



# **PAUL QUINN COLLEGE**

## **Student Handbook**

Revised 2015 - 2016 Academic Year

Approved by Board of Trustees September 4, 2015

## TABLE OF CONTENTS

<b>PRESIDENT’S WELCOME</b> .....	<b>9</b>
<b>THE HISTORY OF PAUL QUINN COLLEGE</b> .....	<b>10</b>
<b>PRESIDENTS OF PAUL QUINN COLLEGE</b> .....	<b>11</b>
<b>MISSION OF PAUL QUINN COLLEGE</b> .....	<b>12</b>
<b>CHRISTIAN PHILOSOPHY OF EDUCATION STATEMENT</b> .....	<b>12</b>
<b>INSTITUTIONAL OBJECTIVES FOR ACADEMIC PROGRAMS 2009-2015</b> .....	<b>12</b>
<b>DOCTRINAL STATEMENT OF PAUL QUINN COLLEGE</b> .....	<b>13</b>
FOUNDATIONAL BELIEFS.....	13
<b>ACCREDITATIONS, INSTITUTIONAL AFFILIATIONS</b> .....	<b>15</b>
STATEMENT OF ACCREDITATION .....	15
CERTIFICATE OF AUTHORIZATION.....	15
AFFILIATIONS.....	15
<b>THE QUINNITE CREED</b> .....	<b>16</b>
<b>QUINNITE CODE OF HONOR</b> .....	<b>16</b>
<b>PAUL QUINN COLLEGE COLORS</b> .....	<b>16</b>
<b>PAUL QUINN COLLEGE MASCOT</b> .....	<b>16</b>
<b>ADMINISTRATIVE OFFICES</b> .....	<b>17</b>
<b>PURPOSE OF THE STUDENT HANDBOOK</b> .....	<b>19</b>
<b>THE CENTER FOR CIVIC ENGAGEMENT, ENTREPRENEURSHIP, AND LEADERSHIP (CEEL)</b> .....	<b>19</b>
CEEL MISSION STATEMENT .....	20
<b>REGULATIONS FOR STUDENT LIFE</b> .....	<b>21</b>
<b>GENERAL INFORMATION AND POLICIES</b> .....	<b>22</b>
ACADEMIC ADVISING.....	22
SCHEDULE CHANGES (ADD/DROP PROCESS) .....	22
COLLEGE ASSEMBLY/CHAPEL.....	23
COMPUTER CENTERS.....	23
LIBRARY SERVICES .....	23
FREE TUTORIAL SUPPORT CENTERS.....	23
OFFICIAL GRADES OF THE COLLEGE .....	23
FINANCIAL AID POLICY FOR SATISFACTORY ACADEMIC PROGRESS.....	24
INSTITUTIONAL STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS .....	28

<b>WITHDRAWAL FROM THE COLLEGE .....</b>	<b>28</b>
<b>ATHLETICS .....</b>	<b>29</b>
<b>BUSINESS OFFICE/BURSAR .....</b>	<b>30</b>
<b>CULTURAL ACTIVITIES .....</b>	<b>30</b>
<b>DRESS CODE POLICY .....</b>	<b>30</b>
<b>ELECTRONIC MAIL (EMAIL) ACCOUNTS .....</b>	<b>31</b>
<b>FOOD SERVICE .....</b>	<b>32</b>
<b>STUDENT HEALTH SERVICES.....</b>	<b>33</b>
<b>MENINGITIS VACCINATION POLICY .....</b>	<b>34</b>
<b>PROFESSIONAL COUNSELING .....</b>	<b>34</b>
<b>IDENTIFICATION CARDS.....</b>	<b>34</b>
<b>POSTAL SERVICE.....</b>	<b>35</b>
<b>TEXTBOOKS.....</b>	<b>35</b>
<b>MOTOR VEHICLES ON CAMPUS .....</b>	<b>35</b>
<b>CAMPUS SECURITY SERVICE.....</b>	<b>36</b>
<b>STUDENT RECORDS AND FERPA.....</b>	<b>37</b>
<b>COLLEGE ACTIVITIES .....</b>	<b>39</b>
FOUNDER'S DAY .....	39
HERITAGE BELL CEREMONY.....	39
HOMECOMING WEEK.....	39
HONOR'S CONVOCATION .....	39
NEW STUDENT ORIENTATION.....	39
SPRINGFEST .....	39
SPIRITUAL LIFE.....	40
RELIGIOUS EMPHASIS WEEK.....	40
BIBLE STUDY.....	40
CAMPUS EVENTS ANNOUNCED AS MANDATORY .....	40
<b>SMOKE FREE ENVIRONMENT .....</b>	<b>40</b>
<b>COMMUNITY SERVICE .....</b>	<b>40</b>
<b>STUDENT UNION BUILDING .....</b>	<b>40</b>
<b>STUDENT ACTIVITIES/INTRAMURALS .....</b>	<b>41</b>
<b>RESIDENCE LIFE.....</b>	<b>41</b>
RESIDENTIAL HALL ASSIGNMENT .....	42
MANDATORY RESIDENCE HALL MEETINGS.....	42

REGISTRATION.....	42
DISMISSAL FROM THE RESIDENCE HALL.....	42
CHECK IN POLICY .....	42
CHECK OUT POLICY .....	42
ILLEGAL CHECKOUTS.....	43
DAMAGE ASSESSMENT.....	43
FIRE SAFETY IN THE RESIDENCE HALL.....	44
FIRE EVACUATION PLAN.....	44
FIRE INSTRUCTIONS.....	44
FURNITURE AND EQUIPMENT .....	45
FURNISHINGS AND ROOM INVENTORY .....	45
PREGNANCY .....	45
IMMORAL SEXUAL BEHAVIOR .....	46
GUEST POLICY/VISITATION .....	46
RESIDENCE HALL SECURITY.....	46
KEYS .....	46
KITCHENETTE .....	47
LAUNDRY FACILITIES .....	47
LEDGES AND ROOFS.....	47
LOBBIES.....	47
MAINTENANCE AND HOUSEKEEPING REQUEST.....	47
ROOM OCCUPANCY .....	48
CONSOLIDATION .....	48
ROOM CHANGES.....	48
ROOM INSPECTIONS .....	48
ROOM ENTRY.....	49
ROOM CLEANLINESS AND ORDER .....	49
PAYMENT OF ROOM DAMAGES .....	49
HOLIDAYS.....	50
QUIET HOURS.....	50
CURFEW .....	50
EMERGENCIES .....	50
RESIDENCE HALL NOTIFICATIONS.....	50
USE OF ELECTRICAL EQUIPMENT.....	50
<b>MISSING STUDENT POLICY .....</b>	<b>51</b>
<b>PETS.....</b>	<b>51</b>

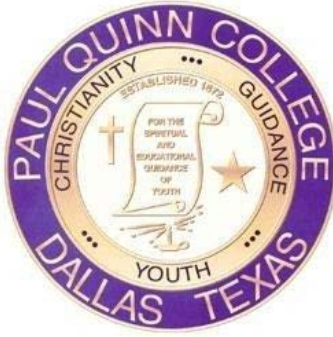
<b>CAREER DEVELOPMENT .....</b>	<b>51</b>
<b>STUDENT ORGANIZATIONS .....</b>	<b>52</b>
<b>REGISTRATION OF STUDENT ORGANIZATIONS .....</b>	<b>52</b>
RECOGNITION AND REGISTRATION.....	52
CHARTERING A NEW STUDENT ORGANIZATION.....	53
ESTABLISHED ORGANIZATIONS .....	54
ELIGIBILITY FOR MEMBERSHIP .....	54
SCHEDULING EVENTS.....	55
<b>USE OF FACILITIES .....</b>	<b>55</b>
<b>SALES AND SOLICITATIONS .....</b>	<b>56</b>
<b>GREEK INTAKE .....</b>	<b>56</b>
<b>QUEENS .....</b>	<b>56</b>
<b>STUDENT GOVERNMENT ASSOCIATION .....</b>	<b>56</b>
<b>GENERAL ORGANIZATIONS.....</b>	<b>56</b>
<b>STUDENT GOVERNMENT ASSOCIATION'S CONSITUTION.....</b>	<b>57</b>
<b>CODE OF CONDUCT AND DISCIPLINARY PROCEDURES.....</b>	<b>69</b>
RULES AND REGULATIONS .....	70
PROHIBITED CONDUCT .....	70
DRESS CODE .....	71
DISRUPTION.....	71
UNAUTHORIZED ENTRY .....	71
DAMAGE/VANDALISM OF PROPERTY .....	72
THEFT AND UNAUTHORIZED POSSESSION OF ANOTHER PERSON'S PROPERTY .....	72
HARRASSMENT .....	72
PHYSICAL ABUSE/FIGHTING OF ANOTHER PERSON.....	72
SEXUAL MISCONDUCT/ABUSE/ASSAULT OF ANOTHER PERSON .....	72
DANGEROUS WEAPONS AND EXPLOSIVES.....	73
DRUGS .....	73
GAMBLING .....	73
FAILURE TO MEET FINANCIAL OBLIGATIONS TO THE COLLEGE.....	73
AIDING AND ABETTING.....	73
USE OF ALCOHOLIC BEVERAGES .....	73
MISUSE OF COLLEGE SUPPLIES, DOCUMENTS OR SERVICES .....	74
REASONABLE REQUEST OF COLLEGE OFFICIAL.....	74
STUDENTS ARRESTED IN THE DALLAS CITY OR DALLAS COUNTY .....	74

HAZING .....	74
PAUL QUINN COLLEGE CLASSROOM ETIQUETTE .....	75
IMMEDIATE EXPULSION .....	76
WARNING/REPRIMAND .....	77
SUSPENSION .....	77
EXPULSION .....	77
SOCIAL/DISCIPLINARY PROBATION .....	77
TERMINATION OF AN APPROVED STUDENT ORGANIZATION .....	78
RESTITUTION .....	78
CONDITION OF SUSPENSION AND REINSTATEMENT .....	78
FAILURE TO OBSERVE TERMS AND CONDITIONS .....	79
VIOLATION OF CIVIL LAW .....	79
DISCRIMINATION POLICY ON THE BASIS OF SEX, HANDICAP, RACE, COLOR OR NATIONAL ORIGIN POLICY STATEMENT .....	80
RESPONSIBILITIES .....	81
<b>COMPLAINT PROCEDURES.....</b>	<b>81</b>
INFORMAL RESOLUTION.....	81
COMPLAINT PROCEDURES RELATED TO DISCRIMINATION.....	81
COMPLAINT PROCEDURES FOR NON-DISCRIMINATION MATTERS .....	82
HEARING AND DISCIPLINARY PROCEEDING .....	83
APPEALS.....	83
<b>COMPLAINT WITH THE TEXAS HIGHER EDUCATION COORDINATING BOARD..</b>	<b>84</b>
<b>SEXUAL MISCONDUCT AND HARASSMENT POLICIES AND PROCEDURES, (TITLE IX) .....</b>	<b>86</b>
RESOURCES FOR HELP .....	86
IMMEDIATE ON-CAMPUS HELP .....	87
FACULTY/STAFF ADVOCATES .....	87
IMMEDIATE OFF-CAMPUS HELP.....	88
PRESERVING EVIDENCE.....	89
REPORTING.....	89
TITLE IX COORDINATOR .....	89
PRIVILEGED COMMUNICATION.....	90
CONFIDENTIAL DISCLOSURES.....	90
RESPONSIBLE EMPLOYEES .....	90
NOTICE OF NON-DISCRIMINATION .....	91
POLICY STATEMENT – SEXUAL MISCONDUCT .....	92
SEXUAL MISCONDUCT AND OTHER IMPORTANT DEFINITIONS.....	92

SEXUAL HARASSMENT.....	92
UNWELCOME CONDUCT .....	93
HOSTILE ENVIRONMENT.....	93
QUID PRO QUO HARRASSMENT .....	93
SEXUAL ASSAULT .....	93
SEXUAL EXPLOITATION AND INTIMIDATION .....	94
STALKING .....	94
DOMESTIC AND INTIMATE PARTNER VIOLENCE .....	94
DATING VIOLENCE .....	95
CONSENT .....	95
INCAPACITATION.....	95
FALSE ACUSATIONS .....	95
RETALIATION .....	96
CONFIDENTIALITY .....	96
BILL OF RIGHTS FOR STUDENT PARTICIPANTS (RESPONDENT/COMPLAINANT).....	96
A SAFE ENVIRONMENT.....	97
PROCEDURES FOR RESOLUTION OF COMPLAINTS AGAINST STUDENTS REGARDING SEXUAL MISCONDUCT.....	97
RESOURCES AND SUPPORT .....	97
FAIRNESS.....	97
OPTIONS FOR REPORTING.....	97
PRIVACY .....	97
FREEDOM FROM RETALIATION.....	97
INVESTIGATION AND ADJUDICATION PROCESS .....	97
REPORTER/COMPLAINANT PARTICIPANT .....	98
RESPONDING PARTICIPANT.....	98
REPORTING A COMPLAINT .....	98
INTERIM MEASURES.....	100
FACT-FINDING INVESTIGATION.....	101
BASIC EXPECTATIONS OF INDIVIDUALS INVOLVED.....	101
DISCIPLINARY HEARING GUIDELINES .....	102
GENERAL HEARING PROCESS.....	104
RELATED HEARING PROCESS GUIDELINES .....	105
DISCIPLINARY COMMITTEE FINDING.....	106
SANCTIONS .....	107
APPEAL PROCEDURE .....	107
RECORDS .....	108

**SOCIAL MEDIA POLICY..... 108**  
**FINES..... 108**  
**CAMPUS SAFETY PLAN..... 108**  
    RECOMMENDATIONS FOR FLU SEASON..... 108  
    ACTIVE SHOOTER..... 109  
    FIRE /ALARM PROCEDURES..... 110  
    FIRE SAFETY..... 110  
    FIRE EVACUATION PLAN..... 111  
    FIRE INSTRUCTIONS..... 111  
    BOMB THREATS/EXPLOSIONS..... 111  
    TORNADO..... 112  
    CAMPUS MAP AND DIRECTIONS..... 113  
    DRIVING DIRECTIONS..... 114





## PRESIDENT'S WELCOME

Welcome to Paul Quinn College. I am proud to introduce you to one of the greatest stories in the history of higher education. We are a unique school, one that is proud of its role in providing a college education to the underrepresented classes in America. Paul Quinn College is an African Methodist Episcopal institution whose 140 years of existence makes it the oldest Historically Black College west of the Mississippi River. While we are proud of our history, we are also proud of our new role as a college that prepares students to assume the mantle of true servant leadership, who demand production over protocol, and refuse to give quarter to mediocrity and the status quo.

At our core, we are a liberal arts inspired college that instills in our students the values of integrity, service, leadership and accountability. We strive for excellence and innovation. Our purpose is to teach our students to challenge conventionality through the development of their minds, bodies and souls. We seek to produce scores of leaders who are prepared to guide this world ethically and financially through their thoughts, words and actions.

Paul Quinn College is the school for students whose goal is greatness. Paul Quinn College is the school for people who desire to create legacies. Paul Quinn College is the school for people who leave places better than they found them and who believe in loving something greater than themselves. If you are this person, and if you subscribe to these beliefs, then let me be the first to say "Welcome Quinnite, we've been waiting for you".

Sincerely,

A handwritten signature in cursive script that reads "Michael J. Sorrell".

Michael J. Sorrell, Esq.

President

Paul Quinn College

## **THE HISTORY OF PAUL QUINN COLLEGE**

Paul Quinn College was founded by a small group of African Methodist Episcopal preachers, under the leadership of Bishop J. M. Brown, in Austin, Texas, on April 4, 1872. The school's original name was the Connectional High School and Institute and its purpose was to educate freed slaves and their offspring. In 1877, the College moved to Waco, Texas, and was renamed Waco College. The College was housed in a modest one-building trade school, where students were taught the skills of blacksmithing, carpentry, tanning and saddle work.

Later, under the direction of Bishop William Paul Quinn, A.M.E. districts were developed throughout the South and tasked with raising funds to support the College. Under Bishop Quinn's direction, the College expanded its land ownership by purchasing more than twenty acres. The College's curriculum also expanded to include the subjects of Latin, mathematics, music, theology, English, carpentry, sewing, and household work.

In May 1881, the College was chartered by the state of Texas, and its name was changed to Paul Quinn College in commemoration of the contributions of Bishop William Paul Quinn.

In 1990, as a result of a gift from Dallas businessman Comer Cottrell, the College relocated to its present home in Dallas, Texas. The College now resides on 147 acres of beautiful rolling hills and trees just south of downtown Dallas.

Since 2007, the College has entered into a new era symbolized by its "Four Ls of Quinnite Leadership": Leave places better than you found them; Lead from wherever you are; Live a life that matters; and Love something greater than yourself. This new era has resulted in a number of national honors, including being named "2011 HBCU of the Year", the fifth most underrated HBCU in America, and "2012 HBCU Student Government Association of the Year". Additionally, President Michael J. Sorrell was selected as the "2012 HBCU Male President of the Year".

## PRESIDENTS OF PAUL QUINN COLLEGE

1872-Present

Bishop J. M. Brown (1872-1876)	George Singleton (1943-1946)
Bishop R. H. Cain (1876-1880)	Nannie Bell Aycock (1946-1951)
H. T. Keiling (1880-1883)	Sherman L. Green, Jr. (1951-1953)
I. M. Burgan (1883-1891)	Frank R. Veal (1953-1956)
N.A. Banks (1891-1892)	John H. Adams (1956-1962)
H. T. Keiling (1892-1896)	L. H. McCloney (1962-1969)
I. M. Burgan (1896-1904)	Stanley E. Rutland (1969-1976)
W. J. Laws (1904-1908)	Reuben D. Manning (1976-1978)
D. A. Butler (1908-1911)	William D. Watley (1979-1981)
I. M. Burgan (1911-1914)	L.H. McCloney (1981-1982)
J. K. Williams (1914-1924)	Norman W. Handy (1982-1984)
J. F. Williams (1924-1926)	Warren W. Morgan (1984-1992)
N.A. Banks (1926-1928)	Winston D. Powers (1992-1992)
Dean Mohr (1928-1932)	Lee E. Monroe (1992-2001)
A.S. Jackson (1932-1939)	Dwight J. Fennell (2001-2005)
J. W. Yancy II (1939-1942)	John K. Waddell (2006-2007)
George Davis (1942-1943)	Michael J. Sorrell (2007–present)

## **MISSION OF PAUL QUINN COLLEGE**

The mission of the College is to provide a quality, faith-based education that addresses the academic, social and Christian development of students & prepares them to be servant leaders and agents of change in their communities.

## **CHRISTIAN PHILOSOPHY OF EDUCATION STATEMENT**

Paul Quinn College, founded by and still affiliated with the African Methodist Episcopal Church, is committed to holistically developing our students with a Christian perspective of the world. Although programs are designed for all students that desire to learn in a Christian community, we welcome students from all faiths who are willing to follow the policies, practices and educational objectives of the institution. The College is committed to providing an exceptional liberal arts education and, as a Christian institution, our students will actively engage as servant leaders and global citizens.

## **INSTITUTIONAL OBJECTIVES FOR ACADEMIC PROGRAMS 2009-2015**

Paul Quinn College is committed to providing a quality education that is rooted in the Christian faith and designed to produce intellectually prepared students who enter the workplace and society ready to make substantive contributions as leaders and change agents.

**Objective 1** - To prepare students for their career choices through an academically rigorous curriculum

**Objective 2** - To offer a strong Christian-based general education core curriculum that is inspired by the study of liberal arts and will provide a strong foundation for the student's intended major

**Objective 3** - To provide a comprehensive assessment plan in every department

**Objective 4** - To prepare students for global citizenship as servant leaders in a diverse and interdependent world through curricular and co-curricular choices

**Objective 5** - To recruit and develop a highly qualified faculty

## DOCTRINAL STATEMENT OF PAUL QUINN COLLEGE

Paul Quinn College, its students and employees, affirm the Biblical and theological foundations of The African Methodist Episcopal Church and commit ourselves to fulfilling the mission and philosophy of education that reflects our foundations. These beliefs are enumerated in the Articles of Religion, the Standard Sermons of John Wesley and the Apostle's Creed.

### Apostle's Creed

I believe in God the Father Almighty, Maker of heaven and earth, and in Jesus Christ his only son our Lord who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried. The third day he arose from the dead; he ascended into heaven and sitteth at the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. I believe in the Holy Spirit, the Church Universal, the communion of saints, the forgiveness of sins, the resurrection of the body and the life everlasting. Amen.

