 hours or as otherwise instructed by a College official.

### **ROOM CHECKS**

Since college officials are held accountable for the residential halls and the welfare of its students, designated college officials and/or employees may conduct a search of college property if there is reason to believe that such property is being used for an illegal purpose, for a purpose which interferes with college regulations, or in violation of health or safety regulations.

### **CAREER DEVELOPMENT & STUDENT LEADERSHIP CENTER**

The Career Development & Student Leadership Center is dedicated to providing the highest quality career advice, employment programs, and information to assist in preparing students for the challenges of a competitive job market. We strive to deliver positive and effective customer service.

The Career Development & Student Leadership Center is currently under the Office of Student Affairs, and is located in the Comer Cottrell Student Union Building, Room 201. The office hours are 8:30 a.m. to 5:30 p.m., Monday-Friday. Contact phone numbers are 214-302-3620 and Fax (214) 371-9049.

The Career Development & Student Leadership Center administers all placement services for Paul Quinn College students and alumni. The Center provides services for counseling, internships, graduate school exploration, career interest tests, leadership conferences, workshops/seminars, and information on career fields. Job preparation information, including resume and cover letter writing, job search strategies instruction and interview preparation, is available. The Myers-Briggs Interest Assessment is administered to assist students in career and college major choices.

The Career Center presents a **Fall and Spring Career Fair** each year to provide contacts for students and alumni with various professions from local and regional areas through face-to-face interaction with representation from private and public sector job markets. Students are able to meet with employers, become aware of current requirements, and use that information to improve their skills.

The Center also presents a **Graduate & Professional School Visitation Day** annually to provide an opportunity for students and alumni to meet with representatives from various universities to explore graduate and professional programs.

**Student Activity Transcripts** are started during the first year at Paul Quinn College, and include information such as seminars, workshops, and leadership conferences attended. Also included in the transcript are letters of recommendation, certificates of achievements, various awards, and notations of success.

Services available to faculty include classroom lecture/discussion, guest speakers, job reference and referral, periodicals and publication distribution, and access to the career resource and video library materials.

### **STUDENT PUBLICATIONS**

Paul Quinn College is a Christian institution committed to academic excellence in an atmosphere of freedom. Students may discuss any issue responsibly as long as no student publication denigrates or defames the basic principles of the College. Paul Quinn College provides for the publishing of a student newspaper, the *Paul Quinn Quill*. The Student Activities Office assists with the publication of the student newspaper. Student publications are published by the students, under the Office of Student Affairs, and are subject to the regulations of the College.

### **STUDENT ORGANIZATIONS**

Student organizations serve a vital role in helping students become productive citizens in a democratic society by providing experience in decision-making and problem solving. Approved student organizations are an important component of the College, **providing an opportunity for students to develop leadership skills, and maintain a sense of care and concern within the community**. All student organizations and activities are expected to have educational values complementary to those derived from the pursuit of formal credit courses. A college education aims to provide the opportunity to build a foundation on which to construct a full life.

### **RECOGNITION AND REGISTRATION**

The recognition of a student organization is a privilege, not a right. Recognition is the endorsement and approval by the College of the goals and purposes of the organization as being consistent with and supportive of the goals and purposes of Paul Quinn College. The steps to recognition are available from the office of Student Development and Programs.

Once recognized, the organization carries the name of Paul Quinn College and represents its student body. This relationship should be considered when programs and activities are planned and presented.

The College accepts organizations in the following categories:

- Academic and professional honor societies
- Political
- Recreational
- Service
- Sports

Student organizations may be viewed periodically to determine if they are meeting the needs of the College and remaining true to their purpose. Recognition may be discontinued if this is in the best interest of the College.

### **NEW ORGANIZATION'S STEPS TO RECOGNITION:**

Step 1: Set up a meeting in the Student Activities and/or Student Leadership Office to discuss the organization and pick up the appropriate forms.

Step 2: Secure two advisors for the organization. Advisors must be full-time faculty or staff of the College.

Step 3: Complete the appropriate forms.

Step 4: Submit a proposed constitution and by-laws that include the following:

- a. A concise statement of the purpose and goals of the organization.\*
- b. A clear definition of membership requirements.
- c. List of officers, their duties, and responsibilities.
- d. Meetings and quorums to conduct business.
- e. Process of the assessment of dues and other finances.
- f. Amendments to the constitution (must be approved by the College).
- g. Advisors (two).

Step 5: Return the completed forms and items to the Student Activities.

Once the completed forms are received, the application will be forwarded, along with a recommendation, to the Dean of Student Affairs.

**\*A purpose statement that changes must be approved through the Office of Student Affairs.**

### **ESTABLISHED ORGANIZATIONS**

In order for an organization to continue in active status, the following requirements must be satisfied:

The President and advisors must file a declaration sheet by September 15 (fall semester) and January 20 (spring semester) with the Office of Student Activities indicating any changes to the information currently on file. Changes may include:

- a. Name of organization
- b. Officers and number of members (each organization must have a minimum of five members)
- c. Purpose and objectives
- d. The constitution and bylaws
- e. Activities for the current year

NOTE: New organizations may apply for a charter at any time of the year. Existing organizations, however, must meet the registration deadlines (September 15 and January 20) or they will not be able to meet or operate on campus.

Paul Quinn College Student Organizations are categorized as:

- Academic and Professional
- Greek (**Non members of Pan** )
- Honor Societies
- Religious
- Sports
- Student Government Associations
- Pan Hellenic Council
- Senior Class
- Junior Class
- Sophomore Class
- Freshman Class
- Residence Hall Councils
- Social Work Club
- English Club
- Science and Math Club
- Concert Choir
- National Association of Black Accountants
- National Association of Blacks In Criminal Justice
- Men's Basketball
- Women's Basketball
- Volleyball
- Baseball
- Track and Field
- Cross Country

### **ELIGIBILITY FOR MEMBERSHIP**

Student participation in student organizations is encouraged as a means of learning to work better with others, in addition to gaining spiritual and intellectual stimulation, pursuing individual interests, developing social skills, and obtaining a better understanding of the individual. Learning and personal development are directly proportional to the quality and quantity of student involvement, so it is hoped that all students take full advantage of the educational and extracurricular opportunities available to them. Organization participation is a right; however, students are subject to certain requirements:

1. Students must complete a minimum of 30 semester hours in residence at Paul Quinn College with a cumulative grade point average (GPA) of 2.50 or better, or transfer from another institution with a minimum of 30 semester hours and a cumulative GPA of 2.50 or better.
2. Students must be enrolled for a minimum of 12 semester hours.

3. Students must maintain a GPA of 2.5 or better to remain active (This applies to students joining an organization in spring 2005 or later\).

### **SCHEDULING EVENTS**

The first step in planning any event is to get it approved and listed on the official Calendar of Events. **This calendar is maintained through the Office of Student Activities.** Except for regularly scheduled meetings, every event held by a student organization must be approved at least three weeks in advance and recorded on the calendar. If an event requires assistance from the Dallas Police Department or other outside agencies, approval should be requested at least three weeks in advance. Although you must coordinate the dates of events with the availability of facilities, the Student Development and Programs Office must first approve each event. If a requested date is not approved, scheduled facilities must be released for other users.

Organizations should comply with the following process:

1. Check availability of a facility on the preferred date;
2. If available, place a tentative hold on the facility;
3. Seek approval for the event from Student Activities;
4. Once the event is approved, confirm the facility. If the event is disapproved, the facility must be released.

### **USE OF FACILITIES**

Organizations and their officers are responsible for the conduct of their activities and their guests. This means that the institution will hold an organization and its guest accountable for any disruptive acts. Problems should be reported immediately to the advisor, campus security, or appropriate student affairs personnel.

Organizations are responsible for the following:

1. Cleaning up after activities;
2. Proper conduct of members, students, and other guests;
3. Care and return of equipment; and
4. Maintenance of College property.

Organizations will be fined a minimum of \$25 for failure to clean the facility. Repair or replacement costs for damages, lost or stolen equipment, or damage or abuse of facilities will be billed to the organization. Repeat offenses or failure to pay assessed charges will result in suspension of the organization.

