

Student Handbook 2011 – 2013
Allen University



Dr. Pamela M. Wilson, President

Bishop Preston Warren Williams II
Chairman, Board of Trustees

Allen University

Student Handbook 2011- 2013



Allen University

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Greetings from the President of Allen University

Dear Students:

Welcome to Allen University. I am elated that you have Chosen Allen University as your institution of higher learning. Allen University provides services, solutions, and support to students through a variety of resources, programs, and activities. Our faculty, staff, and administration are dedicated individuals who have a strong conviction that students come first—you are always our first priority.

Engagement in all aspects of college life augments your coursework through co-curricular activities. Involvement with the campus community provides you with opportunities to meet new people with similar interests, learn leadership skills including time management, program planning, and conflict resolution, while simultaneously becoming more marketable to future employers. Whether you are exploring a new interest or continuing a personal passion, your involvement in one or more student organizations at Allen University is a great way to connect to the campus.

The Student Handbook serves as your resource guide as you matriculate at Allen University. Please read and become familiar with this document so that you are fully cognizant of the opportunities available to you, as well as the University's expected behavior, and general rules and regulations concerning the governance of our student body for your success.

Best wishes for a successful year.

Sincerely,

Pamela M. Wilson, Ph.D.,
President

Welcome Students!

It is a pleasure to have you at Allen University! The Office of Student Affairs is located in the Willie H. Johnson Center for Educational Excellence, here to serve you Monday through Friday from 8a.m.-5:00p.m.

From orientation to graduation, the Office of Student Affairs will assist you throughout your collegiate journey. Your years at Allen University can be the best time of your life and we want to offer you the programs, services, activities and resources that will allow you to take advantage of this time of growth, development, opportunity for academic achievement, and fun.

The mission of the Division of Student Affairs is to support the academic mission of Allen University by providing co-curricular programs, services, activities, and resources to develop the whole student through, Living and Learning Communities, Academic Skills and Tutorial Center, Counseling Services Center, Career Planning and Placement, Student Development Services, Student Leadership Development, Chaplaincy Services, Health Services, Student Activities and Campus Organizations and Cultural, Academic, Religious Series (C.A.R.S.).

Through a variety of services, solutions, and support, The Office of Student Affairs will help you apply what you have learned in the classroom to real-life practice. Whether you are interested in joining or starting a registered student organization, participating in service learning experiences, or seeking to develop your leadership skills, the Office of Student Affairs helps you find your way as you discover your passion at Allen University.

The Office of Student Affairs also serves as a student support network by providing advocacy, problem resolution, and crisis intervention for those times when additional support is needed.

The Student Affairs staff is committed to providing you with quality services and experiences designed to enhance your total development. In turn, we charge you to invest your time, energies, and interest into endeavors and directions which will actualize your potential and will reflect positively upon Allen University.

Accept my personal best wishes for a successful academic journey.

Sincerely,

Orlando W. Lewis, Ed.D.,
Vice President for Student Affairs

Allen University Board of Trustees

Preston Warren Williams II..... Chairman, Board of Trustees
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Mr. Marcus V. Bell.....Vice President for Planning, Research, and Sponsored Programs
Dr. Lady June Hubbard-Cole.....Vice President of Academic Affairs
Dr. Orlando W. Lewis.....Vice President for Student Affairs
Mrs. Paige Moore.....Director of Human Resources
Mr. Thomas Poitier.....Vice President of Business and Finance

Allen University Student Handbook

This ***Student Handbook*** provides our students with information on various aspects of Student Life at Allen University, with regards to its policies and procedures, resources, activities and organizations, and University services. This Student Handbook is written for every student who is enrolled at Allen University.

The purpose of this ***Student Handbook*** is to provide students with a guide to understanding their rights, freedoms, and responsibilities as college students. It is imperative that students enrolled at Allen University are responsible for abiding to the rules and regulations that are used to facilitate and sustain and continue to uphold the University's mission, vision, and core values.

THE HISTORY OF ALLEN UNIVERSITY

Allen University has a distinguished history, rich in the tradition of training men and women for leadership. Founded in 1870 by the African Methodist Episcopal (AME) Church, the institution represents the dream of Daniel Alexander Payne (1811-1883), an apostle of Black education in the United States, who saw the need for such a school among African Americans.

On July 29, 1870 under the leadership of Bishop John M. Brown, the Columbia District Conference decided to purchase one hundred and fifty acres of land in historic Cokesbury, South Carolina. Thus, Payne's advocacy of an informed clergy culminated in the founding of Payne Institute in Cokesbury, South Carolina.

During the Reconstruction Period in South Carolina, there were many discouraging times. No period in American History is more filled with problems for African Americans than this era. The desire for education among African Americans was discouraged and often violently opposed by their former masters. In spite of this opposition, at the Annual Conference of 1871, the Reverend Simon Miller presented the deed for the land and buildings. The document adopted and became the property of the African Methodist Episcopal Church, bearing the name of Daniel A. Payne.

For ten years the school prospered under the leadership of W.S. Crogman, B.F. Perter, W.S. Scarborough, and J.W. Morris. The annual conference meeting in Spartanburg in 1880 saw the need for a more centralized location for the institution and voted to transfer Payne Institute to Columbia. The institution was renamed Allen University in honor of Bishop Richard Allen, founder of the African Methodist Episcopal Church. Under the first two presidents, J.C. Walters and J.W. Morris, who had studied law at the University of South Carolina, Allen made great progress. During this period, the Theological Department and the Law Department were formed within the institution. Between 1884 and 1890, fourteen students received degrees in letters, and fifty-four graduated from the Normal Collegiate Department.

Allen University, during its early years, had to satisfy the needs of its students on all educational levels. For many years the curriculum included courses leading not only to degrees in law, theology, and the arts, but also courses of study at the elementary and high school levels. At one time it was possible for a student to enter Allen as a child in the first grade and leave prepared to teach, preach, or plead in the courts. The grammar school was discontinued in the mid-1920s. The high school was closed after the graduation of the class of 1933. For the 1929-33 school years, the University accepted only persons who had completed high school.

During the Depression, Allen was faced with many hardships but managed to keep her doors open. In 1930, a Department of Science was established, followed by a Department of Languages.

The decade of the 1940s saw many adjustments in response to the circumstances of World War II. Following the war, an influx of veterans pursued college studies at Allen. In 1945, the Departments of Humanities, Philosophy, Psychology and Religion, were added to the existing curricula.

An impressive number of Allen alumni over the years have had distinguished careers in a variety of fields. Many alumni have earned advanced degrees at some of the most prestigious universities in the nation. From the ranks of Allen University emerged leaders in the quest for social justice as well as catalysts for spiritual growth and educational progress. Ten Allen University graduates have served as college presidents. They are:

1. Dr. John Middleton (Morris Brown College)
2. Dr. Lewis Dowdy (North Carolina Agricultural and Technical State University)
3. Dr. W.C. Brown (Barber-Scotia College)
4. Dr. James Thompson (Talladega College – Interim)
5. Dr. Luna I. Mishoe (Delaware State College)
6. Dr. Waddell Nichols (Allen University – Interim)
7. Dr. Sylvia Swinton (Allen University – Interim)
8. Dr. Frank R. Veal (Allen University)
9. Dr. James G. Wingate (LeMoyne-Owen College - Currently Serving)

During the 40s and 50s, Allen's campus underwent major physical expansion with the construction and acquisition of several buildings.

In 1970, Allen University celebrated its centennial year, marking the close of a century of fulfilling its educational mission and the beginning of a bright future, rededicated to the principles upon which it was founded. Responsive to the changes in society, Allen has revised its curricula to continue to provide its students with educational experiences and competencies needed to successfully pursue their chosen careers.

Under the Board of Trustees and administrative leadership in 1984, Allen University pursued major improvement and massive expansion in the curricula and physical plant. While the country was being swept with major budget cuts, Allen University continued to meet the challenges of the future based upon its commitment of Richard Allen, founder of the A.M.E. Church.

The 1990s had been a period of rededication, growth and development. The university began the decade by accepting the challenge to develop a stronger academic program. The hard work and commitment resulted in the affirmation of our accreditation by the Commission of Colleges of the Southern Association of Colleges and Schools (SACS) and the successful 10-year reaffirmation six years later. The university has worked successfully to improve our fiscal accountability and upgrade our facilities. This labor of love has resulted in the refurbishment of the dormitories, administration buildings and classroom facilities. The renovation of Arnett Hall and building of the gymnasium were completed in the year 2000. Allen University has demonstrated its ability to meet the challenges of retooling for the new millennium.

The Campus

Allen University is located in Columbia, the capital city of South Carolina. Columbia is the home of several colleges and numerous institutions including the Museum of Arts and Sciences, the Planetarium, the Riverbanks Zoological Gardens, the State Historical Society, and the State Capitol.

The Allen University Historic District has been officially entered on the National Registry of Historic Places by the United States Department of Interior. The Allen University buildings recognized as historic places are:

1. Arnett Hall Administration Building
2. Coppin Hall
3. Chappelle
4. J.S. Flipper Learning Resources Center

Arnett Hall

Arnett Hall, the oldest building on the campus, was constructed in 1881. This building is listed on the National Historic Registry and was completely renovated in 2001. The campus located near the central business district of Columbia, is comprised of the following buildings:

Chappelle

Chappelle, completed in 1925, is a historic landmark. This structure was designed by John Anderson Langford (1874-1946), who has been heralded as the “Dean of Black Architects”. During the period when the Chappelle Administration Building was constructed, Langford served as the official architect of the A.M.E. Church. The durability and adaptability of the building over the years give testimony to the validity of Langford’s conviction that physical structure should be both beautiful and functional. It is located at the corner of Harden and Taylor Streets.

Levi J. Coppin Hall

Erected in 1906, Coppin Hall is located at the corner of Harden and Hampton Streets. This four-story residence hall has the capacity to house 87 female students.

Joseph Simeon Flipper Library and Media Center

This building is located near the center of the campus and was erected in 1941. The gray stone building is the information center for students and faculty of Allen University.

Carey Abraham Gibbs Hall

Gibbs Hall is a three-story building. It contains classrooms, laboratories, and faculty offices.

Samuel Richard Higgins Hall

Higgins Hall is a four-story brick building, which was constructed in 1965 to house male students. It is located on Taylor Street.

Frank Madison Reid, Sr. Hall

Reid Hall is located at the corner of Pine and Hampton Streets. It was erected in 1946. This building was completely renovated and air-conditioned in the summer of 1985 and houses female students.

The Mance House

This two-story structure located on Pine Street was restored and renovated in 1985.