### FOUNDATIONAL BELIEFS

**The Trinity:** There is but one living and true God, everlasting, without body or parts, of infinite power, wisdom and goodness; the maker and preserver of all things, both visible and invisible. And in unity of this God-head, there are three persons of one substance, power and eternity; the Father, the Son and the Holy Ghost. (Article I)

**Deity and humanity of Christ:** The Son, who is the Word of the Father, the very and eternal God, of one substance with the Father, took man's nature in the womb of the blessed Virgin; so that two whole and perfect natures, that is to say, the God-head and manhood, were joined together in one person, never to be divided, whereof is one Christ, very God and very man, who suffered, was crucified, dead and buried, to reconcile his Father to us, and to be a sacrifice, not only for original guilt, but also for actual sins of men. (Article II)

**The Bible:** The Bible is primary, authoritative and informative in all matters of faith and practice; all Scripture is given by inspiration of God (2 Tim. 3:16-17). The Holy Scripture containeth all things necessary to salvation; so that whatever is not read therein, nor may be proved thereby, is not to be required of any man that it should be believed as an article of faith, or be thought requisite or necessary to salvation. In the name of the Holy Scriptures, we do understand those canonical books of the Old and New Testament, of whose authority was never any doubt in the Church. (Article IV)

**Creation:** God is creator of all. (Genesis 1:1) "All things where made by Him, and without Him was not anything made that was made." (John 1:3) We agree with John Wesley (Sermon 56) when he said, "When God created the heavens and the earth, and all that is therein, at the conclusion of each day's work it is said, "And God saw that it was good." (Genesis 1:1-27). Thus, we believe that creation occurred in six literal days.

**Redemption:** Not every sin willingly committed after justification is the sin against the Holy Ghost, and unpardonable. Wherefore, the grant of repentance is not to be denied to such as fall into sin after justification. After we have received the Holy Ghost, we may depart from grace given, and fall into sin, and by the grace of God, rise again, and amend our lives. And therefore they are to be

condemned who say they can do no more sin as long as they live here; or deny the place of forgiveness to such as truly repent. (Article XII)

**Salvation:** We are accounted righteous before God only for the merit of our Lord and Savior, Jesus Christ, by faith, and not by our own works or deserving; wherefore, that we are justified by faith only, is a most wholesome doctrine, and very full of comfort. (Article IX)

**Second Coming:** Jesus Christ his only son our Lord who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead; and buried. The third day he arose from the dead, he ascended into heaven and sitteth at the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. (Apostle's Creed)

**Heaven and Hell:** And he who was seated on the throne said, "Behold, I am making all things new." Also he said, "Write this down, for these words are trustworthy and true." And he said to me, "It is done! I am the Alpha and the Omega, the beginning and the end. To the thirsty I will give from the spring of the water of life without payment. The one who conquers will have this heritage, and I will be his God and he will be my son. But as for the cowardly, the faithless, the detestable, as for murderers, the sexually immoral, sorcerers, idolaters, and all liars, their portion will be in the lake that burns with fire and sulfur, which is the second death." (Revelation 21:5-8)

**Satan:** Satan is a real being, a fallen angel, the tempter and the accuser. We believe we are to follow the admonition of James: "Submit yourselves therefore to God. Resist the devil, and he will flee from you" (James 4:7)

## **ACCREDITATIONS, INSTITUTIONAL AFFILIATIONS**

### **STATEMENT OF ACCREDITATION**

Paul Quinn College is accredited by the Transnational Association of Christian Colleges and Schools (TRACS) [P.O. Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)].

For information on filing a complaint against Paul Quinn College, visit the following website: <http://tracs.org/documents/1.ComplaintInformationSheet-AgainstInstitution.pdf>

### **CERTIFICATE OF AUTHORIZATION**

The Texas Higher Education Coordinating Board has granted a Certificate of Authorization to Paul Quinn College to award the following Bachelor of Science degrees:

Biology

Business Administration – Accounting

Business Administration – Entrepreneurship

Business Administration – Fundraising & Philanthropy

Business Administration – Management

Computer Science

Health & Wellness

Legal Studies

Liberal Arts

Liberal Arts – Route to Early Childhood to Sixth Grade Teacher Certification

Religious Studies

This certificate does not constitute accreditation; the issuance of this certificate attests only to the institution's having met the Board's standards established for nonexempt institutions.

Questions or complaints about the institution should be addressed to:

Texas Higher Education Coordinating Board

P.O. Box 12788

Austin, TX 78711-2788

512.427.6200

### **AFFILIATIONS**

Paul Quinn College is affiliated with the Association of Institutions of Higher Education of the African Methodist Episcopal Church.

## **THE QUINNITE CREED**

As a Quinnite, I promise to embrace the ideals of servant leadership and will, at all times, display only the highest degree of ethical practices, spiritual faithfulness, and financial responsibility.

As a Quinnite, I believe in the “Four Ls of Quinnite Leadership”:

To **Leave** places better than you found them;

To **Lead** from wherever you are;

To **Live** a life that matters; and

To **Love** something greater than yourself.

As a Quinnite, I believe in making no small plans. I will be bold, fearless and relentless in the pursuit of my dreams.

As a Quinnite, I will never allow a stumble to become a fall. I will always keep my eyes on the prize and continue to march forward.

As a Quinnite, I believe in the beauty and strength of families and vow to always be a respectful mate and a loving parent.

As a Quinnite, I believe in the words of Isaiah 58:9-12 and commit to feeding the hungry, taking care of the needs of the troubled and rebuilding old cities, roads and houses.

As a Quinnite, I accept that greatness is the goal for myself, for my school and for my community -- now and forever. Amen.

## **QUINNITE CODE OF HONOR**

A Quinnite does not lie, cheat, or steal or tolerate those who do.

## **PAUL QUINN COLLEGE COLORS**

The Paul Quinn College colors are black and purple and gold. They were first chosen and used in 1906 and updated in 2008.

## **PAUL QUINN COLLEGE MASCOT**

The Paul Quinn College mascot is the “Tiger.”



## ADMINISTRATIVE OFFICES

Paul Quinn College,

[www.PQC.edu](http://www.PQC.edu)

3837 Simpson Stuart Road

Dallas, TX 75241-4398

Academic Advising	<a href="mailto:advising@pqc.edu">advising@pqc.edu</a>	214-379-5425
Academic Affairs	<a href="mailto:academicaffairs@pqc.edu">academicaffairs@pqc.edu</a>	214-379-5484
Alumni Affairs	<a href="mailto:kthompson@pqc.edu">kthompson@pqc.edu</a>	214-379-5551
Athletics	<a href="mailto:kthompson@pqc.edu">kthompson@pqc.edu</a>	214-379-5551
Business Office (Student Billing)	<a href="mailto:mmitchell@pqc.edu">mmitchell@pqc.edu</a>	214-379-5560
Campus Clubs and Organizations	<a href="mailto:devans@pqc.edu">devans@pqc.edu</a>	214-379-5431
Campus Security	<a href="mailto:security@pqc.edu">security@pqc.edu</a>	214-379-5599
CEEL (Student Affairs)	<a href="mailto:devans@pqc.edu">devans@pqc.edu</a>	214-379-5431
College Registrar (Transcript Requests)	<a href="mailto:registrar@pqc.edu">registrar@pqc.edu</a>	214-379-5412
Donations to Paul Quinn College	<a href="mailto:cbryan@pqc.edu">cbryan@pqc.edu</a>	214-379-5577
Enrollment Management (Admissions)	<a href="mailto:admissions@pqc.edu">admissions@pqc.edu</a>	214-379-5577
Facilities	<a href="mailto:facilities@pqc.edu">facilities@pqc.edu</a>	214-379-5403
Faculty	<a href="mailto:academicaffairs@pqc.edu">academicaffairs@pqc.edu</a>	214-379-5484
General Information	<a href="mailto:Admissions@pqc.edu">Admissions@pqc.edu</a>	214-376-1000
Health Services	<a href="mailto:gdavis@pqc.edu">gdavis@pqc.edu</a>	214-379-5526
Information Technology / Computing	<a href="mailto:helpdesk@pqc.edu">helpdesk@pqc.edu</a>	214-379-5436
Lucy Residence Hall	<a href="mailto:smitchell@pqc.edu">smitchell@pqc.edu</a>	214-379-5455
President's Office	<a href="mailto:cbryan@pqc.edu">cbryan@pqc.edu</a>	214-379-5577
Scholarships and Financial Aid	<a href="mailto:finaid@pqc.edu">finaid@pqc.edu</a>	214-379-5530

Student Government Association	<a href="mailto:devans@pgc.edu">devans@pgc.edu</a>	214-379-5431
Student Support Services (TRIO)	<a href="mailto:kjackson@pgc.edu">kjackson@pgc.edu</a>	214-379-5451
Testing and Disability Services	<a href="mailto:AcademicAffairs@pgc.edu">AcademicAffairs@pgc.edu</a>	214-379-5500
Upward Bound	<a href="mailto:awilson@pgc.edu">awilson@pgc.edu</a>	214-379-5419
WE Over Me Farm	<a href="mailto:pgcfarm@pgc.edu">pgcfarm@pgc.edu</a>	214-379-5457
Zale Library	<a href="mailto:cweeks@pgc.edu">cweeks@pgc.edu</a>	214-379-5565
Human Resources	<a href="mailto:humanresources@pgc.edu">humanresources@pgc.edu</a>	214-379-5522



## **PURPOSE OF THE STUDENT HANDBOOK**

The purpose of the Paul Quinn College Student Handbook is to communicate to current and prospective students all of the College's standards, guidelines, and policies for student and campus life, the residence hall, student clubs and organizations, the Student Code of Conduct, as well as the principles and guiding beliefs of the College. Paul Quinn believes in integrity, service, leadership and accountability. Our purpose is to teach our students to challenge conventionality through the development of their minds, bodies and souls. This handbook is meant to be used as a resource during the student development process. As policies are added or revised and approved, students will receive access to the most recent version.

## **THE CENTER FOR CIVIC ENGAGEMENT, ENTREPRENEURSHIP, AND LEADERSHIP (CEEL)**

The success of every Paul Quinn College student is the first priority of the Center for Civic Engagement, Entrepreneurship, and Leadership. 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 CEEL and all offices to cultivate within the

Quinnite Nation an understanding of community through a strong sense of civic responsibility and good citizenship.

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 standards 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.

### **CEEL MISSION STATEMENT**

CEEL 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 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, and 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).

## **REGULATIONS FOR STUDENT LIFE**

Student life is a vital extension of the classroom experience and it is an important component of the education and maturation process of students. All student life programs are run through the Center for Civic Engagement, Entrepreneurship, and Leadership (CEEL). CEEL's primary responsibility is to provide opportunities to strengthen the students' classroom experiences through their participation in citizenship activities. In addition, the Center offers an array of living-learning activities in order to learn self-discipline, time management skills, study skills, and organizational skills in order to manage their study, work, and social activities. The Center also seeks to develop high self-esteem, leadership skills, civic responsibility, appreciation of ethnic heritage, and respect for multi-cultural diversity in all students.

Students who enroll in Paul Quinn College, as well as their parents or guardians, are expected to abide by the educational philosophy and goals of the institution. Both parties also agree to accept the conditions defined in this student handbook.

When students begin their journey to greatness at Paul Quinn College, some will choose to live in on-campus housing. On-campus students agree to adhere to the standards of personal conduct that the College considers fundamental to group living. It is expected that students will take advantage of the opportunities that campus living affords them in order to learn to make prudent decisions regarding their own conduct. Students are responsible for their actions as they relate to the rules, regulations, and policies of the College, and are expected to maintain high standards of courtesy, integrity, and personal attire.

The College does not permit the use or possession of illegal drugs, tobacco or firearms of any kind on campus, nor are these items allowed at any College sponsored event or activity, or by any person when representing the College. Students are not permitted to use or possess alcoholic beverages on campus.

The College reserves the right to notify civil authorities whenever a student, faculty, or staff member is guilty or has been charged with a violation of civil and criminal law. The College reserves the right to suspend or dismiss students, faculty and/or staff members when such activity is indicated in the best interests of the College or the overall student body.

The student handbook may be updated periodically and posted online. If this occurs, the only notification will be through the student's Paul Quinn College email address. The student is responsible for reviewing and adhering to the updates.

## **GENERAL INFORMATION AND POLICIES**

### **ACADEMIC ADVISING**

Academic advising establishes a collaborative relationship between student and advisor in which the student feels a sense of connection, support, and guidance. Effective advising is developmental and responsive. Advising encourages students to think critically, seek out resources, and develop action plans. It provides students with the information, resources, and encouragement they need to take personal responsibility for exploring options and making intentional and intelligent decisions. Ultimately, advising allows each student to achieve a meaningful and successful educational experience.

For more information pertaining to advising or academic programs, please see the College Catalogue or make an appointment with the Office of Academic Affairs.

### **SCHEDULE CHANGES (ADD/DROP PROCESS)**

Once the regular registration period has ended, a student cannot change class sections, drop a class, enroll in a new class, or withdraw from all classes without approval.

Requests for schedule changes are not official until updated and filed in the registrar's office.

If a course is dropped during the official, add/drop period, there is no penalty. The dropped course will not appear on the student's record. Courses withdrawn from after the Census Date are recorded as W. The published deadline for the add/drop period and the course withdrawal is listed in the academic calendar.

### **COLLEGE ASSEMBLY/CHAPEL**

As a part of the spiritual life of the campus, students are expected to attend weekly College Assembly/Chapel as a requirement for graduation. Attendance records are maintained by CEEL. See the College Catalog for the specific expectations to complete the graduation requirement.

### **COMPUTER CENTERS**

Computer centers are located throughout the campus. The system is networked and wireless with access in the residence hall, classroom buildings, Student Union Building, and library. Students can use campus owned computers and software applications to complete homework assignments. The computers are equipped with the Microsoft Office suite.

### **LIBRARY SERVICES**

The library subscribes to electronic databases providing access to ProQuest newspapers online, as well as Reference USA/infoUSA, JSTOR (Journal Storage). Remote access to all electronic resources is available to library users with Internet connectivity. Library staff members are available to assist students with finding appropriate research materials for class assignments.

### **FREE TUTORIAL SUPPORT CENTERS**

In addition to the tutoring provided by faculty members, students can use the Center for Student Support Services to receive additional free tutoring. The center provides comprehensive tutorial services, academic support and advisement. Students can also receive free writing assistance from the staff at the Writers' Hub (the campus writing center).

### **OFFICIAL GRADES OF THE COLLEGE**

		GRADE POINTS PER SEMESTER CREDIT HOUR
SYMBOL	=	
A	=	4.00

A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
F	=	0.00

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**GRADES NOT INCLUDED IN THE GRADE POINT AVERAGE:**

- P = Passing (with "C" or above)
- I = Incomplete
- E = Exempt from College Assembly
- AU = Audit
- AW = Administrative Withdrawal
- W = Withdrawal (student initiated)

**FINANCIAL AID POLICY FOR SATISFACTORY ACADEMIC PROGRESS**

**Qualitative and Quantitative Satisfactory Academic Progress & Eligibility for Financial Assistance**

Students that receive financial assistance at PQC of any type (federal, state, institutional, or outside scholarships/grants) must demonstrate both qualitative and quantitative satisfactory academic progress toward a degree. At the end of the spring semester of each academic year, the Office of Financial Aid evaluates the qualitative and quantitative academic progress of each student receiving financial assistance. This evaluation determines a student's eligibility to receive financial assistance in the next academic year.



In determining whether or not an undergraduate student is making satisfactory academic progress in order to continue to receive financial assistance, the following factors are considered:

1. The PQC cumulative GPA,
2. The percentage of credits completed/earned versus credits attempted at PQC, and, if applicable,
3. The total transfer credits plus the total credits attempted at PQC.

### **Baccalaureate Students**

1. The minimum PQC cumulative GPA requirement is 2.0
2. The minimum credit completion requirement is a 67%. Students receiving financial aid must satisfactorily complete 67% of financial aid hours (hours in which a student is enrolled on the last day to add a class) at the end of each spring term. Passing grades include A, A-, B+, B, B-, C+, C, and C-. Grades of I, W, NR, NC, IP, and AU will not be accepted as passing grades.
3. A student remains eligible to receive federal financial assistance as long as he or she has not attempted more than 150% of his or her degree completion requirements.

**Withdrawals** - Courses with a grade of W will affect the quantitative measure of academic progress in determining eligibility and maintaining financial aid.

**No Credit Grades** - Courses taken for no credit grades are not counted in determining eligibility for receiving or maintaining financial aid.

Total hours attempted will include credits taken at Paul Quinn College and any credit transferred from another institution. Grade point averages are based solely upon credits earned while enrolled at Paul Quinn College.

**Minimum acceptable academic standards are represented below:**

### **Transfer Students**

Students transferring into Paul Quinn College shall be assumed to be maintaining satisfactory academic progress. Transferred hours accepted into Paul Quinn College from previously attended schools will be considered when establishing total hours

attempted, as well as determining the maximum number of hours allowed for financial aid eligibility as long as the hours are within a student's current program.

### **Repeat Courses**

Repeat courses are counted for credit and will affect cumulative grade point averages in determining eligibility and maintaining financial aid as well as determining the maximum number of hours allowed for financial aid eligibility.

Students who receive or apply for financial aid must have a review of their SAP status completed at least once per academic year. Students who applied for financial aid during the academic year will have their SAP status evaluated after the end of the spring semester.

### **Monitoring and Processing Satisfactory Academic Process**

An academic completion report is run at the end of the Spring Semester for the past Academic Year to determine students' qualitative and quantitative measurable progress. The report lists students who did not make quantitative and qualitative measurable progress. If a student fails to meet established Satisfactory Academic Progress (SAP) requirements, a financial aid suspension letter will be sent to the student via email and mail indicating the type of SAP violation. Should the student fail to complete the minimum number of credits for one year, the student will be placed on financial aid suspension and will be ineligible for federal financial assistance. Eligibility may be regained after the student successfully completes the required number of credits to meet 67 percent of all attempted credits or through the appeal process.

### **Notification for Not Meeting Quantitative/Qualitative Satisfactory Academic Progress**

Undergraduates that do not meet Quantitative and Qualitative Satisfactory Progress are notified via mail and email at the end of the Spring semester for the upcoming financial aid award year. Notified students must follow the below Appeal process to be reconsidered for financial assistance.

### **Satisfactory Academic Progress Appeal Procedure**

#### **Appeal of Financial Assistance Suspension**

A student who loses financial assistance due to the lack of Satisfactory Academic Progress (SAP) may submit a written appeal to the SAP Committee. Under extremely extenuating circumstances, such as, the death of a close relative, serious injury to the student, serious illness of the student, or other very special/extreme circumstances, the SAP Committee may grant an appeal. The appeal process involves the following steps:

1. The student submits a letter of Appeal to the Office Financial Aid, any supporting documentation outlining the extenuating circumstances that caused the minimum academic requirements not to be met.
2. At its discretion, the SAP Committee may elect to approve an appeal for the following academic school year. However, student appeals may be approved only for the one semester, at the end of which the student will have to meet SAP requirements, if not, the student will be suspended.
3. If you determine, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, you may place him on probation without an academic plan. The student's progress must be reviewed at the end of that one payment period, as probation status is for one payment period only. If it is determined, based on the appeal, that the student will require more than one payment period to meet progress standards, you may place him on probation and develop an academic plan for the student. The student's progress will be reviewed at the end of one payment period as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.
4. Upon SAP Committee approval of an appeal, the Director of Financial Aid will set up a meeting to counsel the student on the approved Satisfactory Academic Progress appeal, and determine program eligibility, create a financial aid award letter, and notify the student in writing.

### **Probation status**

If at the end of the probationary period the student still does not meet the minimum academic requirements set forth in this policy, eligibility to receive financial assistance of any type will be suspended. Under either circumstance of probation or suspension, students receive notification in writing from the Office of Financial Aid.

A student who loses financial assistance due to a lack of Satisfactory Academic Progress, is again eligible to receive financial assistance when he/she meets the minimum requirements at the end of any subsequent academic year.

## **INSTITUTIONAL STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS**

The College may withhold the privilege of enrollment or further registration from any student who, in the judgment of the instructor or administration, is considered incompetent in scholarship, demonstrates unwillingness to meet financial obligations, and is otherwise unable to continue work at the institution. Students enrolled at Paul Quinn College must show satisfactory academic progress toward the completion of a degree program to remain eligible for matriculation. All semesters enrolled as a degree-seeking student at Paul Quinn College will be considered in determining a student's satisfactory progress.

Every student is expected to maintain an overall cumulative grade point average (GPA) of 2.0. Any student who earns below a 2.0 GPA during a semester will be considered for academic probation as outlined in the course catalog for the following semester. Students enrolled in the teacher education programs will be expected to maintain a 2.5 cumulative GPA, and will be considered for academic probation if he or she earns below a 2.5 GPA during a semester. Details pertaining to GPA calculations may also be found in the course catalogue. A student on academic probation is denied the following privileges of:

- Participating in official co-curricular activities;
- Holding office in any student activities on the campus or representing the College in any official capacity;
- Carrying an academic load of more than 13 semester hours; and
- Being initiated into a fraternity or sorority or pledge group of these organizations.