### **SALES AND SOLICITATIONS**

Selling or soliciting on campus, including the residence halls and the Student Union Building is prohibited except when special permission has been granted by the Office of Student Affairs or Student Activities. Selling or soliciting off campus by a student

organization must also be approved before it is allowed. Student organizations wishing to sell or solicit should obtain approval at least three weeks in advance.

### **GREEK INTAKE**

Students interested in participating in the intake process for any sorority or fraternity must have completed at least 30 semester hours of college work (at least 15 must be at Paul Quinn College); have a cumulative GPA of 2.50 or above; must be free of disciplinary charges; and satisfy the Business Office of Financial obligations.

### **QUEENS**

All expenses of the queen are the responsibility of the queen and that particular organization that elected her. This includes all coronation and parade expenses.

### **STUDENT GOVERNMENT ASSOCIATION**

SGA serves as the official representative and liaison between the student body and the College administration. Annual elections are held for officers of the SGA, Miss Paul Quinn College, and officers for each class.

The Student Government's responsibility is to create and mold leaders, while at the same time providing vision and direction. To ensure continued professionalism and efficient handling of the numerous responsibilities of this body, faculty advisors guide the leaders. The Student Government Association continues to provide an excellent example of student leadership.

The Student Government is the vehicle through which students actively participate in college decision-making. Student Government recommends students to serve on the various committees of the College and represent the student body.

### **GENERAL ORGANIZATIONS**

Student Government Association - The SGA is the student governance in matters pertaining to the common interest of all students.

Class Organizations - Class organizations include the four levels of student classification: senior, junior, sophomore and freshmen classes. Students must have a 2.5 GPA in order to run for office.

Special Service Groups - Jazz Band, College Choir, PQC Dance Team, NAACP, Pre-Law Society, and International Students.

**MAJOR AREA CLUBS** –Science, Social Science, Student National Educational Association, Phi Beta Lambda, NABA (National Association of Black Accountants) and Alpha Delta Omega.

**GREEK ORGANIZATIONS** - Phi Beta Sigma Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Zeta Phi Beta Sorority, Inc., Iota Phi Theta Fraternity, Inc., Sigma Gamma Rho Sorority, Inc.

**ATHLETIC GROUPS** - Cheerleaders, Pep Squad, Basketball, Track and Field, Baseball, Golf, Volleyball, and Football.

All student organizations operate at the will of Paul Quinn College. Therefore, all organizations must adhere to the policies, rules and regulations of the College. All student organization activities must be cleared through the Student Activities Office and Dean of Students. Off campus activities must be approved by the organizations advisors, Director of Student Activities and Dean of Student Affairs. **Violation may result in suspension of individual members involved or suspension of the entire organization for up to two years.**

### **COLLEGE AND STUDENT PUBLICATIONS**

*The Quinn Quill* is the student newspaper, edited and circulated by the Quinn Quill staff selected by the student body at the Student Government election. The newspaper, published monthly during the regular semester, reflects the campus life and activities. *The Tiger* is the college Yearbook published annually.

### **STUDENT GOVERNMENT ASSOCIATION**

#### **STUDENT GOVERNMENT ASSOCIATION'S CONSTITUTION**

##### **Preamble:**

We, the members of the student body of Paul Quinn College, assuming individually and jointly with the administration, the governmental responsibility of students, endeavoring to function in such a way as to promote growth in character, leadership and loyalty to the College, do ordain and establish this constitution for the governance of the student body of Paul Quinn College:

##### **ARTICLE I - NAME**

The name of this organization shall be the Student Government Association of Paul Quinn College, herein referred to as SGA.

##### **ARTICLE II- PURPOSE**

The purpose of the SGA is:

- To bring about a respectful relationship between the student body, the faculty, and staff.
- To encourage and develop a wholesome school spirit.
- To encourage loyalty to the College.
- To provide an agency for the promotion, correlation, and supervision of student activities.
- To develop a spirit of unity and cooperation among the students.
- To promote the general welfare of the student body.

##### **ARTICLE III - MEMBERSHIP**

All students currently enrolled at Paul Quinn College shall automatically become a member of the SGA.

##### **Section 1:**

The legislative powers of this organization shall be vested in the elected officers of the SGA.

**Section 2:**

The legislative committee of the SGA shall consist of the following: president, vice-president, secretary, treasurer, parliamentarian, and chaplain. The President of the College, Dean of Student Affairs, Coordinator of Student Activities, Manager of Student Leadership, SGA Advisor, Public Relations Chair and Miss Paul Quinn College shall be ex-officio members of the SGA.

**Section 3:**

The power of the SGA shall be:

- To recommend rules necessary for the betterment of the College.
- To recommend granting of charters to clubs and organizations.
- To sponsor and supervise matters concerning the extra-curricular activities of the College.
- To make recommendations in matters concerning student welfare.

**Section 4:**

The officers and their duties are as follows:

1. President - Presides at all meetings of the SGA. Has the power to call extra meetings as needed. Appoints all committees, subject to confirmation of the legislative committee. Executes all other duties common to the office and votes only in case of a tie.
2. Vice President - Presides in the absence of the President or when called to chair by the President, to verify that each representative report to the organization. Presides over all committee meetings of the SGA. Upon the resignation of the president, the vice-president becomes president.
3. Secretary - Calls the roll at each meeting, keeps a record of all SGA actions and decisions, and handles all SGA correspondences.
4. Treasurer - Keeps a record of all financial transactions, reports to the SGA its financial standing at all meetings, and serves on the Finance Committee.
5. Parliamentarian - Rules on parliamentary procedures in accordance with *Robert's Rules of Order*.
6. Chaplain - Coordinates the religious activities of the SGA.
7. Miss Paul Quinn College - serves as the Official Student Hostess of the College. Miss Paul Quinn College is an ex-officio member of the Student Government Association.

**Section 5:**

## Qualification for SGA Office:

- a. The president of the SGA must be at least a junior with a cumulative grade point average of a 3.0, on a 4.0 scale, at the time of the election and during the term of office.
- b. All other SGA officers must be at least a junior with a cumulative grade point average of 2.8, on a 4.0 scale, at the time of election and during the term of office.
- c. NO student on probation or who has served two or more Probationary terms (academic and/or disciplinary) will be eligible for any SGA office.
- d. Each candidate shall be a junior at Paul Quinn College with at least 12 semester hours earned while matriculating at Paul Quinn College.
- e. Each candidate must be a full-time student at the time of election and during his term in office.
- f. All candidates must be in good financial standing with the College. Each candidate must have a zero (-0-) balance or be current with his or her payment plan.

**Section 6:**

## QUALIFICATIONS FOR MISS PAUL QUINN COLLEGE:

- a. She shall be in good standing with the College, with a minimum grade point average of 3.0 on a 4.0 scale, at the time of application and during her reign.
- b. She must be a full-time student at the time of the election and during her reign.
- c. She shall never have been married nor had children at the time of her election. If she marries, becomes pregnant, or otherwise becomes ineligible before coronation, or before the end of her reign, the first runner-up (Miss Purple) will become "Miss Paul Quinn College." If the first runner-up cannot assume the title of "Miss Paul Quinn College," the second runner-up will become "Miss Paul Quinn College."
- d. She shall be at least a junior (60 hours) by the fall semester of her reign in order to be considered as a candidate.
- e. She shall exhibit talent, have a pleasing personality, leadership ability, and shall be well informed on College occurrences as she represents the College as the Official Student Hostess.
- f. She must be an active member of a campus organization; however, she may not currently carry an organizational queen title.

- g. She may not have served any Probationary terms (academic nor disciplinary).
- h. She must be in good financial standing with the College. Each candidate must have a zero (-0-) balance or be current with her payment plan.

**Section 7:**

The SGA shall maintain the following standing committees.

- a. Student Activity - coordinates all activities during the academic year with Coordinator of Student Activities/Intramurals.
- b. Public Relations – each member must be a communication major, be at least a junior, and publicize all school and SGA events.
- c. Finance & Budget - originates appropriations, food - makes recommendations concerning Food Services.
- d. The SGA may commit funds only for the duration of its tenure in office.
- e. The SGA shall hold monthly student body meetings to address issues, concerns, and make recommendations.
- f. The SGA President, Treasurer, and SGA Advisor must sign all requisitions.
- g. The SGA Advisor shall approve all correspondence of the SGA.
- h. A Simple majority of SGA membership shall constitute a quorum.
- i. The by-laws may be amended only with the same procedures as designated for constitutional amendments.