Richard Allen Apartments

This nine-unit apartment complex is located on Taylor Street. It was constructed in 1954. This

facility was renovated in 1989 and has a capacity to house 30 female and/or male students.

Wilma D. Webb Williams Residence Hall

This four story building is a state of the art facility where young girls become young educated women. The facility has a capacity to house 252 female students and is located at the corner of Hampton and Harden Streets.

Preston Warren Williams II Residence Hall

This four story building is a state of the art facility where young boys become young educated men. This facility has a housing capacity of 220 male students and is located at the corner of Hampton and Pine Streets.

Willie H. Johnson, Center for Educational Excellence

This building was renovated and houses the offices of Student Affairs, Mattie & Roger Scott Conference Room, Career Planning/Placement, Counseling/Health Services, State of the Art Cafeteria, Bookstore, and Alumni Affairs Office.

Sons of Allen Chapel

This building houses the Music Department where music classes, vestibule services, along with choir practice/rehearsals are held. This building is located on Oak Street.

ALMA MATER

Allen, to thee we lift our hearts and voices.
Allen, to thee life's choicest gifts we pray,
And ever as we leave thy dear walls
And halls so steeped in glory,
Guard well thy children;
Guard and guide us on our way.
Guard well thy children;
Guard and guide us on our way.

When other sons so true and daughters loyal
Shall to their alma maters shout praises free,
We, too, shall ever stand at thy side
And sing aloud forever,
Allen, fair mother,
We pledge our love to thee.
Allen, fair mother,
We pledge our love to thee.

THE JOSEPH SIMEON FLIPPER LIBRARY AND MEDIA CENTER

The **Mission** of the J. S. Flipper Library is to provide **access** to a variety of informational resources and formats that strengthens the University's curriculum and support programs and to

provide the **assistance** needed to use available resources. The library pursues this mission by providing faculty, staff, and students access to a large collection of books, journals and other periodicals, electronic databases and the Internet, media equipment and materials, professional staff, as well as learning resources shared with other libraries (PASCAL Consortium). Consult the college webpage for the link to the library's on-line catalog (OPAC).

LIBRARY OPERATING HOURS:

Monday - Saturday 8:00 AM - 10:00 PM
Sunday Closed

MAIN FLOOR AND MEZZANINE

Reading and Reference Rooms provide computers for academic purposes; research, reference, and writing. The second floor and mezzanine also houses stacks of circulating materials (books and older journals), current non-circulating journals and periodicals. Many journal articles are available in full-text on DISCUS, SC Academic Virtual Library and other scholarly databases. Professional staff provides assistance in using all the resources of the library including the databases, other computer resources, inter-library loan and consortium privileges (PASCAL). Current student IDs are required for material check-out and computer use. Charges will be assessed for any lost or damaged materials.

Special Collections include African American references and historical information on the African Methodist Episcopal Church. Faculty may schedule special orientation classes during each semester.

GROUND FLOOR

The ***Media Center*** provides a growing collection of videos, DVD's, CD-ROMs, and equipment which may be scheduled for academic purposes. Training and media support is available Monday - Friday from the media coordinator from 8:00 a.m. - 5:00 p.m.

The ***Computer Lab*** is open for academic work. Students are expected to read and comply with current computer policies. Access to all computers at Allen University requires a current Allen University ID and password. Misuse of passwords, excessive noise, and display of offensive graphics or attempts to tamper with administrative set-ups may result in immediate expulsion from a lab and loss of computer privileges.

Borrowing Privileges

Students must register at the J. S. Flipper Library/Learning Resources Center to receive borrowing privileges. All students must present their validated Allen University ID to register for borrowing privileges. If a student loses his/her ID card, he/she will have to secure another one at cost.

Mission Statement of Allen University

Allen University is an academic community, which provides students an opportunity to obtain a baccalaureate degree in liberal arts and professional programs. The University has a strong unalterable commitment to teaching in delivery of its baccalaureate programs.

Vision Statement of Allen University

Allen University is a Christian Liberal Arts institution whose purpose is to prepare leaders who are skilled in communication, critical thinking, and who demonstrate high moral character. Our aim is to provide an environment of academic excellence in order to heighten our student's chances of succeeding in a culturally diverse and economically global world.

Allen University desires to follow a **Total Life Curriculum Model**, which addresses preparation of the whole person for life service.

Allen's motto, "**We teach the mind to think, the hands to work and the heart to love**" captures the essence of what it means to prepare the whole person for life service. We seek to develop the intellect, the spirit and the body as we bring our students into a climate designed for success. Successful development of each student is our goal. Allen believes that faith plays a major role in developing one's character. Therefore, our curriculum therefore, includes principles and practices of the historical beliefs of the African Methodist Episcopal Church.

Core Values of Allen University

Our core values are selected principles that govern our behavior and operation as an organized body:

- **Integrity:** Allen University seeks to practice truth and propriety in our personal and corporate practices and relationships.
- **Accountability:** Allen University accepts its responsibility to be consistent in sound practices, loyal in reference to duties, agreements, obligations and relationships.
- **Respect:** Allen University aspires for its faculty, staff and students to live and work in harmony with peers, by respecting each individual's right to exist, think and speak in an appropriate manner. The dignity of each one will be honored by all.
- **Excellence:** Allen University is committed to the vigorous pursuit of excellence in our educational endeavors.
- **Faith:** Allen University is a Christian Liberal Arts Institution of higher learning under the auspices of the African Methodist Episcopal Church.

Fostering Healthy Relationships at Allen University

As a Christian Liberal Arts institution, we seek to help our students engage in healthy, wholesome, relationships that will promote and foster academic growth and development of the mind, body and the soul. Additionally, we seek to uphold the institution's Christian values, beliefs, and morals assisting in the development of students having a strong faith in themselves, knowing and believing that they can do all things through Christ who strengthens them; identifying and knowing who they are, who they need to become, and what they need to do in order to become who they were created to be.

The Allen University family seeks also to help change the thinking of students to that of a critical

thinker as they matriculate throughout their four years so that they will become professional, productive members of our society, ready willing and able to handle the challenges that they will encounter inside and outside of the workplace.

Allen University Promise:

As a member of the Allen University Community:

I promise to respect the Christian environment at Allen University.

I promise to respect the Allen University community; its property; and myself.

I promise to demonstrate a sense of responsibility.

I promise to promote order and safety on Allen University's campus.

I promise to exercise academic integrity by supporting the Allen University Legacy.

Acceptance of this promise commits each student of the Allen University community to behavior that exemplifies respect and builds character.

University Motto:

“We teach the mind to think, the hands to work, and the heart to love.”

University Colors:

Blue and Gold

FALL 2011 SEMESTER

June 1	Wednesday	International Student Application Deadline All official transcripts due for August enrollment (Admissions Office)
July 5	Tuesday	
July 5-July 20	Tuesday- Wednesday	ON-GOING COMPASS TESTING
July 30	Saturday	Adult Education Testing & Orientation
July 31	Sunday	Housing Application Deadline (Fall Semester)
August 1	Monday	New Faculty Orientation
August 2	Tuesday	Adjunct Faculty Orientation
August 3	Wednesday	All Faculty Report – Faculty & Staff Institute
August 4	Thursday	Residence Halls Open – First Time Freshmen w/last names beginning w/the letters A-M report (9:00 – 4:00 pm) First Time Freshmen Testing (COMPASS) Continues
August 5	Friday	Residence Halls Open – First Time Freshmen w/last names beginning w/the letters N-Z report(8:00 – 12:00 noon) First Time Freshmen Testing (COMPASS) Continues New Student Orientation 1:00 – 3:00pm Induction Ceremony 6:00 PM
August 4-5	Thursday-Friday	Faculty <i>Self-Service</i> Training 10 – 12am & 1pm – 3pm
August 5 - 6	Friday – Saturday	EDU 111 - Block Students Only
August 6	Saturday	<i>Self-Service</i> training 9am – 12 noon & 1pm – 5pm/ All First Time Freshmen
August 8	Monday	Freshmen meet with Divisions 10:30 – 11:30 am Faculty Meeting 1:30 p.m.
August 8-9	Monday - Tuesday	Transfer/Returning students report & <i>Self-Service</i> Training for students
August 10	Wednesday	Classes and Attendance Documentation Begin – Late Registration (\$50.00 fee)
August 12-13	Friday-Saturday	Block I Classes and Attendance Documentation Begin
August 15	Monday	Late Registration (\$150.00 fee)
August 18	Thursday	No shows will be administratively withdrawn from all classes
August 19	Friday	Late Registration (\$250.00 fee)
August 19-20	Friday-Saturday	Last Day to Register and Add/Drop Class - Block I ONLY
August 24	Wednesday	Last Day to Register and Add/Drop for Fall Semester
August 26-27	Friday-Saturday	Block I Midterms
September 2- 3	Friday-Saturday	Last Day to withdraw without a GPA penalty - Block I ONLY
September 5	Monday	Labor Day Classes Suspended Office and Library Closed
September 6	Tuesday	Classes Resume
September 8	Thursday	Fall Convocation (All Faculty/Staff/Students)
September 9-10	Friday-Saturday	Block I Course Evaluations
September 16-17	Friday-Saturday	Block I – Final Examinations
September 23-24	Friday-Saturday	Block II Classes and Attendance Documentation Begin
September 26	Monday	Apply for December Graduation
September 30 -October 1	Friday-Saturday Monday-	Last Day to Register and Add/Drop Class - Block II ONLY
October 3 – 6	Saturday	Mid-Semester Examinations
October 7	Friday	Last Day to Submit Grade Changes for Spring 2011

October 7-8	Friday-Saturday	Last Day for Removing Incomplete (I) Grades for Spring 2011 Block II Midterms
October 10 – 11	Monday-Tuesday	Fall Break Classes Suspended Offices and Library Open
October 14	Friday	Last Day to withdraw from class without GPA penalty
October 14-15	Friday-Saturday	Last Day to withdraw without a GPA penalty - Block II ONLY
October 17	Monday	Classes Resume
October 17-21	Monday-Friday	Institutional Assessments (General Education, Major Field)
October 18	Tuesday	Academic Awards Ceremony at 11:00 a.m. in the Gymnatorium
October 21-22	Friday-Saturday	Block II Course Evaluations
October 25	Tuesday	DECLARE or CHANGE your Major Day
October 28-29	Friday-Saturday	Block II – Final Examinations
November 1-5	Saturday	Course Evaluations (Traditional)
November 4	Friday	Last Day to Apply for December Graduation
November 4-5	Friday-Saturday	Block III Classes and Attendance Documentation Begin
November 7	Monday	Advisement/ Registration for Spring 2012
November 11-12	Friday-Saturday	Last Day to Register and Add/Drop Class - Block III ONLY
November 18-19	Friday-Saturday	Block III Midterms
November 22	Tuesday	Residence Halls close at 6:00 p.m.
	Wednesday-	
November 23 – 25	Friday	Thanksgiving Holiday Classes Suspended – Block classes meet Offices and Library Closed
November 25-26	Friday-Saturday	Last Day to withdraw without a GPA penalty - Block III ONLY
November 27	Sunday	Residence Halls open at 12:00 p.m.
November 28	Monday	Classes Resume
November 28 – December 3	Monday- Saturday	Pre-Examination Week (No Extracurricular Activities, No C.A.R.S.) All official transcripts due for January enrollment (Admissions Office)
December 2	Friday	
December 2-3	Friday-Saturday	Block III Course Evaluations
December 5 – 9	Monday-Friday	Final Examinations
December 9	Friday	Residence Halls close at 6:00 p.m.
December 9-10	Friday-Saturday	Block III – Final Examinations
December 10	Saturday	Adult Education Testing for Spring 2012
December 13	Wednesday	Final Grades entered into IQWEB/ Self Service at 12:00 p.m.
December 16	Friday	Last Day for Faculty
December 20	Tuesday	Christmas Holiday (Offices/Library close at 5:00 P.M.)