## **WITHDRAWAL FROM THE COLLEGE**

When a student finds it necessary to discontinue his/her College work at any time during the semester, the student must complete an official withdrawal form in the Registrar's Office. The student must consult with all the designated College officials who must sign the form. If the student does not complete and return the official withdrawal form within 2 business days, the College reserves the right to administratively withdraw the student from all classes and adjust their student account effective the date of the addendum. A student can stop the process within 2 business days by notifying the Registrar.

A student who withdraws from the College cannot re-enroll until the following semester.

### **Non-Academic Leave of Absence**

Non-Academic leaves may include but are not restricted to military leaves, medical leaves, internships and various experiential opportunities. Students seeking to temporarily stop their studies at the College for non-academic reasons may apply for a *Non-Academic Leave of Absence* through the Offices of Academic Affairs, Enrollment

Management and CEEL. Students on non-academic leave for up to one year are *not* required to re-apply for admission. Leaves that extend longer than one year must be approved by the Offices of the President, Academic Affairs, Enrollment Management and CEEL. Non-academic leave requests must be submitted by the deadline dates according to the official academic calendar.

Students may transfer course credits into their program taken while on non-academic leave. A maximum of six credit hours per semester or four credit hours per quarter or trimester may be transferred into the College in accordance with Paul Quinn's Transfer Credit Policy.

### **Medical Leave of Absence**

Medical leaves are granted in cases where a student's physical, mental, or emotional health prevents them from continuing their coursework. The student is responsible for submitting the required documentation from an appropriate health care professional and receiving written approval from the Office of Academic Affairs and the campus nurse before the end of the semester. Retroactive medical leaves are considered in the cases where the student's health or condition at the end of the semester prevented them from completing the necessary paperwork. Students granted medical leaves are given the grade of "W" in all their semester attempted classes. A student returning after a medical leave of absence must provide documentation from the appropriate health care professional indicating *in their expert opinion* that the student is ready to return to the rigors of college life.

### **Emergency Leave of Absence**

In cases where circumstances outside of a student's control do not allow them to meet the deadline of a regular non-academic leave of absence an emergency leave of absence is an option. To have this emergency leave of absence processed, a student must complete the necessary leave form, provide written documentation of the extenuating circumstances, and receive signatures of approval from the offices of Academic Affairs, Enrollment Management and CEEL. Students granted emergency leaves of absence are given the grade of "W" in all their semester attempted classes.

**Note: Students who never attend classes may be administratively withdrawn and all financial aid and institutional privileges will be revoked.**

## **ATHLETICS**

Paul Quinn College is a member of the Red River Conference and the National Association of Intercollegiate Athletics (NAIA). A comprehensive intercollegiate athletic program for men and women is provided. The College sponsors men's and women's basketball. To be eligible to represent the College in intercollegiate athletics competition, the student must be in compliance with all applicable provisions of the institution, the Red River Conference, and the NAIA. Various sports teams have won eighteen conference championships since 1983. The men's basketball team won the NSCAA National Championship in 1990 and 1995, and was runner-up in 1992. The

men's track and field team won two Regional Red River Men's Track and Field Conference Championships in 2006 and 2007.

## **BUSINESS OFFICE/BURSAR**

The Business Office is located in the John Hurst Adams Building, room 208. 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. Clearance from the business office is required to register for classes, for graduation, and the issuance of transcripts.

## **CULTURAL ACTIVITIES**

The Dallas/Fort Worth metropolitan area offers a number of outstanding cultural opportunities. These include world-class museums, lectures, displays, exhibits, traditional dance, classical music, plays, and documentary films. Many of these activities are available to students for free or at a reduced price upon presentation of their identification card. From time to time, cultural events will be scheduled on the Paul Quinn College campus. Students should check their PQC email and campus bulletin boards for information about scheduled activities.

## **DRESS CODE POLICY**

All students are required to be dressed in business casual attire between the hours of 8:00 a.m. until 5:30 p.m., Monday through Friday until after Chapel services, and during class time. This means that if a student has a night course, he/she is expected to adhere to the dress code. The only exception to this rule is if a student is enrolled in a physical education course. Students may wear PQC apparel or the PQC purple wristband with jeans on Friday's AFTER Chapel/College Assembly. Wearing jeans on Friday with no PQC apparel is a dress code violation.

Hats, hoods, headscarves, and do-rags are forbidden inside all campus buildings during business casual dress hours. After business casual dress hours, do-rags and headscarves are permitted within the residence hall. A student is not to be seen anywhere else on campus (inside or outside) with a do-rag or headscarf on his or her head. Any student found to be in violation of this guideline may be subject to disciplinary action per the rules of the dress code.

Listed below are examples of attire considered **inappropriate** for public display during business casual hours:

- Sheer garments without proper undergarments to obscure their transparency;

Mini dresses shorter than the place on the thigh where a student's fingertip reaches from a fully extended arm while standing;

Midriff blouses or shirts without anything under it;

Jeans, shorts of any kind, and pajama pants or undergarments as clothing;

- Sagging pants;
- Shirts with profanity/indecent messages displayed;

Hair Rollers; bedroom slippers;

Clothing with shoulder straps that are narrower than the width of three fingers (this means spaghetti straps and strapless tops and dresses are inappropriate);

Halter tops and dresses;

- Any display of underwear; and

Form fitting leggings (only appropriate when worn under dresses).

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. It is the responsibility of the individual student to alert faculty and staff of special medical conditions that could prevent them from completing the standard dress code violations sanctions. The sanctions include: The President's Running Club, test of physical endurance, and/or a \$200.00 fine for each violation. Furthermore, Paul Quinn College will not be held responsible for any injury that occurs while completing the dress code violation sanctions.

**Note: Public display includes any location on the campus or at College sponsored off-campus events.**

## **ELECTRONIC MAIL (EMAIL) ACCOUNTS**

PQC email accounts assigned to students shall be considered the official method of communication from college faculty and administrators to faculty, enrolled students, and staff members, either collectively or individually. It is the responsibility of each enrolled student to check for and appropriately respond to all such email messages on a regular and frequent basis. The Dean of Students will use the College's email system to communicate official messages about event dates, new policies, handbook dates, career fairs and job announcements, residence hall and all town hall meetings, and other messages deemed important to student life. Students are responsible for protecting username and passwords assigned to them for the use of the campus email system, the CAMS Student Portal, and the MOODLE system. Paul Quinn College is firmly committed to data security. To restrict unauthorized access and to ensure data integrity and security, Paul Quinn College implements physical, electronic, and administrative policies and procedures intended to safeguard information the College

collects and/or stores. However, the College cannot assure or warrant absolute data security.

## **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 student ID 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.

All Paul Quinn College students are expected to comply with specified rules and regulations governing campus facilities. Failure to do so will result in referral for disciplinary action.

### **FOOD SERVICE RULES:**

All persons are expected to form a line at the dining hall as they arrive, and no one will take a position other than at the end of the line. Food, dishes, silverware, or other equipment may not be taken from the cafeteria without the written permission of the dining hall manager. Violations will result in the charge of theft.

Students are prohibited from entering the kitchen and service areas.

All food and beverages must be consumed in the dining hall unless previously arranged with the manager on duty.

Visitors are defined as persons who do not have a college approved meal plan.

Students are expected to behave appropriately when using the dining hall. This includes but is not limited to: not sitting on tables, not standing on chairs, not playing music loudly. Dining hall personnel are to be treated with courtesy.

Persons who fail to cooperate with cafeteria personnel or to comply with cafeteria regulations will lose their cafeteria privileges without compensation and may be referred for disciplinary action.

Student identification cards may not be used by anyone other than the person to whom it is issued. Students who use another student's identification card or students who allow others to use their identification card will lose their identification card and be will be charged with fraud.

Students who are sick and cannot leave their rooms to have meals in the cafeteria should notify their resident assistant or the Residential Life Coordinator so that staff may make arrangements for meals.



Only valid identification or credit or debit cards will be accepted in the cafeteria. Notes will not be accepted for students who have lost or misplaced their identification card. Students must present their identification card when entering the cafeteria.

The College dress code is in effect for all meal periods, except Saturday and Sunday.

## **STUDENT HEALTH SERVICES**

Paul Quinn College students have the option of having their own family healthcare plan, a college sponsored, fully PPACA Compliant healthcare insurance plan, or a supplemental urgent care discount subscription plan (Non PPACA Compliant). **Students will need to make the decision regarding the type of healthcare services they wish to purchase at the time of enrollment.** The College has obtained these healthcare services as a benefit for all students who desire coverage as economically as possible.

Student athletes are required to have a PPACA Compliant healthcare insurance plan. Please read and make sure you understand what is covered by each plan before you complete the registration information. If you have questions regarding the coverage on these plans, or the PPACA, please contact the business office for more information.

**NOTE:** *In 2010, Congress enacted the Patient Protection and Affordable Care Act (PPACA) in order to increase the number of Americans covered by health insurance and decrease the cost of health care. One key provision is the individual mandate, which requires most Americans to maintain “minimum essential” health insurance coverage. Beginning in 2014, those who do not comply with the mandate must make a “shared responsibility payment” to the Federal Government. The Act provides that this “penalty” will be paid to the IRS with an individual’s taxes, and “shall be assessed and collected in the same manner” as tax penalties.*

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 of Health Services. 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) 379-5599.

The following policies govern the Campus Health Center Services:

1. Students should care for their needs through the Health Center during office hours - 8:30 a.m. - 5:30 p.m. Monday-Friday. You may contact the center at (214) 379-5526.

2. No student is permitted to remain in a residence hall in any state of illness that might cause harm to another student or self.
3. All emergencies caused by illness, even those occurring during the night, should be reported immediately to the residence life staff.
4. The nurse is called to the residence hall only in an emergency; otherwise, the student goes to the Health Center.
5. Students who need service from the Health Center after office hours are to contact the residence hall staff.
6. 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.

### **MENINGITIS VACCINATION POLICY**

Texas State Law requires the meningitis vaccine for all students under the age of 22 years old, enrolled in on-campus college classes. Documentation of the meningitis immunization must be dated 10 days prior to the move in date or the first day of classes or students will not be allowed to move into any campus residence hall space.

### **PROFESSIONAL COUNSELING**

The College provides access to counseling services primarily through a partnership with MetroCare Services, which holds weekly office hours on-campus. Their services are provided at no cost to students who claim residency in Dallas county (this is possible if a student lives in the dorm), or low cost to students residing locally. To schedule a confidential appointment, please contact the MetroCare Coordinator at (214) 743-1261.

First-time student appointments will include an intake process. This includes completing the initial paperwork with the Coordinator and talking with a psychiatrist who will determine the best strategy to support each individual student. If a student misses an appointment, or is over 15 minutes late, they will be charged \$100.

Students may receive counseling sessions that relate to depression, anxiety, anger management, time management, grief, substance abuse, interpersonal conflict, and other major mental and behavioral health issues. All records and documents will be filed confidentially and maintained in accordance with HIPPA policies and guidelines.

### **IDENTIFICATION CARDS**

All registered students must have a Paul Quinn College identification card (ID card). The identification card is issued by The Office Campus Facilities and Security upon

completion of the registration process and must be validated for the year. The identification card is used for identification, admission to college sponsored events, entrance to and use of college facilities (dining hall, library, fitness room, residence hall, etc.), and entrance to the campus. The identification card is non-transferable and must be surrendered upon withdrawal from the college. A lost or damaged identification card may be replaced for a \$10 fee. Misuse of the identification card or failure to present it upon request may result in disciplinary action.

## **POSTAL SERVICE**

The Paul Quinn College postal service is located on the first floor of the Student Union Building. 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 by the Office of Campus Facilities. Students living on campus may stop by the Office of Campus Facilities 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.

## **TEXTBOOKS**

Beginning with the Summer 2015 term, students are not required to purchase textbooks or supplemental course materials. All required course content will be provided to students by the instructor as electronic resources, links to websites, and / or handouts. All students and faculty members have access to the Zale Library Electronic Databases, from on and off campus. Electronic resources may also be posted in the CAMS Student Portal and /or MOODLE for student access. In rare cases, where open resources are not available for a particular course, the College will acquire a course set of resources which will be loaned to students for the duration of the course. If the loaned resources are not returned to the Institution in a timely manner, there will be a replacement charge applied to the student's account.

## **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 must have a valid Paul Quinn College parking sticker in order to receive parking privileges on campus. All vehicles must be registered in the Office of Campus Facilities. 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. 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 the 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 parking and driving privileges.

Motor vehicle fines must be paid in the Bursar/Business Office within 15 days upon receipt of ticket. Students with outstanding fines will not receive a transcript, cannot register for subsequent semesters, or participate in commencement activities.

Information on fines and penalties for vehicle violations are available in the Business Office.

### **CAMPUS SECURITY SERVICE**

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 Station is located at the front entrance of the campus. It is open 24 hours a day. All reports or requests for security services should be directed to (214) 379-5599. 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 President, CEEL, or the Office of the Chief Financial Officer to conduct searches of residence hall rooms when there is the suspicion of drugs, weapons, stolen items, any other legal activity or potentially threatening behavior.

The security team is a part of the Office of the President and is supervised by the Campus Facilities and Security Manager. The campus security officers investigate, prepare, and submit incident reports to the Campus Facilities and Security Manager, who will coordinate with CEEL and the CEEL professional staff 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. The Office of Campus Facilities and Security 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.

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.

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.

## **STUDENT RECORDS AND FERPA**

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 express 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 for 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. Release of Information to Investigators

Officers and employees of the College will not release addresses or telephone numbers of students to non-college affiliated persons. In the event of an emergency, a student or guardian may request the release of his or her information in writing to CEEL.

4. Faculty Review of Student Academic Record

Individual faculty members may review academic records of their students with each student's written 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 (FERPA), 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, and to whom the records are to be released.

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, which may include the coronation of Miss Paul Quinn College and the crowning of the Homecoming King and Queen.

### **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 including President's List, Vice- President of Academic Affairs List, and all honor societies.

### **NEW STUDENT ORIENTATION**

Orientation activities are required of all students enrolling at Paul Quinn College for the first time. 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.

### **SPRINGFEST**

This week in April of the Spring Semester is set aside to come together as a college community to celebrate the new season. Like Homecoming Week in the Fall Semester, Springfest includes a campus-wide church outing, a service project, and multiple social activities throughout the week.

## **SPIRITUAL LIFE**

Paul Quinn College is committed to both the spiritual and academic development of students. One of the goals of the College is to develop servant leaders. 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 weekly worship service. The College is affiliated with the African Methodist Episcopal Church.

## **RELIGIOUS EMPHASIS WEEK**

This is a week generally during the spring term set aside by the College for spiritual renewal and revival. It is a time to deepen each student's spiritual and prayer life as defined in the doctrinal statement. The week provides religious activities for all students, faculty, staff, administration and community.

## **BIBLE STUDY**

The study of the Bible and spiritual principles are essential for growth and development. Bible study is a tool that helps to deepen the spiritual life of students. Ministers from the Dallas area teach Bible study each week to members of the Quinnite Nation.

## **CAMPUS EVENTS ANNOUNCED AS MANDATORY**

Periodically, the campus will hold events that will be announced as mandatory. Students should expect to receive a fine if they do not attend a mandatory event. Students with direct work conflicts or other extenuating circumstances should contact the Dean of Students before the event to inquire if their absence might be excused.

## **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 27440, smoking is prohibited in all College buildings and on-campus. This is a tobacco free campus.

## **COMMUNITY SERVICE**

Students participate in a wide variety of community service events/projects on and off campus. Community service activities are coordinated by the various campus departments as well as individual student organizations. These include: campus clean-up, breast cancer awareness, blood drives, clothing drives, and canned food drives for needy families, Penny for Peace drive to assist families in the surrounding area, Census education, and the annual President's service learning trip. All students are expected to participate in service projects and opportunities. Students are encouraged to complete the community service form to document their hours. Forms are available in the CEEL office. This information is utilized for service recognition and leadership awards.

## **STUDENT UNION BUILDING**

The Comer and Isabell Cottrell Student Union Building (SUB) is the focal point of co-curricular 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, post office, Tiger's Den (television and recreational games lounge), the office of CEEL, Student Support Services, Health and Wellness Center, and meeting rooms. Students are encouraged to use the many facilities of the Student Union Building.

## **STUDENT ACTIVITIES/INTRAMURALS**

CEEL 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. Meetings and every scheduled event held by a student organization must be approved at least 10 days in advance. 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.

## **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.

The College provides housing for resident students. Each room is furnished with single beds, extra-long twin sized mattresses, desk, chairs, and clothes closets. Students provide their own towels, study lamps, shower curtains/rods, toilet paper, 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 cohesiveness, factors which can be influential in promoting values in group processes. The focus is on building community. 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.

## **RESIDENTIAL HALL ASSIGNMENT**

On-campus housing is available for full time students, under 23 years of age at the beginning of Fall Semester, who are matriculating at the college level. Students taking 12 or more hours per semester are eligible to live in the residence halls. Residents not enrolled or dropping below full time status, or are 23 years or older, may not occupy residence halls without the express. All requests must be in writing with supporting documentation as needed.

## **MANDATORY RESIDENCE HALL MEETINGS**

It is necessary at times to receive 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. Students may be fined up to \$100 per absence.

## **REGISTRATION**

Students must complete registration for full time student status and be cleared by Financial Aid and the Business office PRIOR to moving into the residence hall.

## **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 or repetitive minor violations of the rules and regulations related to housing conduct and other conduct in violation of the 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. Housing deposits are non-refundable.***

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 the College and residential living.

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

## **CHECK IN POLICY**

The student must complete an application for housing and pay the appropriate non-refundable fee before housing accommodations are made. The residence halls will open per the academic calendar. All students must be cleared for enrollment to access their on-campus space. Students must check into the reserved room in the residence hall by the last day of regular registration for the semester or forfeit the space and their deposit. Students will be expected to complete a room condition form and housing contract prior to occupying a room.

## **CHECK OUT POLICY**

The room condition form will be provided at the end of the semester for checkout purposes. Detailed checkout procedures will be posted on the bulletin boards in the Residence Halls. All personal possessions must be removed from the room before check out at the end of Spring Semester. Between Fall and Spring semesters, students

may leave their belongings in their assigned room as long as it fits in the closets. Large appliances and electronics may be left outside the closets, but must be recorded on the room inventory form. Paul Quinn College will not be held responsible for loss or damage to any items left in student rooms during winter break. Improper check-out will result in a fine. Things to check when moving out:

1. Remove tape, nails, etc. from walls, doors, ceilings, windows, desks, shelves, dressers, etc.
2. Empty and clean closets, cabinets and drawers.
3. Empty trash cans; take any large items to the designated collection location.
4. Vacuum/sweep/mop your room.
5. Unplug all electronics and appliances. Small refrigerators must be thawed out in the shower to prevent water from pooling on the floors.

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. Students checking out after the posted times will be assessed a \$50 per day late fee.

### **ILLEGAL CHECKOUTS**

Illegal checkouts will be assessed a \$150 fine. An illegal checkout occurs when one or more of the following happens:

1. Failure to clean the room.
2. Failure to turn in the assigned room key.
3. Failure to complete all necessary paperwork.
4. Failure to check out by the assigned check-out time, in addition to the daily \$50 fine.

### **DAMAGE ASSESSMENT**

Damages to student rooms and common areas of the residence hall are assessed at the end of each semester and, if necessary, periodically during the year. Damages within a room are charged equally to the room occupants; unless there is clear evidence that only one of the roommates was responsible. 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. Students residing on campus are assessed a one-time damage deposit fee during their first term of occupancy. This deposit is carried forward each year for continuing students. A refund will be processed in July of each year for students who have officially withdrawn, moved off campus permanently, or graduated. In each case the student must have officially checked out.

If a student has an outstanding balance, the credit will be applied to the outstanding balance first before any refund will be processed.

### **FIRE SAFETY IN THE RESIDENCE HALL**

It is the responsibility of all members of the College community to be familiar with safety policies and procedures. Routes for existing 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, and fireworks (except as authorized by College maintenance). This is a tobacco-free campus.

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 also subject to both civil charges and fines. Tampering with systems includes any vandalism or removal of batteries from smoke alarm systems or misuse of fire extinguisher. In the event of a malfunction of the system, maintenance should be notified immediately.

### **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 residence life staff 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, to the nearest exit. Failure to exit the building in an orderly fashion may result in a turnaround fire drill. 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.

### **FIRE INSTRUCTIONS**

Evacuation is the priority. If you have time execute the following:

1. Close all windows and doors, open drapery, and turn off all electrical equipment.
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, Resident Assistant, or Fire Officials.

Prolonged ringing of the fire alarm will indicate a fire or 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.)**

### **FURNITURE AND EQUIPMENT**

Furniture and equipment provided in each resident's room and all other areas of the buildings are the property of Paul Quinn College and are provided for the convenience of the occupants. Under no circumstances is any resident entitled to remove from the premises, or move to or from other parts of the building any equipment of this nature unless granted permission by the residential life staff or his/her designee.