**Article V- Class Officers****Section 1:**

The executive powers of this organization shall be vested in elected class officers.

**Section 2:**

The executive committee of the student government organization consists of the following: Elected officers from the freshmen, sophomore, junior, and senior classes.

**Section 3:**

The powers of the class officers shall be:

**Officers & Duties:**

- a. Class President - Presides at all class meetings. Has the power to call extra meetings if needed. Appoints all committees. Executes all other duties common to the office. Votes only in case of a tie.

- b. Class Vice President - Presides in the absence of the President or when called by the President to chair meetings. Presides over all class committee meetings. Upon the resignation of the President, the Vice President becomes President.
- c. Class Secretary - Calls the roll at each meeting. Keeps a record of all Class actions and decisions. Handles all Class correspondence.
- d. Class Treasurer - Keeps a record of all financial transactions. Reports to the Class the financial standing at all meetings.
- e. Class Parliamentarian - Rules on parliamentary procedures in accordance with *Robert's Rule of Order*. Keeps order in all Class meetings.
- f. Class Chaplain - Coordinates the religious activities of the class.
- g. Class Queen - Represents the class in the "Coronation of Miss Paul Quinn College." Assists in coordinating programs sponsored by the Class.

#### **Qualifications for class officers**

- a. All officers must have a cumulative grade point average of 2.5 with the minimum number of hours for each respective class at the time of the election and during the term in office with the exception of the freshmen class.
- b. NO student on probation or who has served two or more probationary terms (academic and/or disciplinary) will be eligible for any SGA office.
- c. Each candidate shall have matriculated at Paul Quinn College for at least one semester with at least 12 hours earned at Paul Quinn College.
- d. All candidates must be full-time students at the time of elections and during their term in office.
- e. All candidates must be in good financial standing with the college. Each candidate must have a zero (-0-) balance or be current with his or her payment plan.

#### **Section 1:**

The candidates for office shall pick up an Application and Declaration of Intent to Apply from the Office of Student Leadership. The Application and Declaration of Intent form must be filed with the Office of Student Leadership no later than five (5) school days before the elections.

#### **Section 2:**

The SGA shall arrange for and provide facilities which will allow all candidates for offices a proper time to make nomination and acceptance speeches. The nomination and acceptance speeches will take place at least one (1) week before the election at a convention.

The convention will be presided over by the Student Government Association President or his/her designee; the SGA Secretary or his/her designee, the SGA Advisor or his/her designee; and shall be arranged by the Vice President or his/her designee on the aforementioned day.

**Section 3:**

Elections of officers shall be under the control of the Office of Student Leadership and Student Activities, and shall be conducted according to the following rules:

Polls shall open at a time designed by the Student Development and Programs Office. There shall be two persons at each booth at all times. The poll clerk shall have an official list of all registered students. Students must show their ID to vote. No campaigning shall take place.

**Section 4:**

All elections shall be held by the third Wednesday in April.

**Section 5:**

In the event no candidate receives a majority of all votes cast for an office, a second run-off election shall be held between the candidates with the two highest numbers of votes. The run-off election shall take place within seven days (7) after the initial election.

**Section 6:**

The candidate for Miss Paul Quinn College with the highest number of votes in all phases of competition (student vote, ads, interviews and pageant) will be declared Miss Paul Quinn College. The candidate with the second highest number of votes will be declared Miss Purple (1st runner-up). The candidate with the lowest number of votes will be declared Miss Gold (2nd runner-up). In the event of a tie, a second (runoff) election shall be held between the candidates with the two highest numbers of votes. The runoff election shall take place within seven days (7) after the initial election.

**Section 7:**

Each candidate shall be responsible for removing his/her campaign literature within 24 hours after the election.

**ARTICLE VII- REMOVAL FROM OFFICE & VACANCIES**

In any case in which a vacancy occurs, such a vacancy shall be filled within two weeks by appointment by the president of SGA with the approval of 2/3 vote of the executive committee. If the appointment is not approved, then a special election shall take place to fill the position.

All SGA officers may be impeached for misfeasance, malfeasance, and/or nonfeasance of duty, or action contrary to or in violation of this Constitution, the Statutes of Paul Quinn College, or College Policy. Impeachment shall be effected by a three-fourths vote of the SGA Cabinet and may be instigated by one-third (1/3) of the student body on petition.

## PART III

### ACADEMIC AFFAIRS

Academic programs and graduation requirements are detailed in the Paul Quinn College Catalog. Students are encouraged to become familiar with all academic regulations contained in the Catalog. Careful reading and a thorough understanding of this information are vital to a successful academic experience.

The information contained in this handbook is for your convenience only. It does not supersede or replace the information contained in the Catalog.

#### ACADEMIC AFFAIRS MISSION STATEMENT

The Office of Academic Affairs seeks to facilitate the education of individuals in a Christian-centered, living-learning environment. The primary purpose of the office relative to academic affairs is to provide a foundation of learning and understanding of the various domains of human knowledge through a structured curriculum as well as through experiential learning. The curriculum also provides for the development of the skills necessary for critical thinking, effective communication, resourcefulness, and assistance to students in becoming effective agents of change.

#### CLASS ATTENDANCE

Class attendance is expected and is an important factor in your ability to succeed at Paul Quinn College. The College recognizes, however, that absences are sometimes unavoidable. Students are permitted one **excused** absence for every credit hour of a course. This typically means that for a 3 credit hour course, a maximum of 3 **excused** absences may be allowed for the affected class per semester without penalty. However, a faculty member has the right to modify the attendance policy for his/her course. That policy must be published in the course syllabus. It is the student's responsibility to make sure that he/she receives a copy of the course syllabus. It is highly recommended that you secure a copy of the syllabus for each class early. It is important to note that each professor is different and his or her attendance policy may differ as well.

The **Vice President of Academic Affairs** or the **Dean of Student Affairs** may grant verification of excused absences after submission of documentation by the student. Examples of such absences include, but are not limited to, class field trips, college sponsored workshops, musical performances, and intercollegiate athletic sports participation. Extenuating circumstances, such as illness that requires medical attention and death in the immediate family, are also examples of excused absences. In all cases of an excused absence, the student must present documentation of the circumstances that caused the absence (i.e. doctor's note, obituary, letter and/or roster verifying your participation as a member of a team or group traveling on behalf of the College).

In such cases where an excused absence may occur, the student may secure verification of an excused absence by providing documentation to the Dean of Students or the Vice President for Academic Affairs. Unauthorized and/or unexcused absences are subject to penalties as outlined in the course syllabus and/or the Catalog.

### **ACADEMIC ADVISEMENT**

Upon admission to the College each student is assigned an Academic Advisor. These advisors are faculty members who hold the academic credentials in the area of study that the student has chosen. The academic advising process is designed to assist students as they make important decisions related to their academic progress. Students are strongly encouraged to choose a major during their freshman year. This will provide much needed time to become as familiar with your curriculum and experiences in your chosen field as possible. Students who are undecided about a major will be assigned to an appropriate faculty advisor as he or she considers options for a major. A degree plan will be provided by the advisor. Students should schedule at least two appointments with his/her advisor each semester. The advisor is there to help you make your academic experience successful.

To find out where your advisor is located, check with the Center for Student Success (226 Adams Bldg.), or The Office of Academic Affairs (326 Adams Bldg.).

### **STUDENT RECORDS**

Paul Quinn College maintains a permanent academic record for each student enrolled. All records are kept confidential and are considered the property of the College. Public Law 93-380, the Family Educational Rights and Privacy Act, grants all students access to their records. The law also limits access to student's grades, reports of academic performance, reports of disciplinary action, and other personal data unless the student's permission is obtained.

As provided in Public Law 93-380, donors and/or potential donors of scholarships may be provided copies of a student's record without prior consent from the student or parent (s), provided the student has made application for the scholarship. No record of such access will be maintained.