SPRING 2012 SEMESTER

January 3	Tuesday	Offices Open Faculty/Staff Institute
January 4	Wednesday	Freshmen/Transfer Orientation Residence Halls Open - First Time Freshmen and Transfers report (9:00 – 4:00 pm)
January 5	Thursday	FTF/Transfer Assessment & Registration

January 6	Friday	Residence Halls Open - Returning Students Report Classes and Attendance Documentation Begin Late Registration Begins (\$50.00 fee)
January 6-7	Friday -	Block IV Classes and Attendance Documentation Begin Adult Education Orientation 10:30 – 11:30 a.m. Late Registration (\$150.00 fee)
January 7	Saturday	
January 11	Wednesday	
January 13-14	Friday-	
January 16	Saturday	Last Day to Register and Add/Drop Class - Block IV ONLY
January 17	Monday	Dr. Martin Luther King, Jr. Holiday Classes Suspended Offices and Library Closed Classes Resume
January 17	Tuesday	No shows will be administratively withdrawn from all classes Late Registration (\$250.00 fee)
January 18	Wednesday	
January 19	Thursday	
January 20-21	Friday-	Block IV Midterms Last Day to Register and/or Add/Drop Classes Apply for May Graduation
January 23	Saturday	
January 27-28	Monday	Last Day to withdraw without a GPA penalty - Block IV ONLY
February 3-4	Friday-	
February 10- 11	Saturday	Block IV Course Evaluations Block IV – Final Examinations Founders’ Day Last Day to Submit Grade Changes for Fall 2011 Last Day for Removing Incomplete (I) Grades for Fall 2011
February 14	Friday-	
February 17	Saturday	
February 17-18	Tuesday	
February 17-18	Friday-	Block V Classes and Attendance Documentation Begin SUMMER SCHOOL REGISTRATION OPENS
February 21	Saturday	
February 24-25	Friday-	Last Day to Register and Add/Drop Class - Block V ONLY
February 27 – March 3	Saturday	
March 2	Monday –	
March 2-3	Friday	Mid-Semester Examinations Last Day to Apply for May 2012 Graduation Residence Halls Close at 6:00 p.m.
March 5 – 9	Friday-	Block V Midterms
March 9-10	Saturday	
March 11	Monday –	Spring Break – Block classes meet Classes Suspended Last Day to withdraw without a GPA penalty - Block V ONLY - Weekend Classes Meet
March 12	Friday	
March 16	Friday	Residence Halls Open at 12:00 p.m. Classes Resume
March 16-17	Friday	Last Day to withdraw without a GPA penalty Block V Course Evaluations
March 12 – 17	Monday –	Institutional Assessments (General Education, Major Field) DECLARE or CHANGE your Major Day SUMMER SCHOOL REGISTRATION CLOSES Block V – Final Examinations
March 20	Saturday	
March 21	Tuesday	
March 23-24	Wednesday	
	Thursday	

March 26	Monday	Advisement/Registration for Fall 2012 Semester
March 27	Thursday	Academic Awards Ceremony at 11:00 a.m. in the Gymnasium
March 30	Friday-	
April 6	Saturday Friday	Block VI Classes and Attendance Documentation Begin Good Friday Classes Suspended Offices/Library Closed
April 7	Saturday	Block Classes meet
April 9	Monday	Classes Resume
April 9-13	Monday – Saturday	Course Evaluations (Traditional) Last day to submit summer school transient forms and documents to
April 13	Friday	Academic Affairs
April 13-14	Friday- Saturday	Last Day to Register and Add/Drop Class - Block VI ONLY
April 20-21	Friday- Saturday	Block VI Midterms
April 25-28	Wednesday- Saturday	Final Examinations for Graduating Seniors
April 27-28	Friday- Saturday	Last Day to withdraw without a GPA penalty - Block VI ONLY Block VI Course Evaluations Senior Final Grades entered into IQWEB and/or Self Service by 5:00 p.m.
April 30	Monday	
April 30-May 5	Monday- Saturday	Pre-Examination Week (No Extracurricular Activities - No C.A.R.S.)
May 4	Friday	Baccalaureate Services 7:00 p.m.
May 5	Saturday	Commencement 10:00 a.m.
May 7-12	Monday - Saturday	Final Examinations (Traditional and Non-Traditional)
May 11	Friday	Residence Halls close at 6:00 p.m.
May 15	Tuesday	Grades entered into IQWEB/ Self Service by 12:00 p.m.
May 16-17	Wednesday- Thursday	Faculty Staff Institute /Retreat
May 18	Friday	Last Day for Faculty
May 21	Monday	Summer classes and attendance documentation begin
May 31	Thursday	Summer Session Midterm Exams
May 25	Friday	Summer Block VII Classes and Attendance Documentation Begin
June 1	Friday	International Student Application Deadline
June 14	Thursday	Last day for Summer Session Summer Session grades entered into IQWEB/ Self Service by 12:00 p.m.
June 19	Tuesday	
June 8-9	Friday & Saturday	Midterm Exams for Summer Block VII
June 30	Saturday	Last class and Final Exams for Summer Block VII
July 3	Tuesday	Summer Block VII grades entered into IQWEB/ Self Service by 12:00 p.m.

Student Handbook- General Information

Student Withdrawals

Students who desire to withdraw from the University must do so by completing an official Student Withdrawal Form. This form may be obtained from the Vice President of Academic Affairs or the Office of the Registrar. Students who do not officially withdraw from the University will be required to pay all charges assessed to their accounts for the semester. Additionally, in order for a student to be officially withdrawn from the University, the Vice President for Student Affairs must sign an approval of the request for withdrawal, and all other required signatures must be obtained.

Tuition Adjustments for Withdrawals

Students who are admitted and register for courses at Allen University are financially responsible for fees and charges associated with those courses. Students are encouraged to complete all courses for which they register. If it becomes necessary for a student to drop one or more courses or completely withdraw from the University, an academic charge adjustment may be applied using the following guidelines:

- Before the end of the 1st week of classes 100%
- Before the end of the 2nd week of classes 75%
- Before the end of the 3rd week of classes 50%
- Before the end of the 4th week of classes 25%

Room and Board

If students officially change their enrollment status, withdraw from school or officially change their status from on campus to off campus within 5-days from the start of classes; students will be charged 25% of the room and board charge. If students officially change their enrollment status, withdraw from school or officially change their status from on campus to off campus students will be charged 100% after the 5-day period.

****Special Note: Students must begin the financial aid process (FASFA) beginning January 1 of each year. Additionally, students who plan to reside on campus must pay their room reservation fee by the end of the academic school year. Finally, you must provide a valid award letter before you can receive a room key for any assigned residence hall.**

Room deposits are refundable if the University is unable to assign housing.

Cafeteria

All persons living in the residence halls are required to have meals in the cafeteria. Exceptions may be made for students requiring special meals. Students in this category must obtain the University Health Services' recommendation with documentation from family physician. Additionally, a copy should be filed with the Office of Student Affairs/Residence Hall Director. If an I.D./meal sticker is lost, it must be replaced before a student can continue to have meals in the cafeteria. New and replaced ID's can be obtained in the Office of Business and Finance.

Food Service Hours: Monday through Friday

Breakfast -7:30 am – 8:30 am with continental until 10:30 am Lunch- 11:30 pm – 1:30 pm
Dinner- 4:30 pm – 6:00 pm

Saturday and Sunday

Brunch -10:00 a.m. -12:00 noon

Dinner - 4:00 pm - 5:30 pm

Meal Plan

Off campus students are eligible to purchase the University's meal plan. See below:

25 Meals \$112.50	50 Meals \$230.00
75 Meals \$330.00	100 Meals \$410.00

Campus Post Office

Mail is delivered to the Campus Post Office Monday through Friday mornings and is distributed to the mailboxes of each department and each residence hall. The mail service clerk will deliver mail to student mailboxes in the residence hall daily. Students receiving registered letters or packages will receive a special postal notice to come to the Campus Post Office. Special mailings require the student's signature and his/her University identification card.

MISSION OF THE DIVISION OF STUDENT AFFAIRS

The mission of the Division of Student Affairs is to facilitate the total growth and development of students through the provision of services and programs that personalize and humanize educational experiences and that complement and enhance curricular offerings.

The Vice President of Student Affairs is responsible for developing policies and procedures for the enhancement of student life, which provides support for the academic arena and other programs of the institution.

The mission of the Division of Student Affairs is to support the academic mission of Allen University by providing co-curricular programs, services, activities, and resources to develop the whole student through, Living and Learning Communities, Academic Skills and Tutorial Center, Counseling Services Center, Career Planning and Placement, Student Development Services, Student Leadership Development, Chaplaincy Services, Health Services, Student Activities and Campus Organizations and Cultural, Academic, Religious Series (C.A.R.S.).