### **FURNISHINGS AND ROOM INVENTORY**

Residents are responsible for all furnishings and items in their care. Each room is provided with suitable furnishings, which the occupants are expected to maintain. Damages done to rooms or furniture will be charged to the occupants. At registration time each resident will be provided with a Room Condition Form (RCF) which should be filled out and returned to residential life staff the first day of occupancy. Whenever a resident moves from an assigned room or checks out of the residence hall, a staff member shall recheck the assigned room for damages. Damage to the room or furniture which is not noted on the RCF will be charged to the resident. College property is not to be removed and transported elsewhere without the approval of the CEEL. Students with public area College property in their possession or in their room will be charged \$75 per item and/or with theft of College property.

### **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.

Students who are expectant mothers must inform the College's nurse immediately upon learning of the pregnancy. Failure to inform proper authorities of the College of a pregnancy while living in campus housing will result in required withdrawal from the residence hall. Providing false information will result in immediate removal from the residence hall.

A written statement from the doctor of the expectant, confirming the advisability of continued study, must be filed with the College's nurse **no later** than the end of the third month of pregnancy. The pregnant student must understand that the College is no more liable for her than any other student. No special dispensation or conditions are to be expected. **Students are not permitted to reside in the residence hall after their first trimester of pregnancy unless they obtain express written permission from the Office of the President.**

The College reserves the right to remove expectant mothers from the residence hall out of concern for the safety of the expectant, the unborn child, or other residents. The College reserves the right to request a pregnancy test and/or confirmation from a doctor when there is doubt.

## **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/VISITATION**

Each resident is responsible for the conduct of his/her guest(s). Visiting hours are 10 a.m.-12 a.m. Sunday through Thursday and 10 a.m.-2:30 a.m. Friday and Saturday. The residence life staff may grant extension of visiting hours for reasons of study, etc. Because of security considerations, all visitors to the residence halls are required to register at the security booth at the main gate and leave identification until the visit is concluded and they have departed the residence hall. Only authorized residents are allowed to live in the residence halls. Students are expected to sleep in their assigned rooms.

\*Hosts will be fined \$100 for any unauthorized guests, and may be subject to disciplinary action, which may result in dismissal from the Residence Hall or their guest privileges being suspended.\*

Students desiring family or friend overnight accommodations must be authorized to do so by the Dean of Students or his/her designated person, one week prior to the visit. Cohabitation is not permitted and may result in disciplinary action for the student or students involved.

## **RESIDENCE 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, including fines.

## **KEYS**

Room Keys: Lost room keys may be replaced for a fee of \$50. Locks in all residence halls will be re-keyed whenever a key is lost. As a result of this charge and work order, refunds are not available. All keys are considered Paul Quinn College property and must always be returned to the residential life professional staff. Under no circumstances should a resident loan his/her key(s).

Students will be charged \$5 each time they require entrance to their rooms, including use of a loaner key. Loaner keys are intended for temporary use and must be promptly returned; failure to do so will result in a \$50 charge for a re-keying of the door and \$25 charge for the loss of the loaner key. Lost keys must be reported to the hall staff as they may compromise security to the building and other residents. Broken keys, due to negligence of the student, will be charged \$25 for replacement.

## **KITCHENETTE**

Kitchenettes have been provided for residents use. It is expected that students will maintain the stoves and sinks by keeping them clean and in using them appropriately. It is the responsibility of the students to inform the staff if anything is damaged or broken. Failure to do so in a timely manner may result in restitution or a fine. Failure of students to maintain the cleanliness of the kitchenette will result in the area being closed for a period of time and any student who violates the closure will be fined.

## **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 located on the bottom floor of the Residence Hall. The College assumes no liability for lost, stolen, or damaged items. Repair requests should be directed to the residence life 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 \$50 and are subject to disciplinary action.

## **LOBBIES**

The lobbies are public areas and they should be maintained appropriately. Public area furnishings are expected to remain in their designated area. The majority rules when determining programs for television viewing. Priority will be given to hall and campus programs. Students are not allowed to sleep overnight in the lobby areas. The lobbies are generally opened until curfew each night unless otherwise noted by residence life staff. Damages to the areas may be charged to the all residence hall students or to a section or floor as appropriate.

## **MAINTENANCE AND HOUSEKEEPING REQUEST**

Contact a member of the residence hall staff to request maintenance or housekeeping repairs. This is done by using the online Facilities Helpdesk system, which is easily accessed from the PQC website. Minor repairs/requests are usually handled within 24 hours. If the problem has not been corrected after 48-hours, notify a residence life staff member by forwarding the email confirmation of your Facilities Helpdesk ticket receipt.

Vehicles improperly parked on the grass, walkway, service roads, guest parking area, fire lanes, or in unauthorized parkways **will be fined**, and may be towed away at the 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 parking and driving privileges.

Motor vehicle fines must be paid in the Bursar/Business Office within 15 days upon receipt of ticket. Students with outstanding fines will not receive a transcript, cannot register for subsequent semesters, or be able to graduate.

### **ROOM OCCUPANCY**

If a resident is occupying a double room without a roommate, the resident must:

Keep the unoccupied half of the room in such a condition that would allow someone to move into the room on short notice. Any resident found using the unoccupied half of the room will be documented and required to remove their belongings from the unoccupied half of the room immediately. (Residents found with a second violation for using the unoccupied half of the room will be charged the private room fee prorated from the date single vacancy occurs.) The College reserves the right to periodically inspect double rooms with only one person assigned. Students who request a single room will be charged as noted on the fee schedule.

Display an attitude of cooperation and acceptance toward any resident who may examine the room prior to occupancy.

Agree that the room may be shown to prospective occupants without prior notification and in his/her absence.

Agree to accept a roommate assigned by residential life professional staff.

### **CONSOLIDATION**

The College reserves the right to make assignment and re-assignment of accommodations as considered necessary. Students in double rooms without roommates may be required to consolidate to fill all half-filled rooms.

### **ROOM CHANGES**

During the two-week period after the residence halls open, one room change without charge may be granted with the approval of the residential life professional staff. After this time, a fee of \$50 will be assessed for each person granted a change. Residents who change rooms without the approval of the residence life staff will be assessed a fee of \$200 and will face disciplinary action. The College reserves the right to make room changes without the prior consent of the student resident.

### **ROOM INSPECTIONS**

The College reserves the right to conduct residence hall room inspections/searches 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 is in violation of health or safety regulations. Each month the residence life staff will complete room inspections for health and safety.



## **ROOM ENTRY**

The College reserves the right to enter a student's room or any other area on the College property for the following reasons:

During regular business hours (and at other times with advance notice, if possible, to the student) to conduct periodic maintenance, custodial, and safety checks;

To perform necessary maintenance during regular business hours (and at other times with advance notice if possible, to the student);

When the College reasonably believes any person(s) occupying the room may be physically harmed or in danger; and

When the College reasonably believes College rules, regulations, and/or policies are being violated in the room.

Except in emergency situations, monthly health/safety inspections, or for maintenance, room entry will not be made by College personnel unless accompanied by the student, his/her representative, or another authorized representative of the College. Under no circumstances will residence life staff open a door to a resident's room for another person without written consent from the resident or clearance from the CEEL professional staff. The person entering the room must be accompanied by a staff member while in the room.

## **ROOM CLEANLINESS AND ORDER**

All students will be individually and jointly responsible for the care of their rooms. They are expected to maintain the aesthetics of the room. The College reserves the right to hold periodic room inspections. The student must correct any and all issues/concerns/violations noted during the inspections within a twenty-four (24) hour period. If noted issues/concerns/violations are not corrected within this time period, there will be a fine of \$25/item. In order to discourage the spread of rodents and other pests, cooking in individual rooms is forbidden. Additionally, all food is to be placed in closed containers. Students who maintain unsanitary living conditions will be dismissed from the residence hall and denied future housing.

Only one power strip per outlet should be used. All power strips should be UL approved and have a grounded plug. It is recommended that students purchase power strips with circuit breakers for additional safety.

## **PAYMENT OF ROOM DAMAGES**

Residents will be billed for room damages incurred during their occupancy. This will include cost for replacement and labor (to be determined by the Office of Campus Facilities). Payments for damages must be made in full before the resident is permitted to register for the next semester. All payments are to be made at the business office.

The criteria to assess a resident for damages are as follows:

1. Damages caused by the resident accidentally and immediately reported to the residence life office—cost of materials only.

2. Damages caused by the resident accidentally but not reported to the Residence Life office – cost of materials and labor.
3. When unidentified persons cause damages in public areas, the cost will be prorated to the entire residential community.

## **HOLIDAYS**

Residence halls are closed during holiday periods and between semesters. If students are required to stay on campus due to participation in a college-related activity or event, the student will be required to have a faculty or staff member directly request approval for the student to stay in housing to the Dean of Student Talent.

## **QUIET HOURS**

A student's right to sleep or study during quiet hours must be respected. Quiet hours are from **10 p.m. until 9 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. Courtesy hours are in effect 24 hours a day. Repeat violations of quiet hours may result in formal disciplinary action.

## **CURFEW**

The Paul Quinn College curfew is designed to assist in the overall security of the campus. All resident students are required to be in the residence halls by MIDNIGHT on Sunday through Thursday, and by 3 a.m. on Friday and Saturday nights. Non-resident student vehicles are not permitted to enter the campus after curfew. No vehicles will be allowed on campus during curfew hours. **\*Visitors will not be allowed to enter the campus after closing. PQC on-campus students will not be permitted to loiter outside campus buildings after the campus is closed.**

## **EMERGENCIES**

Any accident, illness or emergency should be reported to the Residence Life Coordinator, Resident Assistant, Nurse, or CEEL immediately. Campus Security should be notified immediately. Campus Security will notify the director of security.

## **RESIDENCE HALL NOTIFICATIONS**

Meeting notifications and other information will be placed on the bulletin boards and at the main entrance to the hall and students will be held responsible for the content.

## **USE OF ELECTRICAL EQUIPMENT**

No cooking appliances such as George Foreman grills, hot plates, toaster ovens, deep fryers, halogen lights, hot-air popcorn poppers, drip coffee, tea makers, blenders, or any other appliances with an open-coiled heating device (for heating liquids, cooking, etc.) are allowed in the residence halls. No extension cords are allowed with the use of any electrical equipment, which include stereos and televisions. Electric potpourri simmering pots are not allowed. When illegal cooking appliances are found, the student will be charged \$75 (for each appliance) and the appliance will be confiscated. Subsequent violations will result in a charge of \$150 (for each appliance), and suspension from the residence hall.

## MISSING STUDENT POLICY

Higher Education Act Reauthorization with Higher Education Opportunity Act – 2008 Section 485(j) requires all institutions of Higher Education that participate in any Title IV program and provide on –campus housing to students to establish both a Missing Student Notification Policy and Official Notification procedure for handling missing persons that apply to missing student’s reports of student who reside on campus.

Missing student policy is defined as any currently registered student of Paul Quinn College who has not been seen by friends, family members or associates for 24 hours, and whose whereabouts have been questioned and brought to the attention of a staff member of the College community. The College will initiate an investigation when notified that a student; who resides in a campus residence hall, is missing, with no reasonable explanation for his/her absence. The investigation will include gathering of all information including: discussions with friends and roommate, meal and card access use around campus, social networking sites if possible, contacting them by phone or text. In the event of a missing student residing on campus, the President, Vice President for Academic Affairs, Dean of Student Talent, Director of Security, or designee will notify the parents/family members regarding the situation. In the event the student does not reside in a College residence hall, the appropriate local police authorities will be notified by Security and an investigation will be initiated. Each fall, new and continuing students will be provided with an opportunity to denote a confidential contact person. If a student has not reached their 18th birthday at the time they are reported missing, the student’s custodial parent or guardian will be notified by the College.

## PETS

Pets owned or housed by students are not allowed on campus. Pets are not allowed inside the residence hall at any time. Violations of this policy will result in disciplinary action including, but not limited to, eviction from the residence hall.

## CAREER DEVELOPMENT

The Office of Personal and Career Development in collaboration with CEEL, Academic Affairs and Student Support Services will coordinate or facilitate opportunities for participation in a **career development activities including an annual Career Fair, graduate school visits, and job skills workshop**. These activities 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 College may also host a Graduate and 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 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.

### REGISTRATION OF STUDENT ORGANIZATIONS

A person is guilty of violating college policies when he/she violates established college policies or regulations concerning the registration of student organizations or creating new organizations without approval. ***Any student found participating in activities of organizations (fraternity, sorority, and social club organizations) on Paul Quinn College campus that have not been approved and sanctioned by the institution will receive disciplinary probation for one year.***

### 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 CEEL.

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 Interest/Majors and Honor Societies
- Interest
- Greek Life
- Music/Vocal
- Recreational Sports Clubs/Spirit Groups
- Religious/Spiritual
- Service

Student organizations may be reviewed 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.

## **CHARTERING A NEW STUDENT ORGANIZATION**

If students would like to create an organization to supplement those that already exist, they will proceed through the following process:

1. Initial interview and proposal: Students will meet with a CEEL staff member to present a written proposal for the new student organization. The proposal should include:
2. The mission and purpose statement of the proposed organization,
3. Specific near-term goals,
4. A justification for the creation of the proposed organization,
5. A list of at least six students willing to commit to membership
6. An indication of the student who will be the primary contact person, along with her/his contact information.
7. During this meeting, the CEEL staff member will discuss any outstanding questions and explain the chartering process. CEEL will respond to the proposal within two business days, indicating whether the organization is clear to proceed with the chartering process.
8. Complete the New Student Organization Packet: Students will be required to fully complete the New Student Organization Packet in order to receive approval for probationary student organization status. CEEL has paper and electronic copies of the packet. Once the students successfully complete the packet, it will be reviewed by the Dean of Students for approval to move to probationary status.
9. Probationary status: Student Organizations must demonstrate that they will be viable once the original members graduate. Therefore, new student organizations must complete a year on probationary status. No institutional funding will be available to them during this period.
10. During this time, they must hold four event each semester, track attendance with a sign-in sheet and satisfaction survey, and do a minimum of eight (8) community service projects, four (4) on-campus and four (4) off-campus, each semester. Each project must last at least one hour and have at least 80% of the organization's members participate. The organization must submit their calendar of events according to the student organization planning cycle, and maintain a binder that tracks their progress according to the guidelines set forth by CEEL.
11. These guidelines are reviewed at the start of each semester during the student organization leadership retreat, and will be reviewed with new student organizations who decide to apply in the middle of a semester.
12. Evaluation year: After successfully completing a year of probationary status, a new student organization will be up for review for full student organization status. During this second year, student organizations will be expected to increase their membership and continue to meet the criteria required during their probationary period. Based upon the organization's performance during their probationary period, and their continuing success during the evaluation year, the Dean of

Students will determine if the organization will be granted full student organization status.

### **ESTABLISHED ORGANIZATIONS**

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

The president and advisors of each organization must file a declaration sheet by the third Monday after the first day of class of each semester with CEEL 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 (the third Monday after the first day of each semester) or they will not be able to meet or operate on campus. Please consult CEEL for a list of current clubs and organizations.

### **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 co-curricular opportunities available to them. Organization participation is a privilege and students are subject to certain requirements that may include:

1. Students must complete a minimum of 30 semester hours in residence at Paul Quinn College with a cumulative grade point average (GPA) of 2.5 or better, or transfer from another institution with a minimum of 30 semester hours and a cumulative GPA of 2.5 or better. (Students with less than 30 hours in residence may still participate if they have a GPA of 3.5 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.

## **SCHEDULING EVENTS**

Student organizations must have all events including regularly scheduled meetings approved at least 10 days in advance and recorded on the calendar. This must be accomplished by completing the Event Toolkit and submitting it to the Facilities Office no less than 10 days prior to the event date. If an event requires assistance from the Dallas Police Department or other outside agencies, approval should be requested at least 15 business days in advance. Student organizations are expected to secure an approval notation signature from CEEL before submitting the Toolkit to Facilities. If a requested date is not approved, scheduled facilities must be released for other users. Organizations should comply with the following process:

1. Pick up an Event Toolkit from the Office of Campus Facilities or CEEL,
2. Check availability of a facility on the preferred date at least two weeks in advance;
3. If available, complete the appropriate scheduling paperwork;
4. Seek approval for the event from CEEL; and
5. Submit the Toolkit to Facilities at least 10 days prior to event date. No events will be approved if the request is less than 10 days in advance.

## **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 CEEL 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 \$250 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 CEEL. 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 by completing a fundraising form which is available in CEEL.

## **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 2.5 or above; must have no active disciplinary sanctions; 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/staff advisors guide the leaders. Student government is the vehicle through which students actively participate in college decision-making. The College 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 Interest/Service Groups** – Association of Fundraising Professionals Paul Quinn College Chapter, Vocal Ensemble, Latino Student Association, Bible Study, Student Activities Council, Quinnite Ambassadors,

**Academic Clubs** –Legal Stars (for legal studies majors), The Society for Fundraising Professionals



**Greek Organizations** - Alpha Kappa Alpha Sorority, Inc.; Delta Sigma Theta Sorority, Inc.; Sigma Gamma Rho Sorority, Inc.; Kappa Alpha Psi Fraternity, Inc.; Phi Beta Sigma Fraternity, Inc.; Omega Psi Phi Fraternity, Inc.

**Athletic and Spirit Teams** - - Women's and Men's Basketball, Women's and Men's Track & Field, Women's and Men's Cross Country, Club Soccer, and the Purple Elite Dance Team. PQC Athletes are required to participate in two different sports each academic year.

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 CEEL. Off campus activities must be approved by the organizations advisors and CEEL. **Violation may result in suspension of individual members involved or suspension of the entire organization for up to two years.**

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

### Preamble

Whereas, the mission of Paul Quinn College is to provide a quality, faith based education that addresses the academic, social, and Christian development of students and prepares them to be servant leaders and agents of change in their communities.

Furthermore, academic excellence lies at the heart of the College's mission, along with the values of integrity, responsibility, accountability, fiduciary responsibility, and an appreciation of cultural diversity. We, the students of Paul Quinn College, in order to secure to ourselves the right of self-government and a holistic education, while sustaining and fostering the mission, and ideas upon which this College was founded, 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 will be the Student Government Association of Paul Quinn College.

### ARTICLE II Purpose

This Constitution and all amendments to it will govern all students and student activities at Paul Quinn College. The purposes (s) are as follows:

SGA shall serve as the student body liaison with College administration to ensure that the welfare and educational interests of students are incorporated into the goals and policies of Paul Quinn College.

SGA shall recognize active PQC Student Organizations for their respective talents and/or missions by encouraging inclusion, collaboration, and unity among said campus constituents.

The governance of Paul Quinn College is vested in the Board of Trustees under the provisions/laws of the State of Texas. Any SGA responsibility related to the governing of PQC can be enacted when requested or supported by the President of the College (or designee) acting under the authority of the Board of Trustees. All such action is subject to review in consultation with SGA.

It shall be stated as part of the policy of SGA at PQC that there shall be no form or type of discrimination in this organization, whether it be due to one's race, color, religion, gender, sexual orientation, national origin, ancestry, age, handicap or disability, special disabled veterans or veteran's status.

### ARTICLE III Terms

The terms for SGA Officers and Class Officers shall be as follows:

Each term for all officers shall start on June 1 of the elected or appointed year, and end May 31 of the following year.

An elected or appointed officer shall serve one term.

Terms will expire upon resignation, removal by impeachment, or expiration of tenure

### ARTICLE IV Membership

The Student Government Association will consist of the President, Vice President, Secretary, Treasurer, Class Presidents, Miss Paul Quinn College, and National Pan-Hellenic Council, Student Activities Council, Latino Student Association Presidents.

#### Section I President

The role of the President shall be as follows:

The President of the Student Government Association will serve as chairperson and will preside at all Executive Board meetings.

The President or designee, by virtue of the position, will automatically be one of the student representatives on the Student Services Planning Committee and will serve on all College committees that require such representation.

The President will meet with the College President as needed during the regular semester.

The President will provide the student body each month with information concerning the operation and activities of the Student Government Association and about general college wide issues.

The President will present to the Executive Board on the tenth week of both regular academic semesters a comprehensive report on the State of the SGA.

The President will be bound by the oath of office to provide leadership for the student body.

The President will appoint committees members to non-policy posts.

(8) The President-elect will have the power to appoint people to any elected office in the event that no one seeks to run for that perspective office.

(9) In the event that no one seeks to run for the office of President of the SGA, the office will remain vacant until elections can be held the following Fall or Spring term.

(10) In case of the removal of the President of the SGA from office or in case of the President's absence, resignation, death or inability to discharge the duties of the office, the line of succession is as follows: Vice President, Senior Class President and Junior Class President.

(11) The President will have the power to call emergency meetings.

(12) The President is authorized to act in the best interest of the student body and the SGA during the summer months.