### **STUDENT SUPPORT SERVICES**

This program assists selected students, who are first generation college students who meet other more specific criteria as they matriculate through college. Students are provided additional and appropriate advisement so that their academic, cultural, career, social, financial, and motivational needs are met. Students are offered sufficient financial aid to ensure financial needs are met. Each student also receives tutorial services in developmental English Mathematics, Reading, and other courses as needed to help ensure academic success.

### **OUTSTANDING ACADEMIC PERFORMANCE**

Students who achieve outstanding academic results are honored based on the following guidelines:

**President's Honor Roll** – A student must have enrolled in at least twelve semester hours of college level courses and earned a grade point average of 4.00 by the end of a long semester; i.e., the Fall or Spring Semester.

**Vice President's Honor Roll** – A student must have enrolled in at least twelve semester hours of college level courses and earned a grade point average of at least 3.50 by the end of a long semester with no grades below a "C".

**Who's Who Among Students In American Universities and Colleges** – Students must have completed at least one year as a full-time student at Paul Quinn College. They also must have earned a minimum cumulative grade point average of 3.00 in all academic work taken and have good moral character. The nominations for this recognition are by the faculty and the Honors Committee.

**Special Awards** – During the Annual Honors Convocation special awards are presented to full-time students who have achieved the highest academic averages during long semesters within each year; i.e., the Spring and Fall Semesters covering a one year cycle.

### **COLLEGE ASSEMBLY**

The mission of Paul Quinn College includes Combining Intellect with Faith in a Christian – centered environment. College Assembly is considered an important activity for meeting this development. Held in the College Chapel, College Assembly is also the weekly event where all campus constituents are informed and updated on institutional activities, announcements and significant achievements. A variety of speakers, special guests and presenters bring cultural, spiritual and informative topics to the campus during the Assembly experience. Because of its importance, College Assembly is required for all full-time students, administration, faculty and staff. The exception to this includes students enrolled in the Adult and Continuing Education programs and students enrolled in fewer than twelve credit hours. Full-time students who work, those involved in internships, student teaching or experiential learning assignments during a time that conflicts with the College Assembly hour are still required to enroll in College Assembly. However, they are responsible for documenting such conflicts with the Office of Academic Affairs and will be provided an independent learning assignment to complete by the instructor assigned to the course. This assignment should be requested and documented prior to the posted Drop/Add deadline. College Assembly is held in the Richard Allen Chapel every Thursday from 11:00 am – 11:50 am. Credit for attendance will not be granted without a documented excuse if the student is more than 10 minutes late. All College offices are closed during College Assembly.

### **INTELLECTUAL PUBLIC POLICY**

The objective of this policy is to encourage the production of copyrightable materials ("Works") that advance Paul Quinn College's academic, scholarly, and service-oriented mission and that contribute to the professional stature of those involved in the creation of the Works.

#### Administrative Rule:

The policy governs the respective ownership rights of the College and all of its employees, both academic and non-academic in copyrightable material produced within

the scope of employment or otherwise arising out of the participation of individuals, including students, in the activities of the College. While the College will not assert its ownership interest in scholarly and academic Works created by members of the faculty/staff or students who use generally available College resources, the College does assert ownership of copyrightable work where significant College resources are utilized in the creation of the Work or in other circumstances as required pursuant to an agreement with a third party or where the Work is a work made for hire. (Generally available resources include one's office, office computer, telephone (excluding long-distance charges), and library resources).

As a general rule, the author of a Work is the owner of the copyright. It is the general policy of the College that Works that are created on an individual's own independent initiative outside the time, place, and scope of employment or activity within the College are owned by the author.

Conversely, under the work made for hire doctrine of the Copyright Act, the author, and therefore the owner, of the copyright in Works created by persons within the scope of their employment is the employer rather than the individual creator. Therefore, unless modified by this Policy or by the specific terms of a written agreement signed by the faculty member or other employee or covered individual and the President (or his or her designee), as a matter of law, Works created by College faculty members in the course of their teaching and research and by other personnel in the course of their employment (including students working in conjunction with faculty), are the property of the College.

However, since a fundamental principle of the College as organization of higher education is to encourage the development and widest possible dissemination of scholarly Work produced by members of the College Community, and consistent with longstanding academic tradition, except as described below, the College cedes copyright ownership to the faculty member who writes or develops a scholarly or academic tangible or virtual Work (including books, papers, lecture notes, articles, and similar materials) where such Work is created by a faculty member either using his or her own resources or using College resources that are generally available to the College faculty.

Paul Quinn College does not cede ownership in the following situation:

- (1) The College retains ownership of the copyright to works created (a) by faculty members as part of an assigned project or task, where the assignment explicitly states that the work will be owned by the College; (b) by staff members in any work they perform for the College; and (c) by student employees in the course of any assigned duties other than research tasks performed in support of a project directed by a faculty member that does not fall within any other exception.
- (2) Ownership of the copyright to works commissioned or developed by a faculty member or other employee pursuant to an agreement that the College has with an entity outside of the College will be governed by the terms of such agreement. If the agreement does not specify ownership by the outside entity, ownership shall vest in the College. All such agreements must be approved in writing by the President (or his or her designee).

- (3) Unless the parties agree in writing to the contrary, the College shall own the copyright in a work if the College: (a) will make or has made a significant investment in the development of the work through the provision of substantiation financial, personnel, technology, facilities, or other resources beyond that which is generally provided faculty in the ordinary course of instruction and research; or (b) enters into a written agreement with the developer(s) that makes provision for copyright ownership.

## PART IV

### CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

#### STUDENT'S CODE, RIGHTS, RESPONSIBILITIES AND CONDUCT

The Standards of Conduct exist to protect the persons who make up the College community, as well as the rights and property of the College. These standards also foster and enhance the academic mission of the institution. While the Standards of Conduct do not include all of the activities that may adversely affect the College community, they do apply to the conduct of all students and student organizations while on the premises of the College and off the campus as long as the student or groups maintain a student relationship with the College. College premises include all lands, buildings, and facilities owned, leased, or operated by the College. The College reserves the right to sanction currently enrolled students for violating the Standards of Conduct, even if said violations occur off campus.

Students enrolled in Paul Quinn College are expected to conform with regulations, federal and state laws, and city ordinances. Enrollment as a student in no way exempts any person from penalty in case of violation of local, state, or federal laws. Students who are penalized for violation of public laws are not exempted from penalty by college authorities if violation of that law is a violation of student's Standard of Conduct. The College's decision in disciplinary matters is independent of off-campus legal action, except that any student convicted of criminal misconduct, whether occurring on campus or not, will be suspended from the College.

**Students who violate any Paul Quinn College policy will be subject to disciplinary action, which may include** sanctions set forth in this Handbook. Situations may arise not specifically covered by college regulations, but which adversely affect the welfare of the College Community. In these instances, the **Dean of Student Affairs** and President of the College will evaluate the situation and take the appropriate action under the guidelines of this Handbook. Students will be afforded the review and appeal processes provided by this Handbook for any disciplinary action

Violators are officially notified in writing of the infractions. **Students may** request a hearing before the Paul Quinn College Disciplinary Committee. The committee is designed to adjudicate disciplinary complaints in a fair and non-prejudicial manner and will only hear appeals that include supporting evidence to substantiate the claim. A finding of guilty or responsibility for a violation may result in one or more of the following penalties:

- |                           |                                                                          |
|---------------------------|--------------------------------------------------------------------------|
| 1. Expulsion              | 6. Restitution                                                           |
| 2. Suspension             | 7. Confiscation of prohibited items                                      |
| 3. Disciplinary Probation | 8. Censure                                                               |
| 4. Warning                | 9. Eviction                                                              |
| 5. Fine(s)                | 10. Community Service in a College or other assigned community activity. |

### **RULES AND REGULATIONS**

All rules of Paul Quinn College shall apply on campus as well as off campus and for any student currently enrolled at Paul Quinn College in the vicinity of the campus and/or representing the College in *any* capacity. Campus Security Officers, as well as any official of the College, are hired and are empowered to enforce these regulations and all applicable laws on campus and properties owned, rented, or leased by the College. The Security Officers have the added power to stop, identify and question individuals, and issue parking tickets. Students are encouraged to obtain and familiarize themselves with College Regulations.