Each department in the Division of Student Affairs: (1) builds on students' strengths to help them achieve their full academic potential, (2) provides modeling for success and professionalism, and (3) encourages all Allen University students to be **“empowered for greatness”** thus anchoring to the University's motto: ***“We teach the mind to think, the hands to work and the heart to love.”***

The Division of Student Affairs is centralized and committed to creating and fostering an academic campus environment centered in the belief that Allen University students are **“Empowered for Greatness.”** The Division of Student Affairs seeks to provide exceptional student services and to design excellent student programming that reflects intellectual, spiritual, physical, and leadership development of all Allen University students in their quest for **“Greatness.”**

STUDENTS’ RIGHTS AND RESPONSIBILITIES

Allen University subscribes to the belief that every student enrolled in the institution shall have the following rights and freedoms:

1. The right to freedom of inquiry in the pursuit of intellectual and academic truth, even through knowledge gained from such pursuit may not be in agreement with the beliefs held by the faculty or administration.
2. The right to conduct reasonable search for truth, without intimidation, coercion, or penalty.
3. The right to express personal views on institutional policy pertaining to academic and student affairs through duly established channels, such as the Student Services Committee, the Student Government Association, the Residence Hall Councils, and in the meetings of University committees on which students serve.
4. The right to participate in the making of recommendations for the changing of established policies and for formulating and implementing new policies through duly established channels.
5. The right to exercise personal freedom as a citizen so long as that right does not infringe on the rights of others. However, it must be understood that when a student expresses a position or engages in community action, he/she must do so on his/her own as a private citizen and not as a representative of Allen University; he/she must bear the responsibility for the consequences of his/her actions as a private citizen.
6. The freedom to publish the news and opinions of interest to the students through campus media. In so doing, there is the responsibility to be truthful, to be accurate, and to observe accepted canons of decency in writing or other utterances.
7. The freedom to support causes, through orderly means that do not disrupt the regular operation of the University. In support of such causes, the student has the responsibility to make clear to the academic and larger community that he/she speaks only for himself/herself and not for the University.
8. Duly chartered student groups or organizations have the right to hold meetings and to conduct programs on the Allen University campus in keeping with procedures for scheduling student activities as set forth in the Student Organization Handbook. Such groups or organizations have the right to choose their own speakers for their programs. All programs or activities sponsored at Allen University are expected to contribute to the

fulfillment of the institutional purpose of the University. All chartered groups or organizations must have an approved sponsor.

9. A student at Allen University does not have the right to block doors to classrooms and other campus buildings in use, nor is he/she allowed to prevent freedom of orderly movement, or disregard duly constituted authority. He/she cannot violate the rights of others, cause destruction of property or personal injury, disrespect guests, or disturb the orderly operation of planned campus activities without penalty.

STUDENTS' RIGHT TO PRIVACY ACT

Reference #438

Federal laws protect the rights of all students. Allen University observes these laws which provide that the institution will maintain the confidentiality of each student's official education record, as related to access to or the release of information. (Ref: Family Educational Rights and Privacy Act of 1974, Sec. 438, Publ. L90-247, Title IV as amended, 88 Stat. 571-574).

The official policy and specific provisions of Allen University are as follows:

1. Allen University recognizes the privacy rights of all students from the time of their official registration at the University. The University permits each student who is or has been in attendance at the University to inspect and review his/her educational records.
2. Educational records include only those records maintained by the Office of Enrollment Management, which are directly related to students. All educational records are kept in the Office of Enrollment Management and may be inspected on normal working days by appointment, when the University is in regular session, except during registration periods.
3. Students who wish to inspect and review their educational records must request an appointment in writing to the Office of Enrollment Management. Appointments will be scheduled no later than five working days after receipt of the request in the case of a student presently enrolled and fifteen working days in the case of a former student.
4. A minimum fee per page will be charged for unofficial copies of educational records and copies of information disclosed from educational records. The Office of Enrollment Management will deny a request for copies under the following conditions:
 - A. Improper or insufficient identification; and
 - B. Non-payment of fees.
5. The University recognizes the right of a student to seek correction of information the student believes to be inaccurate, misleading, or in violation of his/her privacy rights. If a request for correction is denied, the student will have a right to a full and fair hearing. If, after the hearing, the student is dissatisfied with the findings, he/she will have the right to place a statement in his/her educational records concerning his/her disagreement with the findings of the hearing and/or commenting on the disputed information.
6. The University requires that a student give prior written consent for the disclosure of any personally identifiable information from his/her educational records, except when the

Disclosure is to administrative officials of the University and their staff, empowered by the President of the University to review such records in the execution of their duties, and when prior consent for disclosure is not required by law.

7. The University shall disclose directory information from the educational records to any member of the public who submits a legitimate request. Directory information includes:
 - A. Name of student;
 - B. Name(s) of parent(s) or other family member(s) of each student;
 - C. Student addresses;
 - D. Personal identifiers, such as social security number;
 - E. All other information, which would make the identity of the student easily traceable.
8. Any student who does not wish to have his/her directory information disclosed should notify the Office of Enrollment Management during registration at the beginning of each semester.
9. The University prohibits all third parties receiving information from student educational records from disclosing such information to any other party without prior written consent of the student(s) involved.
10. The Office of Enrollment Management will maintain a record of requests/disclosures for each individual student folder.
11. The University recognizes the right of a student to waive any or all of his/her rights under Act 438 and the right of a student to revoke a waiver at any time, provided that the privacy rights of a student apply only to entries made in his/her educational records after revocation. However, parents of students under the age of 18 do not have to request permission or obtain waivers from the students to examine the educational records.
12. The Vice President of Student Affairs is responsible for the effective administration of this policy, seeing to it that access to educational records is afforded to students without undue delay and that all requests are handled promptly within the guidelines of this policy. The Vice President of Student Affairs will maintain such records to show compliance with Act 438.

STUDENT NON-ACADEMIC GRIEVANCE AND/OR APPEAL PROCESS

Policy Statement

Allen University recognizes the importance of providing a prompt and efficient procedure for fair and equitable resolutions of a nonacademic grievance or appeal. A nonacademic grievance or appeal alleges discrimination by a university employee on the basis of race, color, sex, religion, national origin, age, disability or involves personal behavior and/or university policy. Accordingly, students are encouraged to use the nonacademic grievance or appeal process without fear, prejudice, or reprisal for initiating the process or participating in its resolution.

A non-academic grievance or appeal is an allegation by a student concerning (1) a university employee, faculty, staff and/or administrator, (2) administrative policies, procedures, regulations or requirements of the university, (3) actions impeding a campus climate of intellectual diversity, (4) student employment, or (5) a university program, service or activity. Students shall have the right to file a grievance and/or appeal according to established procedures.

Procedures

to resolve a nonacademic grievance and/or appeal:

1. The student shall file a written grievance and/or complaint to the Office of Student Affairs for the action which forms the basis of the grievance. The complaint shall contain a clear and concise statement of the grievance, the remedies sought and a request for a meeting with the involved person or persons. The complaint must be filed within ten (10) days of the event, unless there are extenuating circumstances.
2. The respondent shall schedule a meeting with the student within ten class days of the filed grievance, complaint and/or appeal, to discuss the matter. A written reply by the respondent to the student indicating the results of the meeting and including further action, if any, to be taken shall be attached to the written grievance.
3. If the student is not satisfied with the results of the reply, and wants the grievance to be considered further, the student shall appeal in writing to the Vice President for Student Affairs to seek a resolution. This consultation must begin within ten (10) class days after the conclusion of the reply with the respondent. A written reply by the Vice President for Student Affairs to the student indicating the results of the meeting and including further action, if any, to be taken shall be attached to the written appeal.
4. The decision of the Vice President for Student Affairs will become the final campus decision on the grievance or appeal. A written reply by the Vice President to the student indicating the results of the meeting and including further action, if any, to be taken shall be attached to the written grievance or appeal. The student and appropriate university officials shall be notified in writing of the decision within ten class days after the last consideration of the grievance or appeal.
5. Written documentation of the student's complaint and/or grievance will remain in the Office of Student Affairs for one academic year. At the end of the academic year, the documentation will be destroyed.

Students should be aware that their faculty advisors, the Office of Counseling Services, the Student Government Association and the Office of Student Affairs may be resource areas where students may receive assistance on a grievance or appeal. The time limit may be extended upon approval of a written request submitted to the Vice President for Student Affairs.

Office of Student Affairs

The Vice President for Student Affairs is responsible for creating and maintaining a safe, healthy, and supportive environment and culture that synthesizes the intellectual, physical, social, emotional, and spiritual development for Allen University students in a holistic way.

Responsibilities include:

1. Providing accountability, immediate supervision, and leadership for the development of the University's Residence Halls, including Preston Warren Williams II Residence Hall, Wilma D. Williams Residence Hall, Coppin Hall, Reid Hall, and Richard Allen Apartments.
2. Providing accountability and leadership for the development of Allen University commuter students who do not reside in the residence halls.
3. Advises staff members on challenges relating to policy, program, procedures and administration.
4. Directs and assists in planning social, recreational, and curricular programs.
5. Counsels or advises individuals and groups on matters pertaining to personal challenges, educational and objectives, social and recreational activities, and financial assistance.
6. Serves as a counselor and sound board in all aspects with the primary objective to ensure that each student adjust and thrive in a safe learning environment.
7. Administers and improves policies, practices, and procedures; and provides leadership by working collaboratively across administrative units to share data and information and serves as an advocate and liaison for the students and community.

RESIDENCE LIFE

Residence Halls at Allen University is designed to house non-traditional students (18-25) and has the right to refuse housing. The Office of Residential Life reserves the right to move students from room to room and/or Residence Hall to Residence Hall at any time during the academic year to fill residence hall occupancy. The residence halls create and extend student learning opportunities that enhance student intellectual and personal growth beyond the classroom. The residence halls are strategically designed with purposeful attempts to integrate curricular and co-curricular experiences that complement and extend classroom learning. These residence halls foster faculty and resident interaction that enhances both intellectual and personal growth of the Allen University student. Residence Life includes the following residence halls: Preston Warren Williams II Residence Hall, Wilma D. Williams Residence Hall, Coppin Hall, Reid Hall, and Richard Allen Apartments.

Residence Halls Check-in/Check-out Procedures

- a. Check-in/check-out procedures will begin at the opening/close of the academic calendar. Check-in will require each student to present an approved class schedule at registration before receiving a room assignment. Improper check-out will result in a \$100.00 fine or higher dependent upon damages. **Note:** Proper check-in will be done during business hours only between 8:00 am – 5:00 pm. If arrival time is after 5:00 pm, student will not be allowed entry and check-in will resume on the next business day.
- b. Students who are assigned to a room will remain in that assigned room. Should the student move and/or switch rooms without getting permission from the residence director will be fined \$100.
- c. Students *must* vacate the residence halls during periods of vacation which include Thanksgiving Break, Fall Break, Christmas Break, and Spring Break. Students must vacate by 6:00 pm on closing dates returning by 12:00 noon on opening dates in conjunction with the Allen University academic calendar. **Note:** Students returning from any break will be allowed to check-in from 12:00 noon until 7:00 pm. Arrival after this time will not allow entry into the residence hall until next business day.
- d. Students participating in graduation ceremonies *must* check-out within one hour at the conclusion of graduation ceremonies. Violators will be fined \$100.
- e. Residential staff will inspect all rooms and furniture at check-out for damaged and missing items. Fines beginning at \$100 or higher will be assessed accordingly.
Note: The Office of Student Affairs will provide a list of nearby hotels and apartment finders for student knowledge.