(13) The President shall have the authority to suspend, with the approval of the Executive Board, any SGA officer for failure to fulfill three (3) or more details as assigned within a semester. Suspensions may not last longer than a period of thirty (30) days.

## Section II Vice President

The Vice President shall serve as co-chair of the SGA Executive Board.

The Vice President will, at all times, work in close with the President of the SGA.

The Vice President will keep the Executive Board and the President informed of all Student Sub-Committee activities.

In case of the removal of the Vice President of the SGA from office or in case of the Vice President's absence, resignation, death or other inability to discharge the duties of the office, the line of succession is as follows: Senior Class Vice President, Junior Class Vice President.

The successor of the office of the Vice President will only hold office temporarily, and the search for a new Vice President will begin within 72 hours of the original vacancy.

The Vice President will have the authority to act in the best interest of the student body and the SGA during the summer months. Some decisions made will be valid for the summer, but will require approval when the Executive Board reconvenes.

### Section III Class Presidents

The role of each Class President shall be as follows:

The Class Presidents of the various member classes will serve as liaisons between their respective classes and the Executive Board.

They will inform their constituents of the Executive Board action, and they will inform the Executive Board of their class actions.

They will submit proposals to the Executive Board for their approval.

They will carry out duties and directives as assigned by the SGA Vice President.

They will attend all Executive Board meetings or send a delegate.

They are required to meet with Class members once a month to give updates on relevant issues.

They shall prepare a monthly report to be submitted to the Executive Board outlining all activities that occurred during the month.

The Class President must hold cumulative GPAs of no less than 2.5.

### Section IV Treasurer

The role of the Treasurer shall be as follows:

The Treasurer will be appointed by the President of the SGA with the approval of the Executive Board.

The Treasurer will keep an accurate record of all income and Expenditures of the SGA.

The Treasurer will give a full financial report bi-weekly to the President of the SGA, the advisor, and the Dean of Students. The Treasurer will prepare a monthly full financial report which may be made available to the Student Body.

The Treasurer, along with the President of the SGA and the SGA Advisor, shall be the only authorized signatures on all financial proposals. The SGA Advisor and the Dean of Students shall be the ONLY authorized signatures on the FINAL financial transactions.

The Treasurer, along with the SGA Advisor and Dean of Students, will meet once a month for the purpose of being knowledgeable of the College's budget process and reconciliation of budget records.

The Treasurer shall hold a cumulative GPA of no less than 2.8 with preference given to a student majoring in business.

## Section V Finance Committee

The Finance Committee shall approve the budget for the Student Government Association. They shall also be responsible for approving all financial requests by the Student Activities Council. The Committee will consist of four (4) members, none of which can hold an office in the SGA. The role of Finance Committee shall be as follows:

The SGA Treasurer will act as Chairperson of the Finance Committee. The SGA President and Vice President will serve as Ex-Officio Members.

The Finance Committee will formulate a proposed budget one month prior to the start of the new semester or as indicated by the SGA President.

The Finance Committee will present a monthly report to the Executive Board about all financial transactions.

During the Spring Semester, the newly elected SGA President will select four (4) members to serve on the upcoming Finance Committee. The four members of the Finance Committee must each hold a cumulative GPA of no less than 2.6.

## Section VI SGA Secretary

The role of the SGA Secretary shall be as follows:

The SGA Secretary will be appointed by the President of the SGA with the approval of the Executive Board.

The SGA Secretary will prepare the agenda for meetings, keep and read the minutes of meetings, notify members of election or appointment to office maintain communication between branches with respect to instruction and reports, act as custodian of the records, and perform all other duties as assigned by the President of the SGA.

The SGA Secretary must hold cumulative GPAs of no less than 2.8.

## Section VII Class Secretary

The role of the Class Secretary shall be as follows:

The Class Secretary will be appointed by the respective Class President.

The Class Secretary will perform all clerical duties as assigned by the Class President.

The Class Secretary will report to the Class President.

## Section VIII Student Activities Council

The role of the Student Activities Council shall be as follows:

The Student Activities Council may consist of up to twelve (12) students with representation from student organizations. They shall be under the direction of Student Affairs.

Student Activities Council is responsible for developing and submitting a schedule of events to the Executive Board one month prior to the start of the new semester or as indicated by the SGA Vice-President.

The Student Activities Council designated representative along with the Student Affairs professional staff will meet bi-weekly for the purpose of coordinating/updating events and activities schedules.

#### Section IX Miss Paul Quinn College

The role of Miss Paul Quinn College shall be as follows:

- (1) Represent the SGA and the College at official functions as designated by the College President.
- (2) Will serve as an ex-officio member of the Student Government Association.
- (3) Serves as ambassador of the College and the SGA. During each regular semester she will be required to perform at least two (2) community service projects, which should be approved by the Dean of Students, These community service projects shall be designed to enhance the Paul Quinn College Community or the community at large. In the event that Miss Paul Quinn College is a member of any social or community service-oriented organization, she may not use a community service project for said organization in conjunction with or to satisfy the requirements of Miss Paul Quinn College. Each project is to be documented and reported to the SGA President and the Office of Student Affairs.
- (4) Should Miss Paul Quinn College fail to meet or perform the requirements of the title, she will be removed from the position...

In case of removal from office or resignation, death, or other inability to discharge the duties of Miss Paul Quinn College, the line of succession shall be as follows: first runner-up (Miss Purple), second runner-up (Miss Gold), etc. In case there is no runner-up, the President, SGA President and the Office of Student Affairs shall have the power to designate the manner in which the new Miss Paul Quinn College is selected.

The College, pending budgetary constraints, may provide Miss Paul Quinn College with her robe, Scepter, crown and queen's pin.

#### Section X Attendants to Miss Paul Quinn College

There shall be two appointed attendants to Miss Paul Quinn College and they shall be the first runner-up (Miss Purple) and second runner-up (Miss Gold). These positions are not SGA Officer Positions and will not have representation on the Executive Board, unless they are designated by Miss Paul Quinn College to represent them.

The roles and responsibilities of the attendants to Miss Paul Quinn College are as follows:

Shall assist Miss Paul Quinn College with their platforms and programs.

Be prepared at all times to fill in for Miss Paul Quinn College when needed.

Assist and provide input and feedback to Miss Paul Quinn College in determining all programs done on behalf of the Royal Court.

Assist Miss Paul Quinn College in producing monthly reports to SGA informing them of the status of the Royal Court.

Represent the Miss Paul Quinn Court at all on and off campus programs and events when such representation is deemed appropriate.

Paul Quinn College will provide the attendants with a queen's pin and tiara.

## ARTICLE V Board of Elections Committee

### Section I Purpose

The Board of Elections Committee ("BOE") shall conduct all student body Class and Officer Elections for SGA, including special elections as required by this Constitution. The BOE is empowered to establish rules and guidelines that are fair and equal for all students of eligible units. The BOE shall consist of the Student Affairs Liaison, SGA Advisor, Faculty member and two (2) students (to be chosen by the Student Affairs Liaison) who do not hold an SGA office or on a standing committee.

### Section II Election Procedures

Election procedures shall be as follows:

SGA elections will be held annually on the last Wednesday in March (this date may be altered by the BOE Committee when necessary or appropriate). Time, place and date will be determined by the BOE Committee. It is solely the responsibility of the BOE Committee to ensure that all mechanisms are in place to run a successful election.

All candidates for the Office of the President may have a Vice-Presidential running mate at the time of filing their application. This also applies to candidates running for class president.

Elections shall be administered by three (3) students: Sophomore Class Representative, Junior Class Representative and Senior Class Representative.

The BOE Chair shall be selected by the Executive Board at the final meeting during the month of November. It shall be the Vice President's responsibility to see that the selection process has been completed. The BOE Chair will hold junior classification (having accumulated 60 credit hours) and have a cumulative GPA of no less than 2.5. All members of the committee shall be full-time students in good standing with the College.

### Section III BOE Committee Chairperson

The responsibilities of the BOE Chairperson shall be as follows:

- To oversee the work of the committee

- To represent the committee before the SGA and the administration

- To act on behalf of the committee when it is unable meet

- To communicate with all candidates for SGA and Class positions on behalf of the committee when necessary.

### Section IV BOE Committee

The responsibilities of the BOE Committee shall be as follows:

The BOE Committee is responsible for overseeing the election process and enforcing the election policies.

The BOE Committee shall set up mandatory meetings with all candidates.

The BOE Committee shall organize at least one (1) candidate forum and the Presidential/Vice Presidential Debate.

The BOE Committee shall organize and distribute a calendar of election events to the candidates and the student body.

The BOE Committee shall meet a least once per month from November through January, and at least once per week during the month of February.

The BOE Committee has complete jurisdiction over all programs and events associated with the election process.

### Section V Election Applications

Applications will be made available in the SGA Office and Office of Student Affairs no later than the Third to last Monday in Fall Semester at 8:00am.

Applications shall be turned into the Office of Student Affairs no later than the last day of class before Winter Break at 5:30pm.

All the information shall be verified by the Office of Student Affairs and the Office of the Registrar.

Any false information on the application will automatically disqualify the potential candidate from running.

All potential candidates will receive a copy of this policy. Refusal to read and adhere to the policy will not be accepted as an excuse for violations of said policy.

Each candidate will be informed via email at their PQC official email address, if he/she will indeed be a candidate in the upcoming elections.

Each candidate will receive a list of mandatory dates for election events and programs.



The BOE Committee will conduct a mandatory meeting with all candidates to impress upon them their rights and responsibilities. If the candidate is unable to be present at the meeting, the candidate must submit a written notice at least 48 hours prior to the scheduled meeting. (It is the responsibility of the candidate at this point to schedule a time with the BOE Committee Chairperson to receive the information handed out in the meeting.)

There shall be no write-ins or petitioners.

The Election Polls will be open minimally from 8:a.m. until p.m. on Election Day in areas designated by the BOE Committee with the approval of Student Affairs. Election monitors will be assigned by the BOE Committee during the indicated election hours. Candidates' names shall appear alphabetically on each ballot. Each candidate shall be promptly notified of their level of position and number on the ballot. There shall be **NO** absentee voting.

#### Section VI Election Policy/Regulations

No campaigning in the classrooms or during SGA sponsored events (except the candidate's forum)

Campaigning shall be defined as any written, printed or spoken declaration supporting any candidate or ticket issued by the candidate or their campaign agent.

All campaign literature **MUST** be approved by Student Affairs. Once approved, the campaign literature shall be placed in the designated areas.

**ABSOLUTELY** no campaign literature shall be place on vehicles.

Campaign literature must be removed from the election sites 48 hours prior to Election Day. The candidates and their staff are solely responsible for removing all literature.

Candidates will be responsible for removing all literature 24 hours after the polls close. Candidate found to be in violation shall receive 20 hours of disciplinary community service.

No candidate shall use slanderous statements against his/her opponent or campaign agent. No destruction of property shall be permitted. No behavior unbecoming of a candidate shall be permitted. Any candidate or agent of the candidate found in violation will be automatically disqualified.

No SGA monies or supplies shall be used by a candidate for his/her campaign.

Any complaint by a candidate (s) shall be submitted in written form to the BOE Committee Chairperson. The committee will investigate the complaint. If the committee deems the complaint to be legitimate, appropriate action will be taken within 48 hours of the initial complaint.

#### Section VII Election Violations

Violation of any of the following shall result in immediate disqualification of a candidate's petition for office if either of the following occurs:

Failure to notify the BOE Committee of your inability to attend mandatory meetings within at least 48 hours of the meeting date.

Failure to attend mandatory meetings.

Failure to respond to an inquiry of the BOE Committee within 48 Hours.

Failure to adhere to any other election regulations outlined in this Constitution.

\*Any candidate who has a grievance with the SGA BOE Committee should submit the grievance in writing to the Elections Chairperson. The grievance should concisely state the nature of the complaint. The BOE Committee will have 48 hours to respond, in writing, to any grievances. The candidate shall appeal a grievance decision made by the BOE Committee to Student Affairs.

### Section VIII Class Elections

Class officers, with the exception of Freshman, shall be elected in conjunction with the SGA Officers.

Freshman Class elections shall be held during the Fall Semester no later than the fourth (4<sup>th</sup>) Thursday after classes officially commence and shall be conducted by a committee appointed by the Vice President with the approval of the Executive Board.

Candidates for all class offices are subject to the same application, election regulation and election procedures as SGA elected officials.

Candidates must have at least a cumulative grade point average of 2.5.

Candidates will gain approval to run for a class office only if their acquired credits and currently enrolled credits total the amount needed for that respective class (i.e. Sophomore-30, Junior-60, Senior-90).

Candidates who wish to hold the office of Class President must have a vice-presidential running mate. The same grade point average and credit requirement will exist for the Vice President candidate as well.

### Section IX Inauguration Procedures

The President and Vice-President of the SGA will assume and maintain full responsibility of office from the day after graduation to the day of the following graduation.

At the inauguration of the SGA officer, they will take the following oath: "I do solemnly affirm that I shall faithfully execute the duties of the office of (*state office*) and shall to the best of my ability to uphold and defend the constitution of Paul Quinn College and the Student Government Association."

There will be a shadowing period for each SGA elected officer beginning immediately upon the day of election and continuing until the assumption of full authority.

The inauguration of SGA officers and Class Officers elect shall take place during April.

The Freshman Class officers' inauguration will be held no later than one (1) week after their election.

## ARTICLE VI REQUIREMENTS FOR SGA ELECTED OFFICIALS

### Section I President and Vice President

The President and Vice-President will be elected by plurality vote among the student body.

Persons seeking the offices of president and vice-president of the SGA will have a cumulative grade point average of 3.0 or better.

Candidates shall be classified as a Junior, sixty (60) credit hours, with at least twelve (12) credit hours earned while matriculation at Paul Quinn College at the time of filing and application.

Candidates shall have no disciplinary sanctions on record at the time of elections.

Candidates must be in good standing with the College as stated in the student handbook and they must be a full-time student.

### Section II Executive Board Members

The Executive Board Members will be elected by plurality vote among the student body.

Persons seeking the offices of executive cabinet members of the SGA will have a cumulative grade point average of 2.5 or better.

Candidates shall have no disciplinary sanctions on record at the time of elections.

Candidates must be in good standing with the College as stated in the student handbook and they must be a full-time student.

### Section III Miss Paul Quinn College

Miss Paul Quinn College will be selected based upon majority of votes from the following: one vote representing the student body at large; one vote from past Paul Quinn College Queens representing the alumni; one vote from the faculty/staff at large; one vote from the first lady; and one vote from the President.

Candidates will have a cumulative grade point average of 3.0 or better and submit an application.

Candidates may be freshmen, sophomores, junior, or senior classification and having been enrolled for a one term (summer, fall, or spring).

Candidates shall have no disciplinary sanctions on record at the time of elections and be in good standing with the College.

Candidates for Miss Paul Quinn College must be female.

Candidates must be single without children.

Should the candidate becomes ineligible (pregnant, withdraws, placed on probation) before coronation, or before the end of her reign, the first runner-up (Miss Purple) will become "Miss Paul Quinn College if eligible."

Candidates will participate in a pageant type event as a part of the selection process. The reigning Miss PQC and the Office of Student Affairs will plan and coordinate the events.

#### ARTICLE VII IMPEACHMENT AND ORDER OF PROCEEDINGS

All elected officials may be impeached by procedures predetermined in the Robert's Rules of Order. All proceedings of the SGA and officer duties shall be governed by the Robert's Rules of Order.

#### ARTICLE VIII REQUIREMENTS FOR NON-ELECTED OFFICIALS

All students that wish to serve on a committee with-in the Student Government Association shall have a cumulative grade point average of 2.5 and must be in good disciplinary standing with the college.

#### ARTICLE IX AMENDMENTS

Amendments to this constitution shall be placed in writing by any member of the Executive Board. Amendments will become valid and part of this constitution only after the installation of the next Student Government Administration providing constitutional guidelines have been met.

#### ARTICLE X EFFECTIVE DATE OF CONSTITUTION

This constitution shall become effective upon approval from Student Affairs and the College's Planning Council Committee.

## CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

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. The school's 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 at Paul Quinn College are expected to conform to 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, may be suspended or expelled from the College.

**Students who violate any Paul Quinn College policy will be subject to disciplinary action** 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 President and the Dean of Students or Vice President of Academic Affairs will evaluate the situation and take the appropriate action under the guidelines of this Handbook. Students will be afforded due process through the review and appeal processes provided by this Handbook for any disciplinary action.

Students charged with policy violations of the Code of Conduct are officially notified in writing of the allegations. The sanctions given as a result of a student being found in violation or responsible for a violation is one or more of the following:

1. Expulsion
2. Suspension/Deferred Suspension
3. Disciplinary/Social Probation
4. Written Warning
5. Fine(s)
6. Restitution to the college or community member

7. Confiscation of prohibited items
8. Censure
9. Removal from on-campus housing
10. Community Service/Educational sanctions

## **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. There may be times when disciplinary action is necessary in response to behavior not specifically addressed in the Student Handbook. In such cases, the response will be determined by Academic Affairs or CEEL in keeping with the spirit of the College's policies and values. 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 Vice-President of Academic Affairs or the Dean of Students (or their assignee) may impose automatic suspension and/or other sanctions to any student suspected of the following:

### **PROHIBITED CONDUCT**

The following behavior is deemed unbecoming of a Quinnite and therefore it is strictly prohibited to

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 a student's residential room;
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/staff;
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;
11. Exhibit unbecoming behavior and inappropriate conduct towards faculty, staff, administrators or other students (including but not limited to the use of abusive language, profanity, obscenity; attitudes which are negative and detrimental to the institution; and other conduct prohibited in these Standards of Conduct);
12. Failure to embrace the Quinnite spirit and respect for self, college, and community including, but not limited to, repetitive violations of the business casual dress code policy.
13. The use, possession, and/or distribution of marijuana and other illegal drugs or prescription drugs;
14. Possession and/or use of a weapon; and
15. Sexual assault, sexual harassment, and/or sexual misconduct.

### **DRESS CODE**

A person is guilty of violating the school's business casual dress code policy if they are found wearing clothing that is considered outside of the mandatory dress policy Monday through Friday.

Any student found to be in violation of the dress code policy will receive one of the following penalties:

- 1) A \$200 fine; or
- 2) A test of physical endurance.

### **DISRUPTION**

A person is guilty of disruption when he/she by action, by threat or otherwise: interferes with college activities; interferes with an official performing his/her duty; and/or 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.

### **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.

### **DAMAGE/VANDALISM OF PROPERTY**

- a. No person shall take, steal, burn, destroy or otherwise damage any property on the College campus or any college property.
- b. No person, in any manner whatsoever, shall deface walls or any other portions of any structure or sidewalks/streets. This includes the use of paints, posters, advertisements, and graffiti affixed in any areas other than those designed for such purposes.

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

No person shall take, procure, or access another person's property without permission of the owner.

### **HARRASSMENT**

A person is in violation of harassment when:

- a. He/she engages in behaviors less than physical—in person, by email, by phone/text, or through social media—which create an environment of intimidation. This includes group intimidation and bullying.
- b. He/she creates a condition that unnecessarily endangers or threatens the health, safety or well-being of other persons or property on college property.

### **PHYSICAL ABUSE/FIGHTING OF ANOTHER PERSON**

A person is in violation 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.

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

### **SEXUAL MISCONDUCT/ABUSE/ASSAULT OF ANOTHER PERSON**

A person is guilty of sexual misconduct/abuse/assault when:

- a. He/she touches another person in a sexual manner without penetration without consent.
- b. 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.



## **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 and face potential expulsion.

## **DRUGS**

The use or possession without prescription of any drug or illegal substance, such as marijuana, marijuana butts, cocaine, crack cocaine, heroin, narcotics, barbiturates, and any other substance that is illegal in the state of Texas, and is contrary to federal and/or state law. Students who are found to be distributing drugs are also in violation of this policy. Students who violate this policy will be, at a minimum, suspended and may be reported to law enforcement.

## **GAMBLING**

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

## **FAILURE TO MEET FINANCIAL OBLIGATIONS TO THE COLLEGE**

The college reserves the right to discipline students who do not meet their financial obligations to the college. Students are expected to pay their bills in full and on time.

## **AIDING AND ABETTING**

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

## **USE OF ALCOHOLIC BEVERAGES**

Alcoholic beverages are not permitted on our campus regardless of age. 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. Students who provide or purchase alcohol for minors are also in violation. Students will not be permitted to maintain any alcohol container type displays in their residence hall space. Students are not to be intoxicated while on campus.

## **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); fraudulently uses or abuses.

## **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.

## **STUDENTS ARRESTED IN THE DALLAS CITY OR DALLAS COUNTY**

A student who is 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, as well as disciplinary action from the College. 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 an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the CEEL.

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 or other forced physical 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.