The following are general rules and regulations, which are designed to promote the educational, social, and cultural well being of students attending the College. The nature of some actions and certain violations of college rules and regulations by a student may subject him or her to automatic suspension from the College. **The Dean of Student Affairs or the Disciplinary Committee** may impose automatic suspension of any student suspected of the following:

### **PROHIBITED CONDUCT**

The following conduct is prohibited:

1. Willfully cause physical injury to any other person, or threaten to do so. Fighting is strictly prohibited.
2. Physically restrain or detain any other person ;
3. Willfully damage or destroy property of the college, or of any other person, or removal or use such property without authorization;
4. Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff or any other student;
5. Enter upon and remain in any building or facility for any purpose other than its authorized use or in such manner as to obstruct its authorized use by others;
6. Without authorization enter or remain in any building or facility after it is normally closed;
7. Refuse to leave any building or facility after being instructed to do so by an authorized administrative officer;
8. Obstruct the free movement of persons and vehicles in any place to which these rules apply;

9. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, assemblies and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers;
10. Incite others to commit any of the acts herein prohibited; and
11. Exhibit unbecoming behavior and inappropriate conduct towards faculty, staff, administrators or other students (including but not limited to use of abusive language, profanity, obscenity and other conduct prohibited in this conduct).

***Any student found to be in violation of prohibited conduct will receive an appropriate penalty under the circumstances .***

### **DISRUPTION**

A person is guilty of disruption when he by action, by threat or otherwise:

- a. interferes with college activities;
- b. interferes with an official performing his/her duty;
- c. obstructs college activities.

College activities include, but are not limited to, teaching, research, administration, and public service functions or other authorized programs on the college premises.

***Any student found to be in violation of prohibited conduct will receive disciplinary probation for one semester.***

### **UNAUTHORIZED ENTRY**

No person shall break into or illegally enter any college building or room, nor shall any unauthorized person enter or remain in any college building or facility at a time when that facility normally is closed or after the facility has been closed because of special or unusual circumstances. College facilities include, but are not limited to parking lots and campus areas

***Any student found to be in violation of unauthorized entry will receive automatic suspension for one semester***

### **THEFT AND UNAUTHORIZED POSSESSION OF ANOTHER PERSON'S PROPERTY**

- a. No person shall take, steal, burn, destroy or otherwise damage any property on the College campus or on any college property.
- b. No person, in any manner whatsoever, shall deface walls of any structure. This includes the use of paints, posters, advertisements, and gang graffiti affixed in any areas other than those designed for such purposes.
- c. A person is guilty of possession of stolen property when he/she knowingly possesses stolen property with intent to deprive the owner of the property.

***Any student found to be in violation of prohibited conduct will receive disciplinary probation for one semester.***

### **PHYSICAL AND/OR SEXUAL ABUSE OF ANOTHER PERSON**

A person is guilty of physical abuse/fighting when:

- a. he/she intentionally assaults (a physical or verbal attack), strikes, threatens, forces, or intimidates (frightens) any person;
- b. He/she creates a condition, which unnecessarily endangers or threatens the health, safety or well being of other persons or property on college property;
- c. He/she intentionally sexually assaults or rapes any person; this includes date or acquaintance rape defined as forcible, nonconsensual sexual intercourse perpetrated by a person known to the victim and with whom the victim is voluntarily engaged in a social interaction, on or off college property.

Students have the right to file a complaint with the Dean of Student Affairs against employees for abuse of their rights and privileges.

***Any student found to be in violation of physical and/or sexual abuse will receive disciplinary probation for one year.***

### **DANGEROUS WEAPONS AND EXPLOSIVES**

- a. It is a violation of Paul Quinn College regulations for any student to possess a rifle, shotgun, firearms, ammunition, firecrackers or explosives.
- b. No person, either single or in concert with others, shall possess and carry on any grounds or in any building of the College, a knife, dirk, staled, saber, cudgel, bludgeon, club or other things adaptable to the purpose of a weapon, including batons, canes or similar articles, excluding only orthopedic aids, athletic equipment and project or construction materials and tools with proof of a proper specific use of purpose on the day in question.

***Any student found to be in violation of possessing a dangerous weapon and/or explosives will receive automatic suspension for one year.***

### **DRUGS**

- a. Possession without prescription of any dangerous drug, such as marijuana, marijuana butts, cocaine, crack cocaine, heroine, narcotics, barbiturates, and any other substance that is illegal in the state of Texas, and is contrary to federal and/or state law.

***Any student found to be in possession of illegal drugs without a prescription will be reported to the Dallas Police Department and will receive automatic suspension.***

### **GAMBLING**

No student shall gamble for money or other valuables on college property or in any college facility. Gambling is prohibited.

***Any student found to be in violation of gambling will receive sixty (60) disciplinary community service hours.***

### **ACCESS TO COLLEGE PROPERTY**

Designated college officials shall have the right to enter any part of the college property. This right shall include, but not be limited to:

- a. providing custodial services;
- b. providing maintenance and repair services;
- c. providing inspection for danger or cleanliness;
- d. providing contractual services.

### **SEARCH BY COLLEGE OFFICIAL**

Since college officials are held accountable for the residential halls and the welfare of its students, designated college officials and/or employees may conduct a search of college property if there is reason to believe that such property is being used for an illegal purpose, for a purpose which interferes with college regulations, or in violation of health or safety regulations.

### **AIDING AND ABETTING**

***Any student found in violation of assisting another student in bringing or storing illegal drugs or firearms of any kind on the campus and/or assisting another student to illegally enter any college facility will receive automatic suspension.***

### **USE OF ALCOHOLIC BEVERAGES**

Alcoholic beverages are not permitted on our campus. Any person is guilty of the use of alcoholic beverages when he/she consumes any alcoholic beverages or brings, or assists another student in bringing alcohol beverages on to the campus or into any building.

***Any student found in violation of possession of alcoholic beverages and/or assisting another student in bringing or storing alcohol will receive automatic suspension.***

### **MISUSE OF COLLEGE SUPPLIES, DOCUMENTS OR SERVICES**

A person is guilty of misuse of college supplies, documents or services when he/she:

- a. forges, alters, or uses without authority;
- b. possesses college supplies or documents without authority. (College supplies and documents include, but are not limited to supplies, equipment, keys, records, files, documents and other materials);
- c. fraudulently uses or abuses.

***Any student found in violation of misuse of college supplies will receive disciplinary probation for one semester.***

## REGISTRATION OF STUDENT ORGANIZATIONS

A person is guilty of violation of college policies when she/he violates college policies or regulations concerning registration and student organizations or creating new organizations without approval.

***Any student found in violation of participating in organizations on Paul Quinn College Campus that have not been approved and sanctioned by the institution will receive disciplinary probation for one year. Examples are fraternity, sorority, and social club organizations.***

## REASONABLE REQUEST OF COLLEGE OFFICIAL

A person is guilty of failure to comply when he/she knowingly fails to comply with a reasonable request of such college officials in the performance of his/her duty.

***Any person found in violation will receive sixty (60) community service hours.***

## DISMISSAL FROM THE RESIDENCE HALL

Students who are on-campus residents may be subject to having their housing contract terminated for an indefinite period of time for serious violations of the rules and regulations related to housing conduct and other conduct violative of provisions of this handbook. Students withdrawing or permanently leaving the residence hall for any reason should clear the room within 24 hours or as otherwise instructed by a college official. ***Students dismissed for disciplinary actions will only receive refunds in accordance with applicable laws and regulations.***

The College reserves the right to deny the privilege of residence hall accommodation to persons who show flagrant disregard for the policies and procedures governing residential living.

Dismissal from the residence hall may be accompanied by additional disciplinary actions, up to and including expulsion from the College.

## STUDENTS ARRESTED IN THE CITY OR COUNTY

Students arrested should contact their parent(s) for assistance. The College will not be responsible for assisting the student with the legal process.

## HAZING

The Texas Legislature has enacted a law prohibiting hazing by person(s) against a student(s) at an educational institution. The law also prohibits the knowing, intentional, reckless failure to report hazing to school authorities. Failure to comply with the specific provisions of the law will result in criminal penalties and fines. The following is a brief summary of the hazing law.