Residence Hall Agreement

The University maintains living and learning communities to provide students with a wholesome environment in which to live and study. The success of this enterprise will rest largely upon the cooperative mind set of each resident. It is expected that each student resident will understand all rules and regulations and respect the rights of roommates and all colleagues.

1. Each resident will read and acknowledge by signing the Living and Learning Agreement that they have read and understood the agreement. This signature will also acknowledge having read and understood the **Allen University Student Handbook**. **Fines that students accumulate will be imposed beginning at \$50 and will be placed on the students' account. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**
2. Each resident is responsible for the proper care of his/her room and its equipment and shall be held liable for the destruction and/or abuse of residential hall property. Residents may not remove from any part of the premises any furnishings, appliances, or equipment that is provided by Allen University. **Violation of this rule will result in a \$100 fine-1st offense, \$150 fine-2nd offense, and \$200 fine-3rd offense and 4th offense will be**

referred to the Judiciary Hearing Committee for review. A generated record of reprimand will be placed in a student file in the office of Student Affairs.

3. Beds may not be dismantled, rearranged, disassembled or venetian blinds removed from the windows by the residents in any residential facility. Any such request should be presented in writing to the Office of Living and Learning Communities. **Violation of this rule will result in a \$50 fine-1st offense, \$75 fine-2nd offense, \$100 fine-3rd offense and 4th offense will be referred to the Judiciary Hearing Committee for review. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**
4. Each resident will be required to sign a card providing an inventory of room furnishings and equipment. It is required that rooms be checked for accuracy of the inventory by each student and the residence director.
5. The University does not assume any legal obligation and is not responsible for the loss, theft or residents' personal property, which occurs in its buildings or on its grounds. Residents or their guardians/parents are encouraged to carry appropriate insurance to cover such losses.

Procedures for Reporting Issues/Concerns/Medical Emergencies

If a student has an issue, concern, or medical emergency the following steps should be taken when reporting:

1. If the student has an issue or concern with his/her residence director, they should contact the Vice President for Student Affairs.
2. If the student has an issue or concern with living and learning environment or roommates, contact residence hall director immediately. If the issue or concern is not resolved at this level, contact the Student Conduct Coordinator. If the issue or concern is not resolved at this level, contact the Vice President for Student Affairs.
3. If the student becomes sick and/or ill, he/she should immediately contact his/her residence hall director. Should the sickness and/or illness warrant medical attention, EMS will be called or student may be transported to nearby hospital by authorized personnel. All other cases within reason will be forwarded to the nurse's office at **803.376.5802 for further assistance.**

Responsibility for Communal Property (Hallways, Bathrooms, Stairwells, Lounges, Study Areas, and Utility Rooms):

1. Residents are expected to take every precaution to ensure that communal property is not abused, damaged or destroyed. When the University has determined that the majority of the residents are tolerating undue abuse, damage or destruction of University property and the responsible individuals(s) cannot be identified, all residents will be held responsible for paying a fine to share in the cost of repairing the damages. **A fine will be imposed on all residents and/or the resident(s) identified for the damage or damages \$75-1st offense, \$150-2nd offense, \$200-3rd offense, student will relinquish his/her living accommodation to be reinstated after one semester-4th offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Note: Communal fines will be imposed on *all* residents present. Therefore, it is imperative that residents sign-in and sign-out upon departure and arrival from the residence halls during the weekend and breaks.

Responsibility for Losses, Damages, and Stolen Property

The University assumes no responsibility for losses, damages, or resident's stolen personal property. **Students should consider the purchase of renter's insurance or the extension of their parents' homeowners insurance to cover such losses.**

Note: The University does not provide storage areas for students' belongings. In case of emergencies due to arrests, medical, and/or death, contact will be made to the emergency contact number provided to the University by the Director of Residence Life. Belongings will be inventoried for safe keeping by the residence hall director at this time and belongings should be picked up within two weeks. Belongings left after two weeks will be donated to a local charity.

Search and Seizure

The University reserves the right for appropriate officials to search rooms at anytime and whenever there are reasonable grounds to suspect, with sufficiently strong circumstantial evidence that the room is being used for a purpose which is illegal or in which the occupant has within the room illegal item(s) which violate University policies. If such property is discovered, the University may confiscate it until proper disposition of the case has been made.

A University official will conduct searches with written authorization or verbal authorization from one of the following persons:

- Vice President for Student Affairs
- Student Conduct Coordinator
- University President

Searches will be conducted by the following persons:

- Vice President for Student Affairs
- Student Conduct Coordinator
- Residence Hall Director
- Security and/or Deputy Sherriff

Searches will be conducted after presentation of such written notice to the occupant if appropriate to the situation or circumstances of the search. The presence of the occupant is preferred but not mandatory at the time of the search. All areas of the room are subject to be searched. Searches will also be conducted without written notice or without the presence of the occupant in cases of emergency when there is manifest evidence of danger or injury to individuals or University property. Appropriate local, state, or federal officials will conduct searches for contraband, and the possession of which is a violation of state or federal law.

****Note: When a student is arrested, a search will be conducted without written notice and without the presence of the occupant. If illegal substances, drug paraphernalia and/or weapons are found, the student will be dismissed from the residence hall immediately. See related policies.**

Security

Visitors to residence halls must present valid Allen University, state or federally issued identification. Visitors must enter and exit only by the main entrance to the hall. Residents who leave by locked security doors are responsible for leaving the doors in a locked position. Residents are urged to lock their windows and doors during periods of absence. Any losses should be reported to the University security and Residence Hall Director or Residence Assistants. **Failure to present a valid Allen University, state or federally issued identification will result in a \$50 fine each time for failure to present an id. Visitors without valid identification will be banned from the residence halls and cafeteria.**

Note: Residents are encouraged to secure valuable items at all times when leaving as the University is not responsible for the loss of resident's personal property.

Waste Disposition

1. All waste paper and other trash must be deposited in the dumpsters located in back of each residence hall. Littering or improper disposition of trash inside suite common area, room, or in elevator will not be tolerated. **Should excessive amounts of trash be found inside and outside of a residence hall, a communal fine of \$100 will be imposed on each resident and/or the resident(s) identified. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Residence Halls Rules and Regulations

Eligibility for Housing Rule

A student *must* be admitted or currently enrolled and registered for classes as a full-time student carrying 12 hours. If a student falls below 6 hours after the official drop and add period, and/or the last day **students *must* find off-campus housing.**

Special Note: Up to three (3) days of funeral absence may be granted to a student who experiences a death in the immediate family members/guardians.

For medical and disciplinary within reason along with attached documentation, the student can obtain a written excuse from the Office of Student Affairs for any missed class (es).

Non-enrolled Student Rule

Students who are not enrolled during any given semester may not reside in any of the University's residence halls nor cause disruptive behavior in any University facilities on University property, nor participate in any University activities. **Violation of this rule will jeopardize their ability to return as well as their housing privileges upon return to the University. The student will be considered as trespassing and subject to arrest.**

Unlawful Visitation Rule

2. Male students may not enter the living areas or visit the rooms in female residence halls. Female students may not enter the living areas or visit the rooms in the male residence hall. **If a student is caught in the living area or room without permission, he/she will be fined \$100 fine -1st offense, \$150 fine-2nd offense, \$200 fine-3rd offense, and resident will vacate the residence hall for a period of one semester upon the 4th offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Unlawful/Improper Use of Equipment Rule

3. Locked doors and fire doors ***must not*** be propped open. Persons are not to tamper with fire alarms, fire extinguishers, emergency lights, emergency/entryway doors, emergency phones or other safety equipment. **Violation of this rule will result in a \$150 fine-1st offense, \$200 fine-2nd offense, \$250/probation-3rd offense, and student must find off-campus housing for one semester upon 4th offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Electrical Appliance Rule

4. Electrical appliances that may be used for cooking purposes (microwaves, hotplates, George Foreman Grills, etc.) are prohibited in the rooms. **Violation of this rule will result in \$75 fine each time until item is removed from room and /or confiscation of the disallowed item(s).** Refrigerators are acceptable, but a **\$65 deposit** must be paid to the Office of Business and Finance before a refrigerator may be installed. **A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Pets Rule

Pets are not allowed in the residence halls or on the property of the University at anytime. **Violation of this rule will result in a \$50 fine.**

Fire Alarm Rule

5. All students must vacate the residence halls at the sounding of fire alarms and for fire drills. **Violation of this rule will result in a \$100 fine-1st offense, \$150 fine-2nd offense,**

\$200/probation-3rd offense, and student must vacate the residence hall for the remainder of semester upon the 4th offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.

Lost Key Rule

6. Students are not allowed to duplicate room keys. **Students must contact their residence hall director if keys are lost and students must pay a replacement cost of \$65 for a key to the Office of Business and Finance.** Room keys must not be loaned to anyone for any reason. **Violation of this rule will result in a \$100 fine.** The fee must be paid by the student and cannot be charged to the student's account. **A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Unsafe/Potentially Harmful Rule

Engaging in water fights, using fireworks, intentionally setting fires, and creating conspicuously unsanitary conditions, or other conditions hazardous to the safety and/or health of students and/or damaging to the property of the University, are not permitted. **Violation of this rule will result in disciplinary probation-1st offense, suspension-2nd offense, and dismissal from the University-3rd offense.**

Unauthorized Activities Rule

7. No students, visitors, or other individuals are permitted to sell or serve as salesmen in the residence halls unless the Director of Student Activities has approved that activity, with permission granted by the Dorm Director and the Office of Student Affairs. No student shall host a cookout or grill on campus grounds unless the event has been approved. **Violation of this rule will result in \$100 fine-1st offense, \$200 fine-2nd offense, and \$250 fine upon 3rd offense, loss of University housing for the remainder of the semester upon 4th offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Residence Hall Noise Ordinance Rule

8. Excessively loud music is prohibited within the residence halls. **Violation of this rule will result in a verbal warning/\$50-1st offense, written warning/\$100 fine-2nd offense, and confiscation of music equipment-3rd offense and confiscated equipment will be returned at the end of the semester. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Quiet Hour Rule

1. Quiet/study hours will be observed from Sunday through Thursday nights from 10:00 p.m. until 7:00 a.m. During these hours there will be no paging, loud noises, or entertaining of guests in the lobby or lounge. The lobby/lounge will be closed during quiet/study hours. **NO LOITERING** in or around the residence halls will be permitted. **Violation of this rule will result in a \$50 fine-1st offense, \$75 fine-2nd offense, \$100**

fine-3rd offense, and disciplinary probation upon the 4th offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.