### **PAUL QUINN COLLEGE CLASSROOM ETIQUETTE**

The classroom is an exciting, energetic, and engaging environment conducive to learning. Students and instructors are expected to engage in a wholesome cooperative learning experience. Students are expected to behave as responsible adults and

maintain an attentive posture in the classroom. They are expected to show respect for their peers and their instructors at all times. The following behaviors and restrictions should be observed:

- Attend class regularly
- Be on time for class
- Bring necessary textbooks and materials to class
- Dress for success (Follow the PQC dress code)
- Come to class prepared
- Be prepared to take notes when class begins
- Complete assignments on time
- Do not plagiarize any of your work
- Do not use cell phones, radio, video games, MP3 players or other electronic equipment other than for class purposes
- Do not talk out of turn, pass notes, or send text messages during class
- Do not fall asleep during class
- Do not use obscenities, threatening, or offensive behavior
- Do not use violence, intimidation, abuse, or destructive behavior in or out of class.

-Adapted from Jennifer Hurd, *Campus Companion*

### **IMMEDIATE EXPULSION**

Students may be expelled immediately for the following items:

- a. Possession of illegal drugs. Drugs are not allowed on Paul Quinn College campus.
- b. Possession of weapon(s), ammunition, or explosives of any kind
- c. Storing, possession or detonation of firearms (including BB, paint ball, and Pellet guns)
- d. Assault and/or intimidation of faculty or staff
- e. Academic dishonesty
- f. Theft on or off campus
- g. Behavior unbecoming of a Quinnite

### **WARNING/REPRIMAND**

Warnings or reprimands 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**

Suspension means separation from the College for a period set by the President, Vice President of Academic Affairs, or Dean of Student Talent. In some circumstances, the College may select to summarily suspended a student for his/her safety or while an investigation is being conducted.

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 President, Vice President of Academic Affairs, or Dean of Students or their designee.

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

### **EXPULSION**

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

Expulsion shall be effective on the date of notice of expulsion, unless the notice states otherwise. Expulsion will be entered into the student's permanent records.

### **SOCIAL/DISCIPLINARY PROBATION**

Probation may be imposed for a period set by CEEL. A student placed on Social/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; and
- g. To wear their sorority or fraternity letters on campus at any time.

Students who do not complete probation as outlined in their sanction letter and probation agreement may be removed from the residence halls if they reside on campus and/or subject to one semester or more suspension.

### **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.

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 Vice-President of Academic Affairs or Dean of Students must approve all restitution.

- a. Restitution may be ordered by the Vice-President of Academic Affairs, Dean of Student Talent, or CEEL professional staff 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, and the obligation is not met, a student or an organization is subject to additional disciplinary sanctions which could have been imposed in accordance with this Code for damage to, destruction of, or misappropriation of property and/or failure to comply

### **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 CEEL 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:

- c. May petition to CEEL for entrance to the College for a specific purpose.
- d. Has the right to petition to CEEL to remove or reduce the terms of this condition.
- e. Shall petition for reinstatement to the College before being re-admitted and be subject to reinstatement probation.
- f. May be required to meet certain conditions upon reinstatement that are recommended by the Vice President for Academic Affairs or Dean of Student Talent.

### **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 removal from the residence hall or suspension per your letter.**

### **VIOLATION OF CIVIL LAW**

If a student is charged with an on or off campus violation of a civil or criminal law, the College reserves the right to:

- a. immediately turn the matter over to the appropriate law enforcement agency.
- b. 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.
- c. The College may impose sanctions for gross misconduct (E.g.: homicide, attempted rape, rape, felonious assault, robbery, arson, the possession of illegal drugs, etc.) All actions that are illegal in the State of Texas and the United States are included in this list.
- d. The College may reinstate the student if he is acquitted or the charges are withdrawn.
- e. 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.
- f. 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.

## **DISCRIMINATION 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 impairment; or is regarded as having such 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.

## **COMPLAINT PROCEDURES**

Paul Quinn College in its goal to provide quality instruction and service, provide students access to appropriate College staff and administration to resolve questions and concerns about PQC staff, policies, procedures, or other actions or inactions of the College. We also are committed to ensuring that students have access to appropriate procedures for articulating concerns and registering appeals. This section is designed to provide information and access to these resources.

### **INFORMAL RESOLUTION**

A student with a complaint—a concern that a policy or procedure of a unit has been incorrectly or unfairly applied in his/her particular case, or a formal charge against a person’s behavior — has recourse through complaint procedures. In most instances, complaints can be resolved through an informal process beginning with talking to the individual and his/her supervisor if necessary.

Basic steps in the informal process include:

- Begin by discussing the matter with the staff, faculty, or department in which the issue originated.
- If the issue is not resolved, the next contact will be the supervisor, department chair, or associate/assistant dean to investigate the issue and allegations.
- If the issue is not resolved, the next step will be to file a formal complaint. Those procedures are outlined below.

### **COMPLAINT PROCEDURES RELATED TO DISCRIMINATION**

Any student who believes that they have been subjected to discrimination because of gender, 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 CEEL. 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 CEEL or the Office of the Title IX 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.

1. Students will make said discrimination known to CEEL.
2. If a member of the CEEL staff is the discriminator, then the complaint will be made to the Title IX Coordinator. 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 the charges are not resolved to the student's satisfaction at this level, the matter will be elevated to the Office of the President.
4. Confidentiality will be maintained, to the extent possible, but the accused has the right to face the accuser in a hearing.
5. If the student 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.

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

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

1. The student will file the complaint in written form (Student Request for CEEL Resolution to the Dean of Students or the Student Request for Academic Resolution to the Vice President of Academic Affairs) within one week of the incident or otherwise as soon as possible.

**Complaints** - Any member of the college community may file complaints with CEEL against a student or registered student organization for conduct or activities in violation of this code. All complaints must be written and cite:

- a. Name of person making the complaint, 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.

2. CEEL will follow through with an investigation of the alleged complaint and file charges once agreed upon by the parties involved. CEEL will present the complaint to the President.
3. Confidentiality will be maintained; to the extent possible, however, it should be known that the individual who the complaint was filed against has the right to face his or her 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 appeal directly to the president in writing. The President will conduct an appropriate determination and make a final determination.

### **HEARING AND DISCIPLINARY PROCEEDING**

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 established rules to maintain order. 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.

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 CEEL. CEEL will determine if the complaint(s) has merit and conduct any necessary preliminary investigation. CEEL will then adjudicate the case. When the preliminary investigation is not conclusive, CEEL will dismiss the case or schedule the adjudication. The student has a right to appeal any decision of CEEL to the President of the College.

### **APPEALS**

When a student is dissatisfied with a decision of the Dean of Student Talent, a request for an appeal should be made in writing to CEEL within forty-eight (48) hours (or longer if there are reasonable grounds for the delay) after the date of notification of the penalty.

CEEL 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 investigation and/or adjudication procedures;
- c. Sanctions too punitive for offense; and
- d. Bias.

The President may:

- a. Sustain the action of the Dean of Students;
- b. Add to the action of the Dean of Students;
- c. Return the case to the Dean of Students for further deliberation on new evidence not available to her/him at the time of its actions;
- d. Recommend a reduction of the penalty based on too punitive for offense;
- e. 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 CEEL. Neither the student nor the college may have legal counsel present at the hearing.

## **COMPLAINT WITH THE TEXAS HIGHER EDUCATION COORDINATING BOARD**

After exhausting the institution's internal grievance/complaint process without satisfactory resolution, current, former, and prospective students may initiate a complaint with The Texas Higher Education Coordinating Board (THECB). That process is described below.

The Texas Higher Education Coordinating Board Student Complaints Overview:

The Texas Higher Education Coordinating Board (THECB) adopted rules codified under Title 19 of the Texas Administrative Code, Sections 1.1101.120, on October 25, 2012. The rules create a student complaint procedure to comply with the U.S. Department of Education's "Program Integrity" regulations, which require each state to have a student complaint procedure in order for public and private higher education institutions to be eligible for federal Title IV funds. In December 2011, the Office of Attorney General of Texas issued an opinion stating that THECB has authority under Texas Education Code Section 61.031 to promulgate procedures for handling student complaints concerning higher education institutions.

How to submit a student complaint: After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by sending the required forms either by electronic mail to [StudentComplaints@theccb.state.tx.us](mailto:StudentComplaints@theccb.state.tx.us) or by mail to: Texas Higher Education Coordinating Board College Readiness and Success Division P.O. Box 12788 Austin, Texas 78711-2788.

Facsimile transmissions of the forms are not accepted. All submitted complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form. Links to the forms are available on the Paul Quinn College website under "Complaint Procedures":

The following forms are required to start the complaint process:

- Student Complaint and Release Forms
- Authorization to Disclose Medical Record Information (Required if a disability is alleged)

The Agency does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures. Former students shall file a student complaint form with the Agency no later than one year after the student's last date of attendance at the institution, or within 6 months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

**Process:** The first step in addressing a complaint is to follow your institution's complaint procedures. If your institution is unable to resolve the matter after you have exhausted their complaint and appeal processes, you may file a complaint with this Agency. Once the Agency receives a student complaint form, the Agency may refer the complaint to other agencies or entities as follows: THECB will refer complaints alleging that an institution has violated state consumer protection laws to the Consumer Protection Division of the Office of the Attorney General of Texas for investigation and resolution, and will refer complaints pertaining to a component institution in a university system to the appropriate university system for investigation and resolution.

E.g., complaints pertaining to an institution in the University of Texas System, Texas A&M University System, University of Houston System, University of North Texas System, Texas Tech University System, or Texas State University System shall be referred to the appropriate university system for investigation and resolution.

Further, if THECB determines that a complaint is appropriate for investigation and resolution, by the institution's accrediting agency or an educational association such as ICUT (Independent Colleges & Universities of Texas, Inc.), the Agency may refer the complaint to the accrediting agency or educational association. THECB has the right to adopt any decision made by the accrediting agency or educational association, and may terminate the referral of the complaint to those entities at any time and proceed to investigate and adjudicate the complaint. If a student complaint concerns compliance with the statutes and regulations that THECB administers and the complaint has not been referred to another entity, THECB will initiate an investigation. Prior to initiating an investigation, however, the student must exhaust all grievance/complaint and appeal procedures that the institution has established to address student complaints and provide documentation to THECB of such exhaustion.

As part of its investigation, THECB will request a response from the institution, and may also contact other persons or entities named in the student's complaint or in the institution's response, in order to ascertain all relevant facts. During its investigation, THECB will, in appropriate cases, attempt to facilitate an informal resolution to the complaint that is mutually satisfactory to the student and institution. In cases in which an informal resolution between the student and the institution is not feasible, THECB will

evaluate the results of the investigation of the student complaint and recommend a course of action to the Commissioner. After receiving staff's recommendation, the Commissioner will consider the recommendation regarding the complaint and render a written determination either dismissing the complaint or requiring the institution to take specific actions to remedy the complaint. The Commissioner may also request the Board to review and decide issues that regard institutional integrity.

## **SEXUAL MISCONDUCT AND HARASSMENT POLICIES AND PROCEDURES, (TITLE IX)**

Sexual misconduct committed on property owned or rented by the College or in a context directly related to the College on or off campus by a student, faculty member, or staff member against any student, faculty member, staff member, or third party is prohibited and will not be tolerated. The College has an obligation to investigate and address complaints or reports of sex or gender discrimination, including sexual misconduct, whenever it becomes aware of such a complaint or report regardless of how the information was brought to the College's attention or the extent to which the reporter/complainant (i.e., an individual who has been subjected to prohibited conduct, according to the complaint or report) wishes to participate or be involved. All individuals have access to confidential resources that they may use for support and guidance without initiating College action.

### **RESOURCES FOR HELP**

The College's goal is to provide for ongoing programming, events, and educational opportunities to create a healthy, safe, and supportive community. Throughout the year, we will provide activities to learn about healthy relationships, supporting friends, and intervening in troubled situations.

New students are required to attend programs that provide information on sexual misconduct, sexual harassment, domestic violence, etc. during New Student Orientation.

The Center for Civic Engagement Entrepreneurship and Leadership (CEEL) sponsors ongoing bystander intervention training and programs. Feel free to contact them to find out more about these programs.

A number of "awareness campaigns" are held throughout the school year, and are open to all students, faculty and staff.

More activities and events will be forthcoming and promoted on campus. We hope to see you in attendance.

## **IMMEDIATE ON-CAMPUS HELP**

Paul Quinn College urges persons who believe they have been victims of sexual violence to engage on-campus procedures to address their situation and/or to pursue criminal charges against the person or persons they believe to have committed the assault. Regardless of their choices in the matter under criminal or civil law, victims of sexual misconduct or sexual harassment are strongly encouraged to speak with someone on campus, in order to ensure they receive the necessary support. Retaliation against an individual who brings a complaint, participates in an investigation, or pursues a criminal charge is prohibited and will not be tolerated. Any person who thinks he/she has been the victim of retaliation should contact the Title IX Coordinator or one of the individuals listed below immediately.

**Dr. Kizuwanda Grant**, VP Academic Affairs and Title IX Coordinator, Office of Academic Affairs/Title IX Office, Adams 310, [kgrant@pqc.edu](mailto:kgrant@pqc.edu) 214.379.5500

**Kiesel Thompson**, Dean of Students, Adams 301B [kthompson@pqc.edu](mailto:kthompson@pqc.edu) 214.379.5551

**Sh’Nita Mitchell**, Director of Campus Life, Center for Civic Engagement, Entrepreneurship and Leadership (CEEL), Lucy Hughes Hall, [smitchell@pqc.edu](mailto:smitchell@pqc.edu) 214.379.5455

**Bruce Brinson**, Chief Financial Officer, Operations, Human Resources and Security, Adams 300, [bbrinson@pqc.edu](mailto:bbrinson@pqc.edu) 214.379.5573

*If anyone of these persons is the person being accused, then the matter should be reported to one of the other persons, or to the president of the College.*

## **FACULTY/STAFF ADVOCATES**

Student participants in a sexual misconduct investigation are entitled to an advisor/advocate of their choosing to accompany and assist them throughout the campus resolution process. The advisor/advocate can be a friend, faculty mentor, family member, attorney or any other supporter that the participant may choose and who is both eligible and available. People who may be called as witnesses may not serve as advisor/advocate(s). The College maintains a group of non-attorney advisor/advocates from among the faculty and staff that are available to all participants.

The participants are entitled to be accompanied by their advisor/advocate in all meetings, hearings, interviews, and appeals at which participants are requested to be present. Advisor/advocate(s) may help their participant prepare for each meeting.

All advisor/advocate(s) are subject to the same campus rules, whether or not they are attorneys. They may not present on behalf of their participant in a meeting, interview, or hearing. He/she may confer quietly with their participant as necessary, as long as it does

not disrupt the process. Advisor/advocate(s) are expected to refrain from interference with the College's investigation and resolution. Those who step out of their role in any meeting under the campus resolution process will be warned. Continued disruption or failure to respect the limits of the role will result in removal from the meeting, interview or hearing.

The College expects the advisor/advocate to adjust their schedule to allow them to attend College meetings, interviews, or hearings when scheduled. The College does not typically change such scheduled meetings to accommodate an advisor/ advocate's ability to attend. Other accommodation for participation may be considered (e.g. phone, Skype).

Participants must inform the College of the identity of their advisor/advocate at least two (2) days before the date of their first meeting with staff/investigators involved in the process. A participant may change advisor/advocate(s) during the process for any reason. Participants must provide timely notice of a change in advisor/ advocate(s).

For a list of advisor/advocates, please contact:

**Dr. Kizuwanda Grant**, VP Academic Affairs and Title IX Coordinator, Office of Academic Affairs/Title IX Office, Adams 310, [kgrant@pqc.edu](mailto:kgrant@pqc.edu) 214.379.5500

**Kiesel Thompson**, Dean of Students, Adams 301B, [kthompson@pqc.edu](mailto:kthompson@pqc.edu) 214.379.5551

**Sh'Nita Mitchell**, Director of Campus Life, Center for Civic Engagement, Entrepreneurship and Leadership (CEEL), Lucy Hughes Hall, [smitchell@pqc.edu](mailto:smitchell@pqc.edu) 214.379.5455

**Bruce Brinson**, Chief Financial Officer, Operations, Human Resources and Security, Adams 300, [bbrinson@pqc.edu](mailto:bbrinson@pqc.edu) 214.379.5573

#### **IMMEDIATE OFF-CAMPUS HELP**

If you want to notify the police, please contact your local law enforcement 911. You can report the assault even if you don't want to press charges. If the perpetrator is a student at the College, you may contact the Residence Life staff or Campus Security Officer on duty at 214.379.5599. Your information will be kept private until you decide how you would like to proceed.

You may also:

Talk to a counselor who can support victims/survivors.

- UT Southwestern Metrocare at 214-743-1261
- Dallas Area Rape Crisis Center at 972.641.7273
- Parkland Rape Crisis, 214.590.0430
- National Sexual Assault hotline, 800.656.HOPE (4673)



Visit any of the following:

- National Sexual Violence Resource Center <http://www.nsvrc.org>
- Dallas Area Rape Crisis Center (darcc), [www.dallasrapecrisis.org](http://www.dallasrapecrisis.org)
- RAINN, Rape Abuse & Incest National Network <https://rainn.org>
- The Anti-Stalking Website <http://www.antistalking.com>

### **PRESERVING EVIDENCE**

Seek medical care as soon as possible at any emergency medical facility. To preserve your legal options, it is important to have a medical exam to assess for physical injuries and to collect evidence. You may have the exam and then decide not to pursue legal action. To preserve evidence of a sexual assault you should not wash or use the restroom in any way until you have been examined. Evidence may deteriorate quickly so victims are encouraged to seek an exam as quickly as possible. A Sexual Assault Nurse Examiner (SANE) can be found at:

- Texas Health Presbyterian
  - Emergency help: 214.345.6203
  - General questions about SANE: 214.345.6443
- Parkland Hospital 214.590.8145
- Methodist Hospital 214.947.8181

Student(s) needing assistance with transportation are encouraged to inform the Title XI Coordinator or the CEEL Office.

### **REPORTING**

There are several ways to speak with someone, report an incident, or seek additional information, support, and resources. Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality. The following list provides reporting options and an explanation as to how confidentiality applies to each entity.

#### **TITLE IX COORDINATOR**

Title IX Coordinator: Pursuant to Title IX of the Education Amendments of 1972, the College's Title IX Coordinator is the designated agent of the College with primary responsibility for coordinating College Title IX compliance efforts. The Title IX Coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. The Title IX Coordinator oversees monitoring of College policy in relation to Title IX law developments and is also responsible for implementation of grievance procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and

monitoring all other aspects of the College's Title IX compliance, including identifying and addressing any patterns or systemic problems.

Individuals with questions or concerns about Title IX, and/or those who wish to file a complaint of non-compliance or incidence of sexual misconduct (regardless of whether the complaint is against a student, staff, faculty, visitor, or otherwise), may contact the College's Title IX Coordinator or any of the other College officials listed below:

**Dr. Kizuwanda Grant**, VP Academic Affairs and Title IX Coordinator, Office of Academic Affairs/Title IX Office, Adams 310, [kgrant@pgc.edu](mailto:kgrant@pgc.edu) 214.379.5500

**Kiesel Thompson**, Dean of Students Adams 301B, [kthompson@pgc.edu](mailto:kthompson@pgc.edu) 214.379.5551

**Sh'Nita Mitchell**, Director of Campus Life, Center for Civic Engagement, Entrepreneurship and Leadership (CEEL), Lucy Hughes Hall, [smitchell@pgc.edu](mailto:smitchell@pgc.edu) 214.379.5455

**Bruce Brinson**, Chief Financial Officer, Operations, Human Resources and Security, Adams 300, [bbrinson@pgc.edu](mailto:bbrinson@pgc.edu) 214.379.5573

#### **PRIVILEGED COMMUNICATION**

The professional, licensed counselors and pastoral counselors affiliated with the College are not required to report any information concerning an incident without the complainant's permission.

#### **CONFIDENTIAL DISCLOSURES**

Non-professional counselors or advocates will report the incident to the Title IX Coordinator. However, they are not required to report personally identifiable information about the reporter/complainant. Reporter/complainant needs to understand that not providing identity information may prohibit the College from conducting an investigation and pursuing disciplinary action.

Each academic year, the non-professional counselors or advocates will be identified from among the faculty and staff on campus who have been prepared for such roles.

#### **RESPONSIBLE EMPLOYEES**

A "responsible employee" is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or whom a student could reasonably believe has the

authority or duty to do so. All College employees and volunteers are considered responsible employees and have an obligation to report any knowledge of a sexual misconduct incident to the Title IX Coordinator(s). A report to responsible employees constitutes a formal report to the College and generally obligates the College to investigate the incident and to take appropriate steps to address the situation. These employees cannot guarantee confidentiality due to College's responsibility to provide a safe campus environment. Reports made to Campus Security will also be reported to the Title IX Coordinator. The College follows proper confidential protocol as it pertains to reporting obligations under the Clery Act.