A person commits an offense under the hazing law if that person:

- A. Engages in hazing;
- B. Solicits, encourages, directs, aids, or attempts to aid another engaging in hazing;
- C. Has firsthand knowledge of the planning of a specific hazing incident involving a student in a educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Office of Student Affairs.

**The Texas Education Code defines hazing as:**

**\*Any knowledge of or participation in physical brutality such as whipping, beating, striking, branding, electronic shock, placing of a harmful substance on the body or similar activity;**

**\* Any knowledge of or participation in physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health and safety of the student;**

**\* Any knowledge of or participation in the consumption of food, liquid, alcoholic beverage, liquor, drugs, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;**

**\* Any knowledge of or participation in activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization and the institution rather than submit to acts described above.**

**Any type of activity which falls within the general definition of hazing for the purpose of pledging, being initiated into, affiliating, holding office in, or maintaining membership in any organization whose members are or included students at an educational institution is prohibited under the hazing law. Consent of the individual(s) subject to the hazing is not a defense to prosecution of an offense under the hazing law. Organizations that are subjected to this law includes fraternities, sororities, societies, associations, corporations, orders, choruses, cooperates, service and social clubs or any similar group whose members are primarily students at an educational institution. A “student” is defined as an individual registered or in attendance at an educational institution, an individual accepted for admission at an educational institution, or an individual who is on vacation from an educational institution and intends to attend that institution during any of its regular sessions after that period of vacation.**

**Specific state penalties that may be imposed against an individual or an organization found guilty of an offense under the hazing law include the imposition of fines ranging from \$5,000 to \$10,000 and/or imprisonment of 90 days to two years. The specific penalty imposed for a hazing offense depends on the seriousness of the offense and whether or not bodily injury to an individual or death results from the hazing incident.**

The institution also has the authority to impose penalties ranging from probation to expulsion as hazing is a violation of the Code of Conduct. If hazing occurs within a

fraternity or sorority, the national office will also impose penalties which likely will consist of fines and suspension or expulsion from the organization.

If an individual reports an offense of hazing to the Office of Student Affairs, that individual is immune from liability, civil or criminal, that might otherwise be incurred or imposed because of this report. However, a person reporting in bad faith or with malice is not so protected.

### **FINES**

All fines must be paid in 5 working days in the Business Office. Cash or money orders - no personal checks will be accepted. A receipt will be given upon receipt of funds. All fines must be paid prior to moving into the Residence Hall.

### **IMMEDIATE EXPULSION**

Students will be expelled immediately for the following items,:

- a. If found in your room, illegal drugs will result in immediate expulsion. **Drugs are not allowed on Paul Quinn College campus.**
- b. Possession of weapon(s) will result in immediate expulsion.
- c. Students will be expelled for storing, possession or detonation of firearms (including BB and Pellet guns). Weapons of any kind, ammunition, or explosives of any kind are illegal.
- d. Assault of faculty or staff will result in immediate expulsion.
- e. Academic dishonesty will result in immediate expulsion.

### **REGISTRATION**

Students will be given three (3) working days after the close of registration to complete the registration process. After this period, students will be asked to vacate the residence hall.

### **PROBATION**

Students who do not complete probation as outlined in their sanction letter and probation agreement, will be evicted from the residence halls. **NO EXCEPTIONS**

### **SMOKING**

Smoking of any kind is now prohibited in all Paul Quinn College buildings, which include the entire residence hall. Smoking refers to any legal product such as cigarettes, cigars, pipe tobacco etc. **Any person found in violation of smoking in either residence hall will receive an appropriate sanction under this Handbook and repeat offense will result in automatic suspension from on campus housing facilities Any person found in violation of smoking in any other campus buildings will receive sixty (60) hours of community service.**

**WARNING/REPRIMAND**

May be oral or in writing. Serious Offenses will be documented in writing by the appropriate official and may be placed in the student's file.

**SUSPENSION**

Separation from the College for a period set by the Dean of Student Affairs or the Disciplinary Committee.

Suspension shall:

- a. Be effective on the date of notice of suspension, except that the notice may state otherwise;
- b. Prescribe the conditions, including, but not limited to, the term of suspension;
- c. Be entered into the student's permanent record;
- d. Prescribe the date and conditions upon which a student may petition for reinstatement;
- e. Subject a student to Re-instatement Probation and to any or all of those conditions imposed therewith.

Any student suspended from the College for disciplinary reasons shall not be permitted on campus during the period of such sanction without prior written approval from the Dean of Student Affairs.

All students that are suspended must surrender their Paul Quinn College ID the day that the sanction begins.

**EXPULSION**

Expulsion means permanent dismissal from the College. Expulsion means that a student is to never return to the institution.

Expulsion shall:

- a. Be effective on the date of notice of expulsion, unless the notice states otherwise;
- b. Be entered into the student's permanent records.

**COLLEGE DISCIPLINARY PROBATION**

Shall be imposed for a period set by the Dean of Student Affairs or the Disciplinary Committee. A student placed on College Disciplinary Probation is not eligible:

- a. To attend or participate in any intercollegiate events;
- b. To attend or participate in any student organization or extracurricular activities, choir travel, etc.

- c. To represent the College in any chosen, elected or other position (SGA, student delegation to conventions or conferences, etc.)
- d. To work assignments independently or in concert with other sanctions;
- e. In some cases, to remain in the residence hall;
- f. To hold any position held prior to the Probation Period.

### **TERMINATION OF AN APPROVED STUDENT ORGANIZATION**

This is the discontinuation of a registered student organization for a designated period of time, including the loss of all privileges as enumerated in this Code.

For cause, any student organization may be terminated for a specified period of time with the loss of privileges as enumerated in this code.

### **RESTITUTION**

Restitution is reimbursement for damage to, destruction of, or misappropriation of College property of any person(s) while on college property, which results from conduct in violation of this code. The Dean of Students must approve all restitution.

- a. Restitution may be ordered by the Dean of Student Affairs, Residence Hall Director or the Disciplinary Committee in connection with the sanction, which may be imposed in accordance with Code for damage to, destruction of, or misappropriation of property as defined above.
- b. When restitution is ordered in connection with a sanction, it shall constitute a condition of reinstatement or restoration of privileges to a student.
- c. When restitution is ordered in lieu of sanction, and restitution is not met, a student or an organization is subject to any sanction which could have been imposed in accordance with this Code for damage to, destruction of, or misappropriation of property.

### **CONDITION OF SUSPENSION AND REINSTATEMENT**

Any student suspended from the College:

- a. Shall be denied all privileges afforded a student;
- b. Shall be required to leave immediately when it is determined by the Dean of Students that the student's continued presence on the College property constitutes a danger to the College or threatens to disturb the normal educational functions of the College and to remain away so long as that threat or danger continues, except that the individual:
  - I. May petition to the Dean of Students for entrance to the College for a specific purpose.

- II. Has the right to petition to the Dean of Students to remove or reduce the terms of this condition.
- c. Shall petition for reinstatement to the College before being re-admitted and be subject to reinstatement probation.
- d. May be required to meet certain conditions upon reinstatement that are recommended by the Disciplinary Committee to the Dean of Student Affairs.

### **FAILURE TO OBSERVE TERMS AND CONDITIONS**

Failure to observe the terms and conditions (Suspension or College Disciplinary Probation) will result in immediate suspension for not less than one academic semester. Students are expected to follow the terms of their Probation/Suspension. No exceptions. **Sanctions not followed to the letter will result in eviction or suspension per your letter**

### **VIOLATION OF CIVIL LAW**

If a student is charged with an off campus violation of a criminal law, the College may delay taking disciplinary action until the student has been judged in a court of law, except if the student is incarcerated and unable to comply with academic requirements.

- a. The College may impose sanctions for gross misconduct (Example: homicide, attempted rape, rape, felonious assault, robbery, arson, the possession of illegal drugs, etc.) The et cetera are those actions that are illegal in the State of Texas and the United States.
- b. The College may reinstate the student if he is acquitted or the charges are withdrawn.
- c. The College may initiate its hearing and disciplinary proceedings against a student who violates a civil law which may be a violation of the above.
- d. The College may initiate its hearing and disciplinary proceedings against a student who is found guilty of shoplifting, writing bad checks and failing to make good within 15 days of notification, and any form of conduct inconsistent with that of Paul Quinn College policies, whether the violation occurred on or off campus.