Residence Hall Meetings Rule

It is **mandatory** for all students to attend their residence hall meetings. A **\$25 fine will be assessed for each missed residence hall meeting** without a valid excuse.

Residence Hall Room Inspection Rule

9. Residents who occupy a room or suite will be held accountable for the cleanliness of the entire room and/or suite upon inspection. Inspection will include clean living room, common area and bathroom. **Violation of this rule will result in a \$50 fine-1st offense, \$75 fine-2nd offense, \$100 fine-3rd offense, dismissal from the residence hall -4th offenses. Authorized staff may enter student rooms for normal room inspection and maintenance purposes with or without student present. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Sexual Inappropriateness Rule

10. Appropriate behavior must be exhibited in the lounge and lobby areas. No intimate sexual relations shall transpire between the opposite sex and same-sex individuals in the residence halls and campus-wide to include sharing beds at any time. **Violation of this rule will result in immediate suspension. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Sexual Inappropriateness Rule II

11. Also, inappropriate behavior such as sitting on laps, caressing body parts, passionate kissing, etc. will not be allowed. **Violation of this rule will receive a verbal warning/\$100-1st offense, and suspension from the residence hall for the remainder of the semester-3rd offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Overnight Guests Rule

12. No overnight guests (unauthorized) will be allowed. **Visitors reported in a room after visiting hours will be subject to disciplinary actions and a charge of \$100. Residents assigned to the room will be charged \$100 fine each for illegally housing the person(s) and/or non-enrolled student-1st offense, \$150 fine-2nd offense, and suspension from the Living and Learning Community for the remainder of the semester-3rd offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Improper Use Rule

13. Residents and their guests are prohibited from hanging clothes or other objects outside or in front of windows, on pipes, on venetian blinds, on shower heads, or on smoke detectors or fire sprinklers. **Violation of this rule will result in a \$100 fine-1st offense,**

\$150 fine-2nd offense, \$200 fine-3rd offense, and referred to Judiciary Hearing Committee upon 4th offense. Additionally, violators who cause a discharge of the shower heads, smoke detectors, or fire sprinklers will be fined according to the amount of damage caused. A generated record of reprimand will be placed in a student file in the office of Student Affairs.

Misuse of Amenities

- 14. Residents and their guests are prohibited from putting foreign objects (cans, food items, feminine hygiene products, etc.) in the bathroom sink and commodes. They are not to leave clothing in the sink at any time. Persons who misuse sinks, commodes, showers, or hallways for the deposit of human waste shall be immediately dismissed from the residence hall. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Waste Disposal Rule

- 15. Trash should not be placed on the staircase, in hallways, or in the bathrooms. Each student is responsible for dumping his/her trash in the appropriate waste receptacle. Violation of this rule will result in a \$100 fine-1st offense, \$150 fine-2nd offense, \$200 fine-3rd offense and dismissal from the living and learning community upon the 4th offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Abandonment of Room Rule

- 16. All problems such as deaths, illnesses, grievances, complaints and other matters related to any student resident should be reported to the RA and the Residence Director as soon as possible. Should problems result in resident leaving, departure must be reported to the residence director as soon as possible. Violation of this rule will result in abandonment. Abandonment of room more than 7 days will result in dismissal from the residence hall. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Residence Hall Behavior Rule

- 17. Yelling out of windows, sitting and/or leaning in window seals is prohibited. Violation of this rule will result in \$50 fine-1st offense, \$75 fine-2nd offense, \$100 fine-3rd offense, referred to Judiciary Hearing Committee upon 4th offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Horseplay Rule

- 18. Students must not engage in play wrestling, water balloon fights, or bouncing balls inside residence hall. Violation of this rule will result in \$75 fine-1st offense, \$150 fine-2nd offense, and \$200/dismissal from residence hall for remainder of the semester. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Dress Code Rule

19. All students must be properly dressed (to include no sagging-males/females) in the residence halls at all times and in the academic environment between the hours of 8:00 am – 5:00 pm. The combing of hair in the lobby, lounges, or on the outside steps is prohibited. **All violators will receive a verbal warning-1st offense, \$50 fine-2nd offense, \$75 fine-3rd offense, referred to Judiciary Hearing Committee upon 4th offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Signage Rule

20. Students are not to use nails or tacks on walls. Students must not use tape on painted surfaces or pull off signage from any building or room wall. **Violators will be fined \$50-1st offense, \$75 fine-2nd offense, and \$100 fine-3rd offense, referred to Judiciary Hearing Committee upon 4th offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Student Identification Rule

21. Students are required to carry their validated student ID cards at all times and must present them upon request by University officials. They are required for use in the cafeteria, the library, athletic events, and other events when requested by University officials. **Violation of this rule will result in a \$50 fine upon each violation. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Curfew Rule

22. Freshmen and 1st semester sophomores will have an imposed curfew from Sunday – Thursday night until 12:00 midnight and weekends until 2:00 am. Second semester sophomores, juniors and seniors will have an imposed curfew from Sunday – Thursday night until 1:00 am and weekends until 2:30 am. **Violation of this rule will result in a \$50 fine-1st offense, \$100 fine-2nd offense, dismissal from the residence hall -3rd offenses. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Secured Residence Hall Rule

Each residence hall will be secured at 12:00 midnight. Any resident who wishes to enter the building after 12:00 midnight must contact the security office at 803.223.4544.

Child Endangerment Rule

23. No child (ren) is allowed to reside in the residence halls or be in classrooms or the cafeteria at any time. Baby-sitting is prohibited. **Violators must remove the child/children immediately and will be charged a \$50 fine for each child-1st offense, \$75 fine-2nd offense, and suspension from the residence hall upon the 3rd offense. A**

generated record of reprimand will be placed in a student file in the office of Student Affairs.

Residence Hall Lobby Rule

24. All residential hall lobbies are open in the residence halls for opposite sex visitation from 5:00 pm to 10:00 pm. All opposite-sex visitors must vacate the premises by 10:00 pm. No visitation will be allowed after 10:00 pm. **Allen University residents found with guests in their rooms/residence halls after 10:00 pm will be fined \$75 fine-1st offense, \$150 fine-2nd offense, referred to Judiciary Hearing Committee-3rd offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Residence Hall Lobby Hours Rule

25. Residence hall lobby hours are imposed from Sunday – Thursday nights until 10:00 pm and weekends Friday and Saturday night until 11:00 pm. **Violation of this rule will result in \$75 fine-1st offense, \$100 fine -2nd offense, \$150 fine/probation-3rd offense, and referred to Judiciary Hearing Committee-4th offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Residence Hall to Hall Visitation Rule

Visitation will consist of Allen University students only between the hours of 5:00 pm – 10:00 pm. Visitors will must leave an ID at the front desk. One guest per student to avoid incidents of theft/personal property of others. Non-enrolled students who do not comply will not be allowed visitation privileges. **Violation of this rule will result in loss of visitation privileges for 30 days with no exceptions.**

Same-sex Visitation Rule

26. Visitation will occur between the hours of 5:00 pm – 10:00 pm Sunday – Thursday and weekends Friday and Saturday night until 11:00 pm and visitation will enforce the 1 bed 1 person rule. Guests must leave an ID at the front desk. **Violation of this rule will result in immediate suspension from the residence hall. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Same-sex Visitation Rule II

27. Appropriate behavior must be exhibited by students of the same-sex at all times during visitation. Inappropriate behavior such as passionate kissing, sitting on laps, caressing, or other sexually inappropriate behaviors witnessed to include the “1 bed 1 person rule” will not be tolerated. **Violation of this rule will result in immediate suspension from the residence hall. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Inappropriate Modes of Transportation

28. Skateboards, scooters, bicycles, and roller-skates are prohibited in any residence hall or University property. **Violation of this rule will result in verbal warning-1st offense and**

confiscation of property upon 2nd offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.

Allen University Policy on Pregnancy

Allen University does permit students to attend classes and participate in University activities while pregnant. However, the University reserves the right to prohibit any pregnant student from living in its residence halls if there is reasonable evidence that such activities might jeopardize the health of the student or fetus and/or unduly disrupt the normal operations of the University. The University assumes no liability or responsibility for a student's pregnancy, prenatal care, miscarriage or other complications, abortions, or birth, which may occur on University property. **Additionally, when a student is past 3 months, the student will need to find off-campus housing at this time. NOTE:** The Vice President for Student Affairs, the Residence Hall Directors and Resident Hall Assistants need to be advised of the pregnancy should an unexpected medical emergency arise when the Health Services Office is closed.

Allen University Policy on Weapons

The University maintains a “**zero tolerance**” policy against the possession or use, in any way, of firearms or weapons of any kind (including but not limited to slingshots, air guns, metal knuckles, razors, tazers, or any handmade weapons) by a student is prohibited. No student shall have in his/her possession, while on campus, firearms, explosives, toxic chemicals, or other dangerous weapons. **Violators of this rule will be expelled immediately from the University.**

Allen University Policy on Smoking

1. Allen University is a “smoke free” campus. Smoking is strictly prohibited on the grounds and in all buildings. Student must be at least 10 feet away from University buildings when smoking. **Violators of the University's smoking policy will receive a verbal warning/\$50 fine-1st offense, written warning/\$100-2nd offense, placed on probation/counseling/\$150 fine-3rd offense and referred to Judiciary Hearing Committee upon the 4th offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Allen University Policy on Smoking II

1. Allen University is a “smoke free” campus. Smoking is strictly prohibited in any residence hall. When a strong smell of an illegal substance is determined, an immediate search will be conducted. **Identified violators of this rule will result in expulsion from the residence hall immediately and/or University immediately. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Allen University Policy on Alcohol and Drug Abuse

The Family Educational Rights and Privacy Act (also referred to as FERPA or the Buckley Amendment) give students certain rights of privacy and access to their education records. This law is codified at 20 U.S.C. section 1232g; Regulations of the United States Department of Education implementing the law are found in 34 CFR part 99. As a result of 1998 amendments to FERPA, universities may disclose the final results of disciplinary proceedings in which a student is found to have committed a violent crime or non-forcible sex offense. This regulation addresses

the University's decision to affirmatively notify parents of students under the age of 21 of certain Code of Student Conduct alcohol or drug violations as set forth below.