Examples of Responsible Employees: Faculty, administrative staff, coaches, campus security, area coordinators, Communication/Inquiry student leaders, faculty mentors, and resident assistants.

Questions regarding Title IX may also be referred to the United States Department of Education's Office for Civil Rights.

**Office for Civil Rights – Dallas Office**  
**U.S. Department of Education 1999 Bryan Street, Suite 1620**  
**Dallas, TX 75201**  
**Telephone: 214-661-9600**  
**FAX: 214-661-9687; TTD: 877-521-2172 Email: OCR.Dallas@ed.gov**

#### **NOTICE OF NON-DISCRIMINATION**

The College is committed to equal opportunity and does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender, gender identity, sexual orientation, citizenship status, genetic information, status as a veteran, or any other characteristic that is protected by applicable state or federal law in its operations, employment opportunities, educational programs and related activities.

The College's Policy for Sexual Misconduct and Harassment ("Sexual Misconduct Policy") applies to all applicants, students, faculty, administrators, staff, guests and third parties.

Furthermore, the College forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment or as a result of participating in an investigation of a complaint of discrimination or harassment.

The Human Resources Department has been designated to handle discrimination or harassment inquiries regarding the non-discrimination policy. In such matters, please contact:

**Catherine Walker**, Human Resources, Adams 208, [cwalker@pgc.edu](mailto:cwalker@pgc.edu) 214.379.5522

Title IX of the Educational Amendments of 1972 provides that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits

of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The Title IX Coordinator has been designated to handle sex or gender-based inquiries regarding the non-discrimination policy:

**Dr. Kizuwanda Grant**, VP Academic Affairs and Title IX Coordinator, Office of Academic Affairs/Title IX Office, Adams 310, [kgrant@pgc.edu](mailto:kgrant@pgc.edu) 214.379.5500

### **POLICY STATEMENT – SEXUAL MISCONDUCT**

Discrimination on the basis of sex or gender to include sexual misconduct (sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual violence and sexual exploitation), domestic violence, dating violence, stalking, or other forms of sexual violence or sex or gender-based harassment is a violation of the Sexual Misconduct Policy and will not be tolerated by the College. Furthermore, the College forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment or participating in an investigation of a complaint of discrimination or harassment. The policy and investigation also applies to off-campus conduct if it occurs in the context of an education program or activity of the school. If so, the College will treat the complaint in the same manner that it treats complaints regarding on-campus conduct.

This Sexual Misconduct Policy applies to all applicants, students, faculty, staff, and third parties and applies regardless of the sexual orientation or gender identity of the parties. If you believe you have been subjected to sexual misconduct, you may report such conduct or file a complaint with the Title IX Coordinator, **Dr. Kizuwanda Grant**.

### **SEXUAL MISCONDUCT AND OTHER IMPORTANT DEFINITIONS**

The College reaffirms its commitment to a campus community free from sexual misconduct in all of its forms. This commitment involves continuing efforts to eliminate all forms of harassment, sexual misconduct, and interpersonal violence. These efforts include education and preventative programming, personnel training, establishment of procedures that ensure the protection of individual rights, and resources for those who believe they have experienced such conduct. Sexual misconduct may occur across a broad spectrum and between persons of the same or opposite sex. The College prohibits all variations of sexual misconduct.

The following is a non-exhaustive list of prohibited sexual misconduct, as well as important definitions:

#### **SEXUAL HARASSMENT**

Sexual Harassment includes “sex-based harassment” and “gender-based harassment” and is any unwelcome conduct of a sexual nature, including, but not

limited to, unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

### **UNWELCOME CONDUCT**

Unwelcome Conduct is considered “unwelcome” if a person did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

### **HOSTILE ENVIRONMENT**

A Hostile Environment exists when sexual harassment/misconduct is sufficiently serious to deny or limit a person’s ability to participate in or benefit from the College’s programs or activities. A hostile environment can be created by anyone involved in the College’s programs or activities. The College will work to make a reasonable determination if a hostile environment exists.

### **QUID PRO QUO HARRASSMENT**

Quid Pro Quo Harassment may occur when anyone in a position of power or authority over another uses any academic or supervisory reward to subject such other person to unwanted sexual attention or subject such other person to verbal or physical conduct of a sexual nature. In general, quid pro quo sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal and physical conduct of a sexual nature by one in a position of power or influence when:

1. Submission by an individual is made either as an explicit or implicit term of condition of employment or of academic standing; or
2. Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that student or employee.

### **SEXUAL ASSAULT**

Sexual Assault involves actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to:

1. Intentional touching of another person’s intimate parts without that

- person's consent; or
2. Other intentional sexual contact with another person without that person's consent; or
  3. Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that persons consent; or
  4. Rape, which consists of penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  5. Sexual assault can be committed by persons of the same sex as well as those of the opposite sex.
  6. Students, faculty members and staff members should understand that forced or unwanted sexual intercourse or sexual contact (as defined above), whether it involves a stranger or an acquaintance, is sexual assault.

### **SEXUAL EXPLOITATION AND INTIMIDATION**

Sexual Exploitation and Intimidation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples could include prostitution, recording and/or distributing and/or viewing of images/audio of another person without their consent, and voyeurism. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned. Students, faculty members and staff members should understand that apparently consensual sexual relationships, particularly those between individuals of unequal status, may be (or may become) a violation of the Sexual Misconduct Policy.

### **STALKING**

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

### **DOMESTIC AND INTIMATE PARTNER VIOLENCE**

Domestic and Intimate Partner Violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of Texas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Texas.

## **DATING VIOLENCE**

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic nature or intimate nature with the victim; and, whereas the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, and the frequency of interaction between the persons involved in the relationship.

## **CONSENT**

Consent is knowing, voluntary, and clear permission to engage in sexual activity or contact. Each party is responsible for making certain consent is given and continued throughout the encounter. A person can withdraw consent at any time, through words or actions. Silence or absence of resistance does not constitute consent. Past consent does not confirm future consent; consent to specific activity does not imply consent to other activity; and consent with one person does not constitute consent with another person. Current or past relationships do not sufficiently constitute consent. Texas State law requires persons be 17 years of age to give consent. Consent cannot be given if force or threat of force has been used to coerce sexual activity or if a party is incapacitated.

## **INCAPACITATION**

Incapacitation occurs when a person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Such reasons for incapacitation include the use of drugs or alcohol either voluntarily or involuntarily, being asleep or unconscious, or an intellectual or other disability that prevents a party from having the capacity to consent. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual misconduct.

## **FALSE ACUSATIONS**

A false complaint of sexual misconduct can place a permanent stigma on a member of the Paul Quinn College community, regardless of the outcome of an investigation. Therefore, false accusations are prohibited and are violations of College policy. The College reserves the right to redress through appropriate College protocol any complaint, accusation, or testimony found through an investigation to be brought in bad faith or knowingly false. This provision does not apply to reports made in good faith, even if the allegations in the report are not substantiated through an investigation.

## **RETALIATION**

Retaliation is defined as any adverse action taken against a person either bringing a complaint of misconduct or accused of misconduct. Retaliation could include, but is not limited to, threats, intimidation, coercion or discriminatory action. Retaliation against an individual who brings a complaint, participates in an investigation, or pursues a criminal charge is prohibited, and will not be tolerated. Retaliation against those accused of sexual misconduct is also prohibited.

## **CONFIDENTIALITY**

The College is committed to protecting the privacy of any individual(s) involved in allegations of sexual misconduct. Should a reporter/complainant choose to make a report/bring a formal complaint, investigations of sexual misconduct are done so with respect for confidentiality. Every effort will be made to ensure confidentiality to the extent feasible in order to allow the College to conduct a thorough review of allegation(s). Names and details of the incident will not be shared with anyone outside of the investigative effort, hearing process, and will only be shared with those who must know in order to assist in the review, investigation or resolution of a report. If the complainant requests confidentiality, and/or that the matter not be investigated, the Title IX Coordinator will weigh the request for confidentiality or no investigation against the College's ability to conduct an investigation without revealing identifiable information, the seriousness of the alleged conduct, and the threat to the College community.

It is important to remember when sharing an incident that different employees have different responsibilities regarding confidentiality. As noted herein, responsible employees are required to report all details of an incident (including the identities of both the complainant and the alleged perpetrator) to the Title IX Coordinator.

## **BILL OF RIGHTS FOR STUDENT PARTICIPANTS (RESPONDENT/COMPLAINANT)**

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the Higher Education Amendments of 1992 (Public Law: 102-325, section 486(c)). This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford participants in sexual assault proceedings certain basic rights. It also requires the school to notify students of their option to report their assault to the proper law enforcement authorities.

In situations of sexual misconduct participants have the right to a safe environment.



## **A SAFE ENVIRONMENT**

The College takes seriously the safety of individual students as well as the entire campus community and will pursue whatever means it deems necessary and feasible to provide a safe environment with respect to the rights and well-being of all students. Such accommodations may include, but are not limited to, no contact directives, change in class schedules, or change in living arrangements.

## **PROCEDURES FOR RESOLUTION OF COMPLAINTS AGAINST STUDENTS REGARDING SEXUAL MISCONDUCT**

### **RESOURCES AND SUPPORT**

All parties have the opportunity to have others present for support and consultation and access to campus support services, including, but not limited to, Counseling Services, Center for Civic Engagement, Entrepreneurship and Leadership (CEEL), Health Services, faculty mentor, and identified advocates.

### **FAIRNESS**

The College will investigate and adjudicate violations of The Sexual Misconduct Policy in a timely and impartial manner. All involved will be taken seriously and treated with respect and dignity. Both parties shall be informed in a timely manner and as close to the same time as possible of the outcome of any disciplinary proceeding.

### **OPTIONS FOR REPORTING**

Students shall be informed of their options to notify proper law enforcement.

### **PRIVACY**

The investigative process is closed and handled with all confidentiality in mind. Any documents or written statements by both parties are protected by the Family Educational Rights and Privacy Act (FERPA).

### **FREEDOM FROM RETALIATION**

Any retaliation or intimidation of those involved in a misconduct incident, be it those bringing a complaint, those accused, or those participating in a process, is prohibited and will not be tolerated by the College.

### **INVESTIGATION AND ADJUDICATION PROCESS**

Most allegations of misconduct within the Paul Quinn College community will proceed through the disciplinary process set forth under the Code of Student Conduct. Allegations of sexual misconduct (including but not limited to sexual harassment,

unwelcome conduct, hostile environment, sexual assault, sexual exploitation and intimidation, stalking, domestic violence, and dating violence) will be adjudicated using the process(es) outlined below.

For complaints alleging a possible violation of the Paul Quinn College Sexual Misconduct Policy the following terms shall apply:

**REPORTER/COMPLAINANT PARTICIPANT**

In this process, the person reporting a possible violation of Sexual Misconduct Policy and/or complaint is referred to as the reporter/complainant.

**RESPONDING PARTICIPANT**

In this process, the person who is alleged to have violated the Sexual Misconduct Policy is referred to as the responding participant, or a respondent.

**REPORTING A COMPLAINT**

A student who wishes to make a report of sexual misconduct is encouraged to inform the Title IX Coordinator. To the extent possible, a report should be written and include details of the sexual misconduct, name of the accused student, the date, and location. Any other relevant and supporting information should be submitted as well. In every report of sexual misconduct, the College will conduct an initial Title IX assessment. At the conclusion of the assessment, the report will be referred for either a remedies-based resolution or investigation to determine if there is sufficient information to proceed with judicial resolution.

Upon receipt of a report, the Title IX Coordinator or his designee will have a preliminary meeting with the reporter/complainant. The purpose of the preliminary meeting is to gain basic understanding of the nature and circumstances of the report; it is not intended to be a full investigation. At this meeting, the reporter/complainant will be provided with a copy of the Sexual Misconduct and Harassment Policy, as well as information about resources, procedural options, interim remedies or remedies, and advised about the College's prohibition on retaliation.

The initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, an investigation may continue depending on a variety of factors, such as the nature of the complaint, the reporter/complainant's wish to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding.

In the course of this assessment, the College will consider the interest of the reporter/complainant and his/her expressed preference for the manner for resolution. Where possible and as warranted by a review of the facts and circumstances, the College will seek action consistent with reporter/ complainant's request.

Where a reporter/complainant requests that a name or other identifiable information not be shared with the respondent or that no formal action be taken, the College will balance this request with its dual obligations to provide a safe and non-discriminatory environment for all College community members. The College also will consider its responsibility to afford a respondent fundamental fairness by providing notice and an opportunity to respond before action is taken against him/her.

Should the reporter/complainant not wish to proceed with an investigation or judicial resolution, the Title IX Coordinator, in consultation with the Dean of Students and Chief Financial Officer, will determine, based on the available information, including any investigative report, whether the investigation or the judicial resolution proceedings should nonetheless go forward.

The College reserves the right to proceed with adjudicating a complaint without the support of the reporter/complainant.

In making such a determination the College will consider, among other factors, the following:

- whether the reporter/complainant has requested confidentiality;
- whether he/she wants to participate in the investigation or judicial hearing;
- the severity and impact of the sexual misconduct;
- the respective ages of the participants;
- whether the reporter/complainant is a minor under the age of 18;
- whether the respondent has admitted to the sexual misconduct;
- whether the respondent has a pattern of committing sexual misconduct;
- the existence of independent evidence; and
- the extent of prior remedial methods taken with the respondent.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or a request not to pursue an investigation, but the College's ability to do so may be limited, based on the nature of the request by the reporter/complainant.

Participants will be informed of the College's chosen course of action. Following the initial assessment with the reporter/complainant, and considering requests to date, the Title IX Coordinator will meet with the student alleged to have violated the Sexual Misconduct Policy - the respondent. The respondent is welcome to bring a support person/advisor with them to the meeting. At this meeting the Title IX Coordinator or designee will provide respondent with information about the complaint. The respondent will be provided a copy of the Sexual Misconduct Policy, advised of their rights and responsibilities and available resources and told about the College's prohibition on retaliation.

Prior to receiving the written information about the complaint, the respondent will be asked to acknowledge his/her understanding for confidentiality and non-retaliation, essentially, agreeing not to disclose or discuss anything related to the complaint with anyone other than those authorized to see/hear such information under the process.

### **INTERIM MEASURES**

Upon receipt of a complaint, and continuing through to the release of a final outcome, the College has a duty to protect the complainant as well as the student body from potential further harassment. Therefore, the College may initiate interim or temporary measures. Such measures are intended to reduce further contact between the participants, to ensure the safety of all involved, and to address concerns that may create a hostile environment. Interim measures and remedies will vary based on the facts of a particular case.

Examples of possible interim measures could include, but are not be limited to:

- administrative no-contact or "stay away" orders;
- academic accommodation and support;
- change in residential living arrangement, extracurricular activities, dining area access, work situation, and transportation on and off campus;
- counseling and health services;
- increased monitoring, supervision and/or security.

An interim suspension of the respondent from the campus (e.g. residence halls, classes, other activities, etc.) will be enacted should there be a demonstrated threat to the health and safety of others involved and/or the normal operations of the College. Such determinations will be made by the Title IX Coordinator in consultation with the Dean of Students and the Chief Financial Officer.

## **FACT-FINDING INVESTIGATION**

Upon receipt of initial statements from the participants, the Title IX Coordinator will review the information with the Dean of Students. Where the review indicates a possible violation of the Sexual Misconduct Policy, the Title IX Coordinator may refer the case to a neutral investigator(s) of the College's choosing or may complete the investigation themselves. The investigation is designed to provide fair, reliable gathering of facts. The investigation will be thorough, impartial, and fair; and all individuals will be treated with appropriate sensitivity and respect. The process will be conducted in a manner that is respectful of individual privacy concerns.

It is the responsibility of the investigator to gather information relevant to the facts provided by the statements of the participants to the extent reasonable and possible. Such information gathering will include, but is not limited to, speaking with the participants and any other individuals who may have relevant information, gathering any available physical or medical evidence, including documents, communications between the participants, and other electronic records as necessary and appropriate. Participants will have an equal opportunity to be heard, submit information, and identify witnesses who may have relevant information.

Upon completion of the fact-finding process, the investigator or Title IX Coordinator will prepare a report setting forth the facts gathered. The Title IX Coordinator, in consultation with the Dean of Students, and Chief Financial Officer or their designee will review the report and make a determination regarding whether there is sufficient information to support a violation of the Sexual Misconduct Policy or the report and investigation details will be referred to a Committee for further deliberations and a decision. All participants will be informed of the conclusion(s) made from the investigative report.

## **BASIC EXPECTATIONS OF INDIVIDUALS INVOLVED**

Basic expectations for individuals involved in the process for resolving alleged violation(s) of the Sexual Misconduct Policy:

1. Paul Quinn College community members are expected to participate in this process and cooperate fully, although efforts will be made where possible to accommodate schedules to reduce the burden of participation on participants and others.
2. Unless both participants agree otherwise, participants will not communicate with one another regarding the incident in question, once the process has begun.
3. To the extent permitted by law, participants and others will maintain

confidentiality of the process. This is not intended to imply that participants involved in the process are prevented from speaking to parents, counselors, other confidantes or from reporting the matter to local authorities.

### **DISCIPLINARY HEARING GUIDELINES**

The hearing is intended to provide a full and fair opportunity for the reporter/ complainant and respondent to present their accounts of events and for the Committee to determine the facts of the case, make a determination regarding alleged violation of College regulations, and to recommend appropriate sanctions, if necessary.

The hearing is closed and is not open to the public. The hearing process is an administrative process conducted in a higher education setting and is not subject to the same standards as a court of law. Rules of evidence found in legal proceedings shall not be applied, nor shall any deviations from these prescribed procedures alone invalidate a decision, unless significant prejudice to a reporter/ complainant, respondent, or the College may exist.

Violations of this Sexual Misconduct Policy will be determined through careful investigation and findings meeting the preponderance of the evidence (i.e., more likely than not) standard.

If a participant does not attend a hearing for any non-emergency or non-compelling reason, the hearing may be held in the individual's absence at the discretion of the Dean of Students/Chair.

If a respondent chooses to withdraw from the College prior to the end of the semester (defined by the last day of final exams) during which a complaint was filed under the Sexual Misconduct Policy, a hold shall be placed on the respondent's records noting "pending disciplinary charges." Should the respondent withdraw after the semester ended, similar action will be initiated. This notation will be removed or changed as appropriate following final resolution of the disciplinary complaint. If the respondent withdraws from the College while the disciplinary complaint is pending, a permanent notation will be placed on his/her student transcript stating, "student withdrew with disciplinary charges pending." A student who leaves under these circumstances will not be eligible to return to the College. A respondent cannot receive a degree while there is a pending, unresolved disciplinary complaint against him/ her.

A reporter/complainant or respondent may request participation by other suitable means that would not require physical proximity to the other participant. This could include, but not be limited to, partitioning a hearing room or using technology, such as Skype or conference call from an alternative location, to facilitate participation. Any proposed alternative must be reviewed in advance to ensure it is consistent with the goals of a fair and equitable process.

All participants involved in the hearing are required to keep the information learned in preparation for the hearing and at the hearing private. Consistent with the Family Education Rights and Privacy Act (FERPA) regulations, the participants, Committee, and others associated may not share copies of documents. All copies provided must be returned to the College at the conclusion of the hearing as well as any appeals process. Any breach of this duty is subject to disciplinary action by the College.

Both the reporter/complainant and the respondent will:

- participate in a pre-hearing meeting;
- be given a statement of allegation(s) in writing;
- be provided a notice of hearing five calendar days prior to the hearing;
- be permitted to review all investigative documents and related information, subject to the privacy limitations imposed by state and federal law at least five days prior to the hearing;
- be able to provide a written response to the investigative documents within the stated timeline;
- have the opportunity to identify witnesses - Such individuals must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak generally about an individual's character;
- be permitted to have an advisor/support person of their choice to assist him/her throughout the hearing - Such individuals may only speak to the person to whom they are assisting;

An attorney may serve as an advisor/support person but must abide by the preceding statement. The College will not recognize or enforce agreements between parties reached outside this process.

- listen (e.g. by skype or phone connection) to the discussion (interviews, questions) in the hearing process;
- be given the opportunity to provide follow-up questions to the Committee for consideration to ask of other hearing participants;
- be notified of the outcome of the hearing and/or any appeal.

The Disciplinary Committee shall:

- be referred to as the Committee;
- consist of at least five (5) members in addition to the Chair, (the Chair is typically the Dean of Students), and whose composition is recommended to include at least one (1) faculty member, one (1) staff member, and one (1) student;
- review all documents and information as presented to them;
- engage all participants needed to reach an informed decision;
- utilize “preponderance of the evidence” standard, meaning that it is more likely than not the respondent is responsible for the alleged violation;
- deliberate in closed (private) session to make determination of finding whether the respondent is in violation or not in violation of the Sexual Misconduct Policy;
- provide additional recommendation(s) regarding sanction, if desired.

In so doing the Committee will consider all the relevant information presented, prior disciplinary history, and any confirmed mitigating circumstances.