### **HEARING AND DISCIPLINARY PROCEEDING**

Paul Quinn College recognizes the student's right as an adult member of society and as a citizen of the United States of America or other countries. The college further recognizes the student's right within the institution to freedom of inquiry and to the reasonable use of services and facilities of the college which are intended for his/her education.

In the interest of maintaining order on the campus and guaranteeing the broadest range of freedom to each member of the community, the students and other members of the college community acting in concert have laid down some rules. These rules reasonably limit some activities and prescribe certain behavior, which is harmful to the orderly

operation of the institution and the pursuit of its legitimate goals. All enrolled students are held accountable to these rules, which are printed in this Student Handbook

Charges - Any member of the college community may file charges with the Dean of Student Affairs against a student or registered student organization for conduct or activities in violation of this code. All charges must be written and cite:

- a. Name of person making the charge, the student or approved student organization accused and witnesses, if any;
- b. Nature of charge and conduct in violation of this code; and
- c. All other relevant information pertaining to the charge.

If any student is accused of a violation of any of these rules or is subject to a written charge, he or she is guaranteed a speedy and fair hearing.

When a student is accused of violating a section of the Student Code of Conduct, a complaint is issued against the student through the Dean of Student Affairs. The Dean of Student Affairs will determine if the complaint(s) has merit and conduct any necessary preliminary investigation) [NO STAFF SHOULD BE GIVEN THE POWER TO MAKE SUCH DETERMINATIONS]The Dean of Student Affairs may choose to adjudicate the case, or refer it directly to the Disciplinary Committee. When the preliminary investigation is not conclusive, the Dean of Student Affairs will dismiss the case or schedule the adjudication. The student may choose to have an Administrative Hearing with the Dean of Student Affairs or Disciplinary Committee. The student has an absolute right to appeal any decision of the Dean of the Student Affairs to the Disciplinary Committee.

### **HEARINGS BEFORE THE DISCIPLINARY COMMITTEE**

The purpose of a hearing is to arrive at a decision regarding the student's behavior. Such decisions affect the student and his relationship with the institution. As stated earlier, the administration of discipline is an educational process and these procedures are determined by educators.

### **DISCIPLINARY COMMITTEE**

The Disciplinary Committee shall adjudicate issues of student conduct in violation of this code referred by the Dean of Student Affairs. This committee shall be composed of five members:

- a. Two faculty and two staff members;
- b. One student;
- c. One faculty and/or staff member shall serve as chairperson;
- d. Each member shall have one vote and decisions shall be by plurality vote;
- e. The Dean of Student Affairs is an ex-officio member.

The Chairman must decide if a quorum is present and the committee members gathered should vote upon that quorum.

### **COMMITTEE APPOINTMENTS AND ELIGIBILITY**

The faculty, staff members and chairperson shall be appointed by the Dean of Student Affairs to serve for not more than two years or twenty-four months.

The Dean of Student Affairs must approve students. All committee persons must note that all information shared is confidential. During the summer session, student members shall be appointed by the Dean of Student Affairs if neither the newly elected SGA President or Vice President is on campus. A student member shall have:

- a. No record of disciplinary action;
- b. At least a 2.80 cumulative grade point average; and
- c. Be a full time currently enrolled student.

Collegiate disciplinary proceedings must insure fairness, justice, truth and due process as defined for educational institutions. The courts have allowed great flexibility in student discipline hearings so long as the student is given notice and a fair and impartial hearing. Guidelines are:

- a. Disciplinary procedures are private, confidential and involve only the student and the appropriate committee; therefore, they are closed to the public;
- b. Hearings are presided over by the Chairperson of the Disciplinary Committee or his/her designee. Only pertinent information is allowed at the hearing. The Chairperson should not allow any extraneous material to be presented;
- c. The accused is informed in writing of the decision or sanction and the student's right to appeal;
- d. All institutional personnel who should know the outcome of the hearing will be notified. Copies of all letters pertaining to the hearing are filed in the Dean of Student Affairs Office;
- e. An accused shall be entitled to be accompanied by one representative of the student's choice (upon request). That representative must be a member of the Paul Quinn College student body, faculty or staff;
- f. The accused or his representative shall be entitled to present his defense and to call and cross-examine witnesses (upon request);
- g. The accused has the right to be present during the presentation of all evidence against him/her and the right to challenge any of the evidence (upon request);

- h. In proceedings involving more than one accused student, a separate hearing, if requested, shall be granted;
- i. After all evidence has been presented, the committee shall then weigh and discuss the evidence and determine if the accused is innocent or guilty of the charge /violation;
- j. After the committee reaches a decision, the chairperson notifies the Dean of Student Affairs, who notifies the student with a written notice of the decision, which includes a citation of appeal procedures? All appeals must be made within twenty-four (24) hours from the date of the decision;
- k. The sanction imposed by the Disciplinary Committee or Dean of Student Affairs shall become effective upon receipt of the sanction, unless the student notifies the Dean of Student Affairs that he/she plans to appeal;
- l. If the accused fails to appear for the hearing without notifying the Dean of Student Affairs, the evidence in support of the charges may be presented and considered. The hearing may be postponed for a period of time twenty-four (24) hours if requested by the accused for a good and valid reason.

There are several offenses which carry sanctions not less than suspension. These are stealing, alcohol, physical injury to a student or employee of the College, vandalism, the destruction of College property and dishonesty.

### **APPEALS**

When a student is dissatisfied with a Decision of the disciplinary Committee, a request for an appeal should be made in writing to the Dean of Student Affairs within seventy-two (72) hours (or longer if there are reasonable grounds for the delay) after the date of notification of the penalty resulting from the action of the College Disciplinary Committee.

The Dean of Student Affairs will then direct the appeal to the President of the College. The President may grant the appeal if one or more of the following reasons are justified in the written request:

- a. New evidence or witnesses;
- b. Improper trial procedures;
- c. Sanctions too punitive for offense; and
- d. Bias of hearing body.

The President may:

- a. Sustain the action of the Disciplinary Committee;
- b. Return the case to the Disciplinary Committee for further deliberation on new evidence not available to the Committee at the time of its actions;

- c. Recommend a reduction of the penalty based on “too punitive for offense;”
- d. Exonerate student from charges and penalties.

Students requesting an appeal may continue to attend class and other activities until notified in writing by the President or Dean of Student Affairs.

Neither the student nor the college may have legal counsel present at the hearing.

### **INSURANCE INFORMATION**

Paul Quinn College’s property coverage is not designed to cover the personal effects of students (i.e., stereo and computer equipment, clothes, and other personal items). It is important that students understand that the purchase of property insurance for personal items is their responsibility, not the institution’s. Each student should be advised that:

- a. The institution’s property insurance will not pay to replace their personal belongings in the event of fire, theft, etc.
- b. They should consult their parents regarding the availability of coverage under the parent’s homeowner or tenant’s policy.
- c. If the parents have no insurance coverage, but coverage is desired, the student should purchase personal effects coverage at his/her own expense.

We recommend that you contact National Student Services, Inc., for information on student’s personal effects property insurance. NSSI offers affordable personal property coverage for purchase by students, and will be pleased to provide coverage. They may be reached at 1-800-252-6774, or you may write:

National Student Service, Inc.  
P.O. Box 2137, Stillwater, OK 74076-2137

### **PAUL QUINN COLLEGE DRUG POLICY**

The policies and regulations of the College governing the possession, use, distribution, and manufacturing of prescribed or illicit drugs, alcohol and drug paraphernalia by students of Paul Quinn College and their guests or visitors to the College premises are herein contained.

It is the policy of Paul Quinn College that no illegal drugs may be used or possessed on Paul Quinn College property. Drug and alcohol abuse destroys families, careers, hopes, dreams, and lives. Paul Quinn College will strive to provide students with an environment free of alcohol and drugs. The College will comply with the Drug-Free Workplace Act of 1988 (41USC 701-707).

Unlawful manufacture, sale, distribution, possession, or use of a controlled substance is prohibited. Drug abuse includes the misuse of prescription drugs.