The illegal or abusive use or possession of drugs or alcohol by students, staff, faculty, or administrators is counteractive to the environment Allen University strives to maintain. Therefore, Allen University is committed to a workplace and campus that is free of illegal drug use and possession and alcohol abuse. Students who support or are in the presence of individuals who possess or engage in illegal or abusive use of drugs or alcohol will be subject to the same sanctions as the offenders.

The University maintains a “**zero tolerance**” policy and no student shall possess, manufacture, sell, distribute, or use narcotics, barbiturates, amphetamines, LSD or other hallucinogens, or any other drugs classified as illegal, dangerous, or controlled substances by federal and/or state statutes and regulations, unless prescribed for that student by a medical doctor. **Violation of this rule will result in expulsion from the University for distributing or possessing controlled dangerous substances, on campus and/or charged (judicially and/or criminally).**

Drug paraphernalia;

1) Scales and balances used, intended for use, or designed for use in weighing or measuring controlled substances; 2) Capsules, balloons, envelopes and other containers used, intended for use, or designed for use in packaging small quantities of controlled substances; 3) Objects used, intended for use, or designed for use in ingesting, inhaling, or otherwise introducing marihuana, tetrahydro cannabinols, cocaine, hashish, or hashish oil into the human body, such as:

a. Metal, wooden, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls; b. Water pipes; c. Smoking and carburetion masks; d. Roach clips: meaning objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand; e. Miniature cocaine spoons, and cocaine vials; f. Chamber pipes; g. Electric pipes; h. Air-driven pipes; i. Bongs;

Alcoholic Beverages

1. No student shall possess or consume any alcoholic beverage while on campus or while representing the University off-campus, nor shall a student who finds himself/herself under the influence of alcohol return to the campus in that condition. **Violations of this rule will result in immediate suspension from the residence hall. A generated record of reprimand will be placed in a student file in the office of Student Affairs.**

Alcoholic Beverages II

1. No student shall entertain any guest who possesses any alcoholic beverage on campus nor shall alcohol beverage bottles be allowed for beautification purposes in any residence hall. **Violations of this rule will result in verbal warning/removal of bottles -1st offense, probation if bottles not removed/\$100 fine-2nd offense, and dismissal from**

the residence hall upon 3rd offense. A generated record of reprimand will be placed in a student file in the office of Student Affairs.

Note: Possession, consumption, appearing in public on University property while intoxicated, or being under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct that results in injury to person(s) or property as a result of intoxication. The University will notify parent(s)/guardian(s) if the student is under the age of 21.

Allen University Policy on Sexual Assault/Harassment

Allen University strives to maintain an environment in which the dignity and self-worth of all members of the educational community are respected. It prohibits sexual harassment of employees or students and sexual assault on employees or students. Sexual harassment can be directed at a person of the same or opposite sex. Behaviors considered as sexual harassment include: unwelcomed sexual advances, requests for sexual favors, language, graphic material, or physical conduct of a sexual nature. Students who believe that they have been harassed or need advice as to what constitutes sexual harassment should immediately contact the Vice President of Student Affairs. Sexual assault in any form including stranger rape, date rape, gang rape or acquaintance rape will not be tolerated. Inquiries concerning sexual assault or sexual harassment will be treated as a formal complaint and an investigation will follow. Confidentiality will be respected for those making inquiry. **Allen University will investigate all complaints expeditiously and professionally. Where investigations confirm the allegations, appropriate corrective action will be taken. Students who violate this policy will be subject to appropriate disciplinary action which may include counseling, disciplinary probation, suspension, expulsion, and referral to the proper law enforcement authorities for prosecution.** A student charged with sexual assault and/or harassment can be prosecuted under South Carolina criminal statutes and disciplined for violating the Allen University Student Code of Conduct.

Allen University encourages all members of the University community to be aware of both consequences of sexual assault and the options available to victims/survivors. For more information, contact the Vice President of Student Affairs at 803.255.4746. The University encourages reporting all incidents of sexual assault to the Security Office at 803.223.4544. For other resources and assistance, contact the Counseling Center at 803.376.4746.

STUDENTS' CODE OF CONDUCT

The Code of Conduct to which students of Allen University must adhere describes the exemplary behavior expected of a student, both as an individual and as an ambassador of the University. This Code of Conduct applies to each student who is enrolled, whether a boarding or day student; on campus or off, or whether during or between semesters.

Allen University students are expected to show proper respect to University faculty, staff, and administrators and maintain democratic, friendly attitudes toward their fellow students. University classes, activities, and facilities are open to all students. A student who willfully violates this Code of Conduct will be subject to pay a penalty suited to the circumstances.

Violations

Conduct Rules: The following statements constitute the official record of all general conduct rules and regulations at Allen University. Students are expected to abide by these regulations, and administrators are expected to enforce them. These regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

Additional rules and regulations may be promulgated during the year. Announcements will be made upon adoption of the changes or additions.

Any student or group of students deemed to be in violation of any of the items in the Code of Conduct or any of the regulations and policies of the University shall have an opportunity to defend himself/herself/themselves before any penalty may be imposed. However, certain conduct may result in removal from campus or other appropriate action determined by the severity of the conduct or the necessity of safeguarding personal welfare or maintaining good order.

Arson

No student shall set or cause to be set any fire that has the potential for jeopardizing lives or destroying University property; nor shall a student possess, sell, furnish, or use any incendiary or explosive device on campus; nor shall a student tamper with any fire safety equipment or make or cause to be made a false alarm. **Violators will be expelled from the University.**

Destruction of Buildings

A student who willfully and maliciously deface, mutilate, burn destroy or otherwise injure a dwelling place, erection, or building will be guilty of a misdemeanor and, upon conviction, must be fined in the discretion of the court or imprisoned not more than three years, or both (**Section 16-11-570**). **Violators of this rule when identified will be suspended or expelled from the University immediately.**

Civil Offenses

A student who is arrested by civil authorities (local, state, or federal) because of violation of a local, state, or federal law may be subject to suspension from the University until the matter is settled by the police department, other arresting agency, or the court(s). The nature of the offense and the settlement of the case will determine what actions if any, the University will take. **Any disciplinary action imposed by the University may be preceded by and in addition to any penalty imposed by an off-campus authority, including suspension and/or expulsion from the University.**

Lynching

Any act of violence inflicted by a mob, gang affiliation or group of students upon the body of another and from which death does not result shall constitute the crime of lynching in the second degree and shall be a felony (**Section 16-3-220**). **Violators of this rule will be suspended or expelled from the University based on the severity of the assault immediately.**

Disorderly Conduct

No student shall push, strike, physically or verbally assault any member of the faculty, administration, staff, visitor to the campus, or other member of the student body; nor shall a student behave in a disorderly manner so as to cause a breach of the peace on University premises or at any of the functions sponsored or supervised by the University or any recognized University organization. **Violation of this rule will result in suspension or expulsion from the University based on the severity of the incident and/or with civil/criminal action being taken against the offender in cases of life/death.**

Disruptive Behavior

No individual or group of individuals shall behave in a manner that substantially interrupts or interferes with the educational activities of the University; nor shall any individual or group engage in conduct intending to or having the effect of substantially limiting the ability of any administrator, faculty, or staff member to perform functions or assigned duties effectively. **Violation of this rule will result in suspension or expulsion from the University based on the severity of the incident and/or civil/criminal action being taken against the offender in cases of life/death.**

Threatening and Violent Behavior

The University maintains a “zero tolerance” policy against **threatening and violent behavior**. Accordingly, any Allen University student who verbally or physically assaults or threatens the Safety of other students, staff, faculty, or campus guests will be **suspended from the University immediately**.

Profanity/Abusive Language

Students are expected to respect themselves and others. The use of profanity and abusive language is prohibited. **Violation of this rule will result in a warning/\$75-1st offense, probation/counseling/\$150-2nd offense, \$200 fine/referral to Judiciary Hearing Committee upon 3rd offense.**

Cell Phone Usage/IPods in Classrooms

Students are to respect instructors and other peers while in class at all times. No disruption of a cell phone conversations and/or iPod-music will be tolerated at any time. **Violation of this rule will result in warning-1st offense, probation/counseling-2nd offense, referral to Judiciary Hearing Committee upon 3rd offense.**

Disregard for Authority/Non-Compliance

The University expects all students to comply with directions of University officials acting in the performance of their duties. A violation will include failing to comply with the reasonable and lawful directions or requests of University officials, including but not limited to campus security, faculty, staff, and residence hall directors. **Violation of this rule will result in a \$50 fine-1st offense, \$100 fine-2nd offense, and referral to Judiciary Hearing Committee upon 3rd offense.**

Dress Code

Allen University students are expected to wear clothing that is in good taste at all times in all buildings connected to the University to include the cafeteria. The University expects its

students to dress appropriately and in a manner that will project a positive image. Students should conform to the following guidelines:

- a. Halter tops, hair rollers, PJs, short shorts, short skirts, and house slippers are inappropriate academic attire and should not be worn while attending classes, using the library, performing work-study assignments and attending C.A.R.S. and other University functions.
- b. Hats and caps are not to be worn inside any building or pants hanging below waistline. Doo-rags are permitted in the Living and Learning Communities only.
- c. Dress code for special events, formal events, banquets, Sunday services, pageants, Spring Ball, Commencement, and Coronation:

Men: Suit or pants and dark jacket, dress shirt, dress shoes, socks, tie

Women: Dress or dressy skirt and blouse, pant suit, dress shoes, hosiery

***Note:** No hoodies are to be worn inside any University property/buildings at any time. Should you violate this dress code policy, you will be referred to the Student Conduct Coordinator.

In accordance with the University's mission, founding principles, and core values, we expect males to dress as males and females to dress as females. **Violation of this rule will result in a \$50 fine-1st offense, probation/counseling/\$75-2nd offense, suspension/\$100-3rd offense, and/or expulsion from the University upon the 4th offense.**

Excessive Noise/Noise Ordinance

No student shall habitually use excessively loud and noisy speech in the residence halls, library, classrooms, chapel, campus parking lots or any other University facility. Nor shall musical instruments, radios, television sets, tape recorders, or other electronic sound equipment be played excessively loud. Musical instruments are off-limits in the classrooms and in the library. **Violation of this rule will result in a \$100 fine-1st offense, probation/\$150 fine-2nd offense, suspension from the residence hall-3rd offense.** Prosecution will be pursued if appropriate to the offense.