The Dean of Students /Chair will:

- convene all meetings involved in the adjudication procedures and facilitate the hearing process;
- be a non-voting Committee member regarding findings;
- have the authority to determine the relevance of information in the investigative report, any witnesses and/or their statements, and

### **GENERAL HEARING PROCESS**

- The Chair will direct all present to state their names.
- The Chair will excuse unapproved parties, explain the general format and procedures for the hearing and answer any questions from the respondent or reporter/complainant.
- The Sexual Misconduct Policy violation(s) will be stated.
- The respondent will make a plea of either “in violation” or “not in violation”.
- The witnesses will be asked to leave the room and shall be called back as requested by the Committee.
- The Committee will interview the participants as they need in order to make an informed decision.
- Each, the respondent and the reporter/complainant, will be given private time with the Committee for the purpose of discussing any questions, observations, or related information that either participant wants the Committee to review with the other directly.
- The Committee will reconvene with all participants.



- Closing (summary) statements will be heard.
- All participants will leave and the Committee shall deliberate in closed, private session.
- The Committee may reconvene, following the initial hearing, to consider additional questions or clarifications.

### **RELATED HEARING PROCESS GUIDELINES**

Request to reschedule hearing - Either participant can request to have a hearing rescheduled. Request for such must be made to the Dean of Students/Chair at least three business days prior to the hearing. Such a reschedule will be at the discretion of the Committee and its chair. Such is typically done when there are pending criminal charges against the respondent and he/she wants time to seek legal counsel and/or there is a substantive conflict in one's schedule, particularly regarding academic tasks.

Contest a Committee member - Participants may question the participation of any Committee member for conflict of interest or other good cause. Familiarity alone does not create a conflict. However, where there is clear information to suggest a member will not be able to provide unbiased and impartial decision, an alternate should be used.

Preponderance of the evidence - Committee members will consider credible evidence to assess the preponderance of the evidence or greater weight standard. This standard expects Committee members to consider whether it is more likely than not that a violation occurred.

Recording of hearing - The College will not audio or video record the Disciplinary Committee hearing, nor is any other individual permitted to do so.

Prior Sexual History of a reporter/complainant - A reporter/complainant's prior sexual history is not relevant and will not be admitted as evidence at a hearing. Where there is a current or ongoing relationship between participants, and the respondent alleges consent, the prior sexual history between participants may be relevant to assess the manner and nature of communications between them. However, the mere fact of a current or previous dating or sexual relationship by itself is not sufficient to constitute consent. Any prior sexual history of reporter/complainant with other individuals typically is not and will not be considered.

Pattern of evidence by a respondent---- Where there is evidence of a pattern of conduct similar in nature by the respondent, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this

information may be deemed relevant to the Committee's determination of in violation and /or assigning of a sanction.

Any participant seeking to introduce information about prior sexual history or pattern of evidence should bring this information to the attention of the investigator(s) at the earliest opportunity. The College, through the Dean of Students/Chair may choose to introduce this information, with notice to both parties.

To aid in an advance determination of such information, a participant must submit to the Dean of Students/Chair three days after the notice of the charge has been made the following:

- a written statement of the information, if not already provided during the investigation;
- a summary of the relevance of this information to make a decision of in violation or sanction; and,
- a brief statement of why this information was not shared previously.

Expert witnesses - Both the investigator and the Dean of Students/Chair reserve the right to consult with any experts which he/she deems necessary to the determination of the facts for a case. Such individuals could be consulted to review or provide a professional opinion regarding evidence discovered or testimony presented in a hearing.

#### **DISCIPLINARY COMMITTEE FINDING**

Once all the issues regarding the complaint have been fully investigated and adequately addressed, the Committee will report its decision to the Vice President for Academic Affairs. The decision will be reached by a majority. Under ordinary circumstances, the Committee's decision will be issued in writing within five days after the hearing.

The imposition of sanctions will take effect immediately and will not be deferred pending the resolution of appeal. Graduation, study abroad, internships, etc. do not in and of themselves constitute exigent circumstances. In cases where the appeal results in reinstatement to the College or resumption of privileges, all reasonable attempts will be made to restore the student to prior status, recognizing that some opportunities may be irreparable in the short term.

The Committee may find one of the following related to a sexual misconduct complaint:

A finding that the Sexual Misconduct Policy was violated. The Committee can then recommend additional sanction(s) to the minimum consequences set forth by the College.

A finding that the Sexual Misconduct Policy was not violated as there is insufficient information to substantiate the allegations of the complaint.

Upon final review of the entire process and the information related to the complaint, the Vice President for Student Affairs will notify both the reporter/complainant and the respondent in writing.

### **SANCTIONS**

A student who is found in violation of any component of the Paul Quinn College Sexual Misconduct policy *shall at a minimum be suspended from the College for twelve (12) Months* from the date of the final adjudication. The College reserves the right to lengthen the term if it deems necessary. Upon reenrollment the student shall be on probation during the first semester in which he/she returns. Additional consequences may be added to this minimum sanction.

### **APPEAL PROCEDURE**

Either participant may appeal the final determination of the decision in writing to the President of the College. The appeal must be filed within forty-eight (48) hours, of having received the outcome. The reporter/complainant and/or respondent may appeal only the parts of the decision directly relating to them. Dissatisfaction with the outcome of the hearing is not grounds for appeal. The appeal shall consist of a plain, concise, and complete written statement outlining the grounds for the appeal. The burden of proof lies with the participant requesting the appeal, as the original decision is presumed to have been decided reasonably and appropriately. The Vice President for Academic Affairs will inform participants of the appeal decision. Each participant has an opportunity to respond in writing to an appeal within forty-eight (48) hours of being notified.

The limited bases for appeal are as follows:

1. To consider new evidence or witnesses unavailable during the original hearing or investigation that could substantially impact the original finding and sanctions. This new evidence and its potential impact must be included.
2. An improper investigation and/or adjudication procedure occurred that adversely impacted the outcome of the hearing. Such a deviation would be of substantial impact on the fairness and/or outcome.
3. The sanction(s) imposed beyond the minimum consequences established by the College are too punitive for the designated violation and the cumulative history of the respondent.
4. A bias or conflict of interest existed or was discovered involving the hearing officer and/or Disciplinary Committee member.

The President of the College shall consider the merits of an appeal only on the basis of the four (4) grounds for appeal and supporting information provided in the written request and the record of the original hearing. The Vice President for Academic Affairs will communicate the result of the appeal to the participants within 15 calendar days of having received the appeal.

## **RECORDS**

In violation findings of responsibility regarding a sexual misconduct are maintained as part of the student's portfolio that is stored in the Office of Academic Affairs/Title IX Office. Cases involving suspension or expulsion may become a permanent part of the student's portfolio. The portfolio will be maintained in the file for no fewer than seven years after the student departs from the College.

Medical and law schools and some governmental agencies may require disclosure by the College of any student conduct findings. Students who transfer to other schools or participate in off-campus study programs may also be required to provide such information.

## **SOCIAL MEDIA POLICY**

Paul Quinn College recognizes that social media is a substantial part of communication and self-expression. It is expected that all members of the Paul Quinn College community that use social media observe the Standards of Conduct herein in their social media communication, as a parallel to their in-person communication on campus. This includes, above all, respect for individuals and the campus community. Students who fail to respect the privacy of others, whose posts may be construed as slander, or who act in a manner unbecoming of a Quinnite may face disciplinary sanctions.

## **FINES**

All fines must be paid in the Business Office in cash or money orders. No personal checks are accepted. If the student cannot pay a fine when it is issued, it will be posted to the student's account. A receipt will be given upon payment of the fine. All fines must be paid prior to moving into the residence hall, participating in commencement, or requesting transcripts.

## **CAMPUS SAFETY PLAN**

### **RECOMMENDATIONS FOR FLU SEASON**

Self-Isolate:

Anyone with flu-like illness should stay away from classes and limit interactions with other people, except to seek medical care, for at least 24-hours after they no longer have a fever, or signs of a fever, with the use of fever-reducing medicines.

If you live off-campus, please remain at home until at least 24 hours after you are free of fever, or signs of a fever, with the use of fever-reducing medicines.

**High-Risk Students or Staff:**

If you become ill with flu-like symptoms, you should speak to your health care provider as soon as possible.

**Hand Hygiene and Respiratory Etiquette:**

Stay home when you are sick. Wash your hands frequently with soap and water when possible. Use hand sanitizers when soap and water are not available. Cover your nose and mouth with a tissue when coughing or sneezing (if a tissue is not available, use your shirt sleeve or elbow).

**Routine Cleaning:**

Keep all of your high-touch surfaces clean. The college provides routine cleaning one time per week.

For More Information:

Campus Facilities & Security Manager

214.379.5403 – Direct Line

[facilities@pqc.edu](mailto:facilities@pqc.edu)

**ACTIVE SHOOTER**

If you witness the incident:

Call 911 and then call Campus Security, 214.379.5599.

Be prepared to give details: location, suspect description, how many people are involved, type of weapon (handgun, etc.)

If possible, safely exit the building, or seek immediate shelter behind a locked door/barricade and warn others.

Stay away from windows.

Turn cell phones to silence and turn computers off.

Direct students to remain in locked classrooms or offices. Remain in locked classroom or office until “all clear” is given by college officials or emergency personnel.

Only as a last resort, if the suspect enters your room, talk to the attacker. Talk about the good part of your life, i.e. your family, your dog, etc.

*Remain calm at all times.*

### **FIRE /ALARM PROCEDURES**

To report an emergency:

Call (911) + Security 214.379.5599.

#### If you hear a **fire alarm**:

Turn off electrical equipment.

Close doors to prevent spreading fire.

Do NOT use elevators.

Evacuate to an open area at least 100 yards upwind away from the affected building.

#### If you discover a **fire**:

Activate the nearest fire alarm -Call 911+ Security 214.379.5599.

Notify others in the area -Evacuate to an open area at least 100 yards away upwind from the affected building

*Remain in a safe location until "all clear" is given by college officials or emergency personnel.*

### **FIRE SAFETY**

It is the responsibility of all members of the College community to be familiar with safety policies and procedures. Routes for existing 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, and fireworks (except as authorized by College maintenance). This is a tobacco-free campus.

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 also subject to both civil charges and fines. Tampering with systems includes any vandalism or removal of batteries from smoke alarm systems or misuse of fire extinguisher. In the event of a malfunction of the system, maintenance should be notified immediately.

## **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 residence life staff 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, to the nearest exit. Failure to exit the building in an orderly fashion may result in a turnaround fire drill. 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.

## **FIRE INSTRUCTIONS**

Evacuation is the priority. If you have time execute the following:

Close all windows and doors, open drapery, and turn off all electrical equipment.

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, Resident Assistant, or Fire Officials.

Prolonged ringing of the fire alarm will indicate a fire or 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.)**

## **BOMB THREATS/EXPLOSIONS**

If you receive a bomb threat:

Collect as much information as possible from caller.

When a threatening call is received, attempt to learn the following:

- When is the bomb set to go off?
- What is the explosive?
- What does it look like?
- Where in the building is it?
- What does the person's voice sound like? (man, woman, child, accents, etc.)
- Were there any identifiable sounds in the background?
- What is the exact wording of the threat?

## **IMMEDIATELY AFTER RECEIVING THE THREAT:**

Call 911 + Security 214.379.5599.

Notify others in the area.

Appropriate personnel will begin a search of buildings and grounds for suspicious items.

If a bomb is found, isolate the area:

Evacuate the area or the building, (take personal belongings that are within reach).

**DO NOT DO ANY OF THE FOLLOWING:**

Handle the device, use two-way radios, use cell phones, use pagers, or turn lights on/off.

Keep all people a minimum of 300 yards away from the area where the bomb is located.

Only emergency personnel should enter the area.

*Re-enter the building after the "all clear" is given by college officials or emergency personnel.*

**TORNADO**

Tornado WATCH:

Definition: Weather conditions that could result in the formation of tornadoes.

Tornado WARNING:

Definition: A tornado has been spotted in the area or has been indicated by radar.

Campus Security will monitor weather conditions. Campus administration will be notified upon the issuance of a tornado watch.

People outside need to seek shelter immediately inside the nearest building. People on second floor of a building need to immediately move to the lowest level of the building.

*Remain in a safe location until the "all clear" message is given from college officials or emergency personnel.*

For More Information:

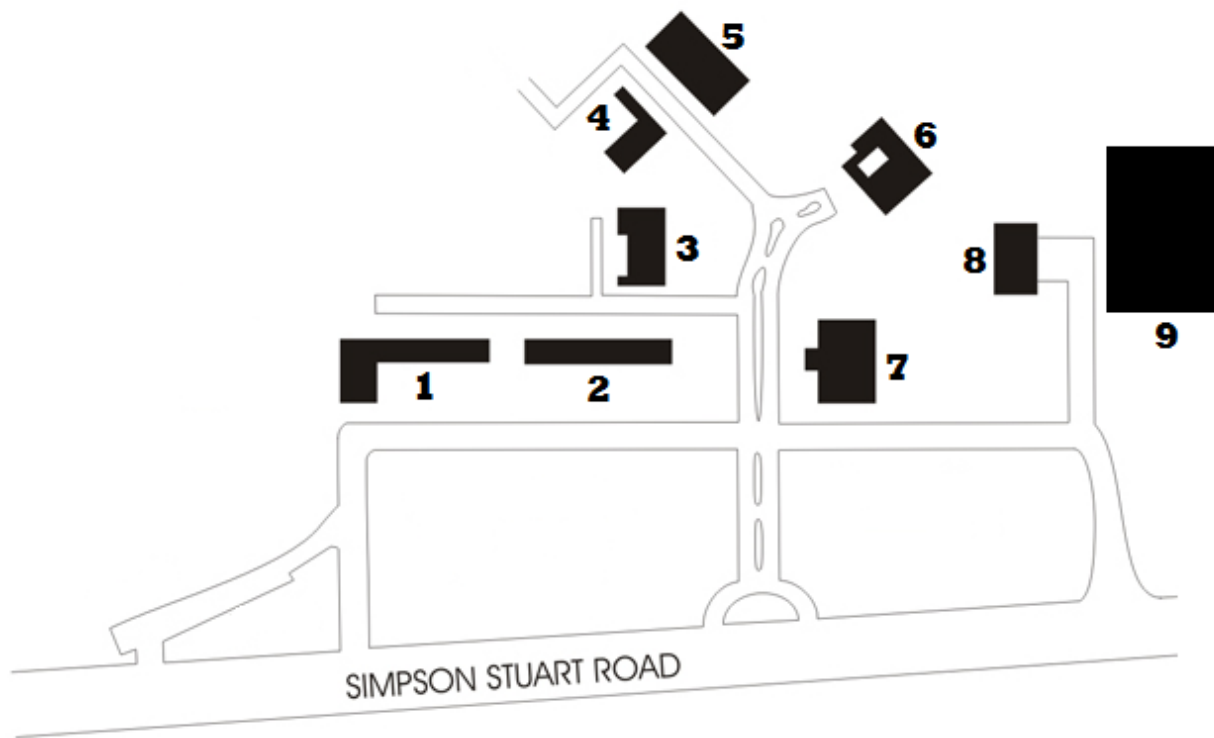
Campus Facilities

214.379.5403 – Direct Line

[facilities@pqc.edu](mailto:facilities@pqc.edu)



## CAMPUS MAP AND DIRECTIONS



### MAP LEGEND

- 1 - Lucy Hughes Dormitory
- 2 - Rhodes Education Building
- 3- Comer Cottrell Student Union Building
- 4- White Science Building
- 5- John Hurst Adams Administration Building
- 6- Richard Allen Chapel
- 7 - Zale Library
- 8 - Tiger Gymnasium
- 9- The WE Over Me Farm

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.

## **DRIVING DIRECTIONS**

### **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.

<b>A</b>	
ACADEMIC ADVISING.....	22
ACCREDITATION.....	15
ACTIVE SHOOTER.....	109
AIDING AND ABETTING.....	73
APPEALS.....	83
ARREST.....	74
ASSAULT OF.....	72
ATHLETICS.....	29

<b>B</b>	
BIBLE STUDY.....	40
BOMB THREATS/EXPLOSIONS.....	111

<b>C</b>	
CAREER DEVELOPMENT.....	51
CHRISTIAN PHILOSOPHY OF EDUCATION STATEMENT.....	12
CODE OF CONDUCT AND DISCIPLINARY PROCEDURES.....	69
COMPUTER CENTERS.....	23
CONSOLIDATION.....	48
CULTURAL ACTIVITIES.....	30
CURFEW.....	50

<b>D</b>	
DISCIPLINARY PROBATION.....	77
DISCRIMINATION POLICY.....	80
DISRUPTION.....	71
DOCTRINAL STATEMENT OF PAUL QUINN COLLEGE.....	13
DRESS CODE POLICY.....	30
DRUGS.....	73

<b>E</b>	
ELECTRICAL EQUIPMENT.....	50
EMERGENCIES.....	50
EXPLOSIVES.....	73
EXPULSION.....	77

<b>F</b>	
FERPA.....	37
FIGHTING.....	72
FINES.....	108
FIRE /ALARM PROCEDURES.....	110
FLU SEASON.....	108
<b>FOOD SERVICE RULES:</b> .....	32
FOUNDER'S DAY.....	39
FURNISHINGS AND ROOM INVENTORY.....	45

<b>G</b>	
GENERAL INFORMATION.....	22
GENERAL ORGANIZATIONS.....	56
GREEK INTAKE.....	56
GRIEVANCE PROCEDURES.....	81
GUEST POLICY/VISITATION.....	46

<b>H</b>	
HALL SECURITY.....	46
HAZING.....	74
HEALTH SERVICES.....	33
HEARING AND DISCIPLINARY PROCEEDING.....	83
HERITAGE BELL CEREMONY.....	39
HISTORY OF PAUL QUINN COLLEGE.....	10
HOLIDAYS.....	50
HOMECOMING WEEK.....	39
HONOR'S CONVOCATION.....	39

<b>I</b>	
Identification Cards.....	34
IMMEDIATE EXPULSION.....	76
IMMORAL SEXUAL BEHAVIOR.....	46
INSTITUTIONAL AFFILIATIONS AND MEMBERSHIPS.....	15

<b>K</b>	
KEYS.....	46

KITCHENETTE .....47

## L

LAUNDRY FACILITIES .....47

**Leave of Absence..... See Withdrawal from College**

LEDGES AND ROOFS.....47

LIBRARY SERVICES.....23

LOBBIES.....47

## M

MAINTENANCE AND HOUSEKEEPING REQUEST .....47

MAP .....113

MASCOT .....16

Membership .....54

MISUSE OF COLLEGE SUPPLIES, DOCUMENTS OR SERVICES  
.....74

Motor Vehicles on Campus.....35

## O

Organizations.....54

ORIENTATION ACTIVITY .....39

## P

PAUL QUINN COLLEGE COLORS .....16

PAYMENT OF ROOM DAMAGES .....49

PETS .....51

PHYSICAL.....72

Postal Service.....35

PREGNANCY .....45

PRESIDENT'S WELCOME .....9

PRESIDENTS OF PAUL QUINN COLLEGE .....11

PROHIBITED CONDUCT .....70

## Q

QUEENS.....56

QUIET HOURS .....50

QUINNITE CREED .....16

## R

REASONABLE REQUEST OF COLLEGE OFFICIAL .....74

RECOGNITION AND REGISTRATION..... 52

RELIGIOUS EMPHASIS WEEK ..... 40

RESPONSIBILITIES ..... 81

RESTITUTION ..... 78

ROOM CHANGES ..... 48

ROOM CLEANLINESS AND ORDER ..... 49

ROOM ENTRY ..... 49

ROOM INSPECTIONS ..... 48

ROOM OCCUPANCY..... 48

RULES AND REGULATIONS ..... 70

## S

SAFETY PLAN ..... 108

SALES AND SOLICITATIONS..... 56

SATISFACTORY ACADEMIC PROGRESS..... 28

Scheduling Events ..... 55

Security Service ..... 36

SEXUAL ABUSE..... 72

Sexual Misconduct

    Reporting a Complaint ..... 98

    Title IX ..... 86

Sexual Misconduct Complaints ..... 97

Sexual Misconduct Definitions ..... 92

SPIRITUAL LIFE..... 40

STUDENT GOVERNMENT ASSOCIATION..... 56

STUDENT ORGANIZATIONS ..... 52

STUDENT RECORDS ..... 37

SUSPENSION ..... 77, 78

## T

THEFT ..... 72

Title IX Coordinator ..... 89

TORNADO ..... 112

TUTORIAL SUPPORT CENTERS ..... 23

## U

UNAUTHORIZED ENTRY ..... 71

USE OF ALCOHOLIC BEVERAGES..... 73

**V**

VIOLATION OF CIVIL LAW.....79

**W**

WARNING/REPRIMAND.....77

WEAPONS..... 73

WITHDRAWAL FROM THE COLLEGE..... 28