### **TRANSCRIPTS**

Academic transcripts are issued by the Office of the Registrar, 1st floor of the John Hurst

Adams Administration Building, which is the college-designated office for maintaining official academic records of all students currently or previously enrolled. Requests for transcripts will be honored only if they 1) are in writing, 2) contain the signature of the student or former student whose record is requested, and 3) are cleared financially by the Business Office, including the Office of Financial Aid. The fee for transcripts, including student copies, is \$2.00 per copy. Transcripts sent to other units of the College are free. All transcript requests will be honored as expeditiously as possible, but during such periods as examinations, grade reporting, and registration, there may be some delay.

## **NON-DISCRIMINATORY POLICY ON THE BASIS OF SEX, HANDICAP, RACE, COLOR OR NATIONAL ORIGIN**

### **POLICY STATEMENT**

Paul Quinn College emphasizes its commitment to provide a professional working and learning environment that supports, nurtures and rewards educational and employment growth free of discriminatory, inappropriate and disrespectful conduct or communication. Discrimination of any kind threatens this type of learning environment in that it compromises institutional integrity and traditional academic values. Discrimination inhibits the individual's performance as a student or employee and violates acceptable standards for accessibility, equal opportunity and interrelationships.

Students, staff, faculty and administrators should know that the College is concerned about discrimination. The institution is prepared to take preventive and corrective action to deal with an individual or individuals who engage in such actions or conduct.

Paul Quinn College, for the purpose of this policy, defines discrimination according to the categories listed below:

1. **Sexual Harassment:** Paul Quinn College defines sexual harassment as an action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. It may be characterized by, but not limited to:
  - a. Unwelcome sexual advances;
  - b. Unwelcome requests for sexual favors;
  - c. Conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, or offensive;
  - d. Unwelcome and inappropriate touching, patting, or pinching and obscene gestures;
  - e. Threats or insinuations that a person's employment, graduation or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
  
2. **Student Disability:** Paul Quinn College defines student disability as a handicapped person who has a physical or mental impairment that substantially limits one or more

major life activities; has a record of such an impairment; or is regarded as having such an impairment.

3. **Age Discrimination:** Paul Quinn College defines age discrimination as the denying or limiting individuals in their opportunity to participate in any program or activity because of their age.

## **RESPONSIBILITIES**

All members of the College community are responsible for ensuring that their conduct and actions do not cause discrimination against any other member of the College community because of race, color, national origin, disability, age, or sex. The same responsibility extends to employees of third parties doing business with the college or on college property and to campus visitors.

Supervisory personnel have the further responsibility of preventing and eliminating discriminatory practices within the areas they oversee. If supervisors know discriminatory practices are occurring, receive a complaint, or obtain other information indicating possible discriminatory practices, they must take immediate steps to ensure the matter is addressed, even if the problem or alleged problem is not within their area of oversight.

Faculty members, likewise, must inform their Division Chair or an appropriate administrator or other college official with supervisory responsibility, if they have reason to believe that discrimination because of race, color, national origin, disability, sex or age is occurring.

The Human Resource Director has the responsibility for handling matters of discrimination with the exception of disability discrimination. The Section 504 Coordinator has the responsibility for handling matters of discrimination based on disability. Complaints concerning discrimination based on sex, disability and age will be handled in accordance with the grievance procedures outlined below. [SHOULD THE HUMAN RESOURCE DIRECTOR DEAL WITH STUDENT COMPLAINTS, OR SHOULD THE OFFICE OF THE DEAN OF STUDENT AFFAIRS DO SO?]

## **GRIEVANCE PROCEDURES**

Any student or employee who believes that she or he has been subjected to discrimination because of sex, race, national origin, religion, disability or age should use the procedures outlined below. To the extent possible, the student should file a written complaint within one week of the alleged incident with the Human Resource Director or the Section 504 Coordinator, as appropriate. The written complaint must point out when the alleged incident occurred, the name of the alleged discriminator, name(s) of witnesses to the alleged discriminatory practice, if any, and exactly what the alleged discriminator said or did. Forms for a complaint can be obtained from the Dean of Student Affairs, Human Resource Director or the Section 504 Coordinator.

This grievance procedure deals with discrimination based on sex (including sexual harassment), age, race, national origin, religion, disability or age. All other complaints will be handled in accordance with procedures set out in the student handbook and employee handbook.

1. Students will make said discrimination known to the Human Resource Director or the Section 504 Coordinator, Dean of Student Affairs..
2. If the Human Resource Director or the Section 504 Coordinator Dean of Student Affairs is the discriminator, then the complaint will be made to the President.. The student is always free to make such complaints directly to the President, who will direct the investigation to the appropriate person..
3. An immediate investigation will be conducted and, if he charges are not resolved to the student's satisfaction at this level, the matter will be presented the President's Executive Cabinet.
4. Confidentiality will be maintained, but the accused has the right to face the accuser in a hearing.
6. If the student is If the student is still dissatisfied, he or she may appeal directly to the president in writing.. The President will conduct an appropriate determination and make a final determination.
7. If the student is dissatisfied, then the College will notify the student of his or her appeal rights to the Office of Civil Rights of the Department of Education.

### **COMPLAINT PROCEDURES FOR NON-DISCRIMINATION MATTERS**

Any student who has a complaint that does not relate to discrimination. should use the procedures outlined below to make it known. The individual making the complaint must file a written statement including the time, date, witness(es) and the circumstances surrounding the complaint.

1. The student will file the complaint in written form in the Dean of Student Affairs Office within one week of the incident or otherwise as soon as possible.
2. The Dean of Student Affairs will follow through with an investigation of the alleged complaint and file charges once agreed upon by the parties involved. The Dean for Student Affairs will present the complaint to the President.
3. Confidentiality will be maintained; however, it should be known that the individual that the complaint is filed against has the right to face the accuser.
4. The complaint should be resolved within 10 working days from the time the written complaint is filed.
5. If a student finds that the response to the complaint is unsatisfactory, the student may contact The Dean of Student Affairs, Student Union Building, room 201, at 214-302-3620. If the student is still dissatisfied, he or she may appeal directly to the president in writing.. The President will conduct an appropriate determination and

make a final determination..

### **COLLEGE SECURITY**

The purpose of the security team is to provide 24-hour security to protect the physical properties of the campus, students and employees. The security's authority encompasses all properties owned and operated by the College.

The security team is a part of the Fiscal Affairs Department and is supervised by a Chief of Security. The campus security officers investigate, prepare, and submit incident reports to the Dean of Students and Director of Residence Life for further investigation and charges. Serial numbers of stolen items from the campus are reported to the local authorities.

Criminal actions or concerns of emergency can and should be reported by any student, faculty, or staff. The Physical Plant Area maintains the college buildings and grounds with a concern for the safety of all. Campus facilities are regularly checked and repaired for safety and security purposes; i.e., broken windows, locks, and doors. The Office of Residential Life and the Dean of Students assist the area by reporting potential security hazards.

College officials along with Security will observe the campus to maintain proper lighting and other items of concern for the well being of our campus community. Any deficiencies observed are reported to the proper individuals for repairs.

The College facilities are open to the public during the day and evening hours when classes are in session with the exception of our residential halls. Residence hall staff should be informed of all visitors visiting the various rooms. The hall supervisor in charge must approve room visitation. During the time the College is officially closed, buildings are locked and cleaned and only dormitory personnel, physical plant, student workers, and other major officers have access to the facilities.

**V**

**FACULTY AND STAFF INFORMATION**

**PHONE NUMBERS**

**E MAILS**

**CAMPUS MAP****MAP & DIRECTIONS**

The college is located on the southern boundary of Dallas, Texas about one-half mile west of Interstate 45 and two miles north of interstate 20.

**From downtown Dallas:**

Take Interstate 45 (Houston) south. Take the Simpson Stuart Road exit and turn right (west) about one-half mile. Paul Quinn College will be on your right side.

**From Fort Worth/Arlington/Grand Prairie/Duncanville:**

Take Interstate 20 east. Exit Bonnie View Road and turn north (left) about 2 miles. At the Simpson Stuart Road, turn right (east) and head one-half mile. Paul Quinn College will be on your left side.