Forgery

Forgery is the act of counterfeiting someone else's signature for any purpose whatsoever and is a serious offense punishable by law. Any student found to have deliberately forged someone else's name to any document **may include \$200 fine/written warning-1st offense, and expulsion from the University upon 2nd offense.** Prosecution will be pursued if appropriate to the offense.

Fraud

Any student found to be guilty of fraud, such as forgery, alteration, falsification, or misuse of University records, games, or other schemes designed to relieve another person of his/her money or other valuables, or any other intentional act of fraud shall be severely penalized. The severity of the punishment will be determined by the seriousness of the act and **may include a fine based on severity/counseling-1st offense, and expulsion from the University upon 2nd offense.** Prosecution will be pursued if appropriate to the offense.

Slander

False statements that call into question the character and reputation of another individual or the University in any way will not be tolerated. **Violation of this rule can subject the individual to verbal warning/\$100 fine-1st offense, \$150 fine-2nd offense and suspension from the University.**

SPECIAL NOTE: Proceed with Caution When Using Social Networking Sites!

Face book, like many other social networking sites, is a great innovation! It offers you an opportunity to interact with an extraordinarily expansive universe of new people. You can sculpt your on-line identity and learn more about how the Internet and its various programs work to create new relationships and communities. However, information you post on these sites are vulnerable to context, circumstance and interpretation. And so it is important to remember that posting on Face book, MySpace, etc. creates as many obligations as it does opportunities for expression.

Students should be concerned with any behavior that might embarrass themselves, their families, and/or Allen University. This includes any activities conducted online. As a student at Allen University, you are a representative of the university and are always in the public eye. Please keep the following guidelines in mind as you participate on social networking web sites.

- Before participating in any online community, **understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site.**
- You should not post information, photos, or other items online that could embarrass you, your family, and/or Allen University. This includes information, photos and items that may be posted by others on your page.
- You should not post your home address, local address, phone number(s), birth date or other personal information. You could be opening yourself up to predators.
- Exercise caution as to what information you post on your website about your
- Whereabouts or plans. You could be opening yourself up to predators.
- **University staff, faculty, and administrators can and do monitor these web sites.**
- **Students could face disciplinary actions including expulsion as a result of inappropriate conduct or comments posted to a social networking site about any Allen University student, faculty, staff, or administrator.**

The local police and sheriff's offices check these websites regularly. In addition to the unfortunate reality of online predators; **potential employers and internship supervisors also use these sites to screen candidates. Many graduate programs and scholarship committees now search these sites to screen applications.** Allen University students are advised to exercise extreme caution in their use of social networking websites.

Gambling

No student shall engage in games of chance or skill for money or property to include but not limited to playing of cards, shooting dice or other games; nor shall he/she place, in the residence halls, place any wager on events or any wager to gain an advantage. **Violation of this rule shall result in a \$200 fine-1st offense, \$250/probation-2nd offense, suspension and/or expulsion from the University-3rd offense.** Prosecution will be pursued if appropriate to the offense.

Hazing

Allen University does not condone hazing by an individual or group of individuals in any form whatsoever, whether on or off-campus. Any student or students found guilty of taking deliberate action against any other student or students to create pain or distress, whether physical or mental. **Violation of this rule shall result in a \$200 fine-1st offense, suspension-2nd offense, and/or expulsion from the University.** Prosecution will be pursued if appropriate to the offense.

Sexual Conduct

Students shall refrain from public displays of affection, which exceed “good taste”. **Violation of this rule shall result in a written reprimand-1st offense, probation/counseling-2nd offense, suspension-3rd offense, or expulsion from the University upon 4rd offense.**

Immoral Relations

Any student found to have engaged in any act or sexual relations while on campus which is not in line with the University’s Christian standards will be penalized, **including suspension from the residence hall and/or expulsion from the University upon 1st offense.**

Littering

Students shall dispose of bottles, cans, paper, and other forms of litter in the receptacles provided for such items. **Violation shall result in a \$100 fine-1st offense, \$150 fine/probation-2nd offense, suspension-3rd offense, and/or expulsion from the University upon 4th offense.**

Lying or False Information

Lying with regard to official transactions with Allen University, whether oral or written, is prohibited. This includes misrepresenting the truth before a hearing of the University or making a false statement to any University official. **Violation of this rule may result in \$100 fine-1st offense, suspension-2nd offense, and/or expulsion from the University upon 3rd offense.** Prosecution will be pursued if appropriate to the offense.

Misuse of Keys

No one may use or possess any University key without prior authorization from the Dean of the department. No student is allowed to have a University key duplicated under any condition. **Violation of this rule shall result in a \$100 fine/probation-1st offense, suspension-2nd offense, and/or expulsion from the University upon 3rd offense.** Prosecution will be pursued if appropriate to the offense.

Official Request

Students must comply with the reasonable and lawful requests of Allen University officials acting in the performance of official duties. Students are expected to appear at disciplinary hearings to respond to allegations or testify as witnesses when reasonably notified to do so. The failure of defendants to respond shall be considered admission of guilt. Thus, **the case will be referred to the University administration for disposition and a recommendation will be made. Witnesses who fail to appear at hearings and are not properly excused are subject to a fine.**

Plagiarism

Plagiarism is the act of representing as one's own the ideas or words of someone else and is the worst form of cheating. Allen University does not condone cheating in any form. Therefore, any student who borrows ideas, oral or written, from books or other sources, representing them in tests, term papers, themes, or other written assignments as his/her own, **will be referred to the Judiciary Hearing Committee.**

Property Rights

No student finding any article that does not belong to him/her shall keep that article or take such article with the intention of depriving the rightful owner of its use; nor shall any student willfully conceal, mutilate, or destroy any property belonging to another student, the University, or to anyone else. **Violation of this rule shall result in a fine/written warning-1st offense, fine/probation-2nd offense, suspension from the residence hall-3rd offense, and/or expulsion from the University upon the 4th offense.** Prosecution will be pursued if appropriate to the offense.

Sale of Textbooks

The sale by any student of a textbook that does not belong to him/her is prohibited without prior written authorization from the owner of the book. (Books that are found shall be turned in at the Office of Student Affairs.) **Violation of this rule shall be considered theft, and the violator shall be fined, suspended, or expelled from the University.** Prosecution will be pursued if appropriate to the offense.

Theft or Misappropriation

Theft, of any kind, (including seizing, receiving, or concealing property with knowledge that it has been stolen), is forbidden. Sale, possession, or misappropriation of any property, including Allen University property, without the owner's permission, is also prohibited. **Any disciplinary action imposed by the University may be preceded by and in addition to any penalty imposed by an off-campus authority.** (Property that is found shall be turned in to the Division of Student Affairs.) **Violation of this rule shall result in a fine/suspension-1st offense, referred to Judiciary Hearing Committee-2nd offense, and /or expulsion from the University upon the 3rd offense.** Prosecution will be pursued if appropriate to the offense.

Unauthorized Entry

Resident students' right to privacy must be respected. Unauthorized entry to the living areas will lead to **immediate suspension from the University for the Remainder of the semester.** If the unauthorized entry occurs between semesters, the violator(s) will be suspended for the following semester. **Violations requiring law enforcement will be referred to the city police authorities.**

Use of University Facilities

Students or student organizations authorized to use a building or any area of the Allen University campus must have in their possession, while occupying the building or area, the written authorization from the Office of the Vice President of Student Affairs or designee. The authorization must be presented to security officers or to administrative officials upon request, and the users must ensure that the building is secure when they leave.

Any students or student organization will make a thorough check of the facility prior to and immediately following its use. **Any evidence of misuse will be charged to the organization or individuals involved.**

Note: To remain in the vicinity of an activity that threatens to disrupt or is disrupting normal University functions may have serious legal and disciplinary implications. Bystanders as well as more active participants in the disruptive activity may be charged with jointly engaging in an enterprise that is prohibited by law. Students should accordingly avoid the scene of any disruptive or potentially disruptive activity. In any case, failure to leave when asked to disperse by University or law enforcement officials will result in disciplinary and/or legal action.

In any case where a student of Allen University is involved in an action which is disruptive of the normal activities of the institution or its personnel, or which exceeds the bounds of normal internal discipline in its impact, the Board of Trustees may exercise its right to name a Special Hearing Board, Committee, or Officer to investigate the questioned action and to initiate appropriate disciplinary measures.

Parking

Parking on campus is available by permit. A parking decal must be present and can be purchased from the Business Office. A permit allows the bearer to park in any University parking on campus where assigned or in designated areas unless otherwise specified. Should a permit not be present, the University reserves the right to the unidentified vehicle towed at the owner's expense.

Bookstore

The Allen University Bookstore is located in the Allen University Campus Mall at 2300 Taylor Street. Students can purchase textbooks and a variety of other books, AU clothing, Greek paraphernalia and other gifts.

Procedure for Reporting Incidents, Crimes, Emergencies

If you are the victim of an incident or crime, do not assume someone else will or has reported it. You, the student, should report any incident, crime, suspicious behavior, or emergency immediately. The following procedures should be taken when reporting:

1. If any of the above occurs in the residence hall, contact your residence hall director immediately or campus security.
2. If any of the above occurs on campus outside of the residence hall, contact **campus security** at **803.223.4544** immediately.
3. If any of the above occurs away from the campus, **call 911 immediately.**

Note: Should the police be needed, campus security will make the call at this time. For additional information, contact the Dean of Student Development Services.

Emergency Response and crisis intervention team

The Office of Student Affairs has developed an emergency response team which includes security who will make one call to the Vice President for Student Affairs, residence hall directors, and other staff by mobile and/or landline phone. The emergency response team will respond to emergencies that pose a *threat* to students, faculty, and staff at the University. Any additional notification will include the use of email. Each student is *required* to use their campus issued email address.

Campus Safety and Security

In order to provide a safe, lawful, and orderly campus environment, Allen University employs a staff of security officers along with trained police officers. These employed officer's help to protect the faculty, staff, students, and property of Allen University.

1. The Security Office is open twenty-four hours a day.
2. The Security Office will use the Student Handbook as a guide for securing the residence hall doors at 12:00 midnight.
3. All residence halls will be closed at 12:00 midnight. Entrance after closing will be permitted upon presentation of an Allen University ID.
4. There will be no loitering permitted in or about any residence hall after it has closed.
5. Students will not be allowed to park on the main campus nor in the parking area of the Director of Activities but in any other designated permitted AU parking with a valid decal.
6. The security patrol includes the residence halls and all Allen University property on and off campus.

The best way to help maintain your own safety on campus is by using common sense safety practices: walk in groups, report suspicious activities, do not leave coat, books or backpacks unattended, and keep room door locked at all times.

Campus Security contact number is 803.223.4544.

Fire Drills and Safety Procedures

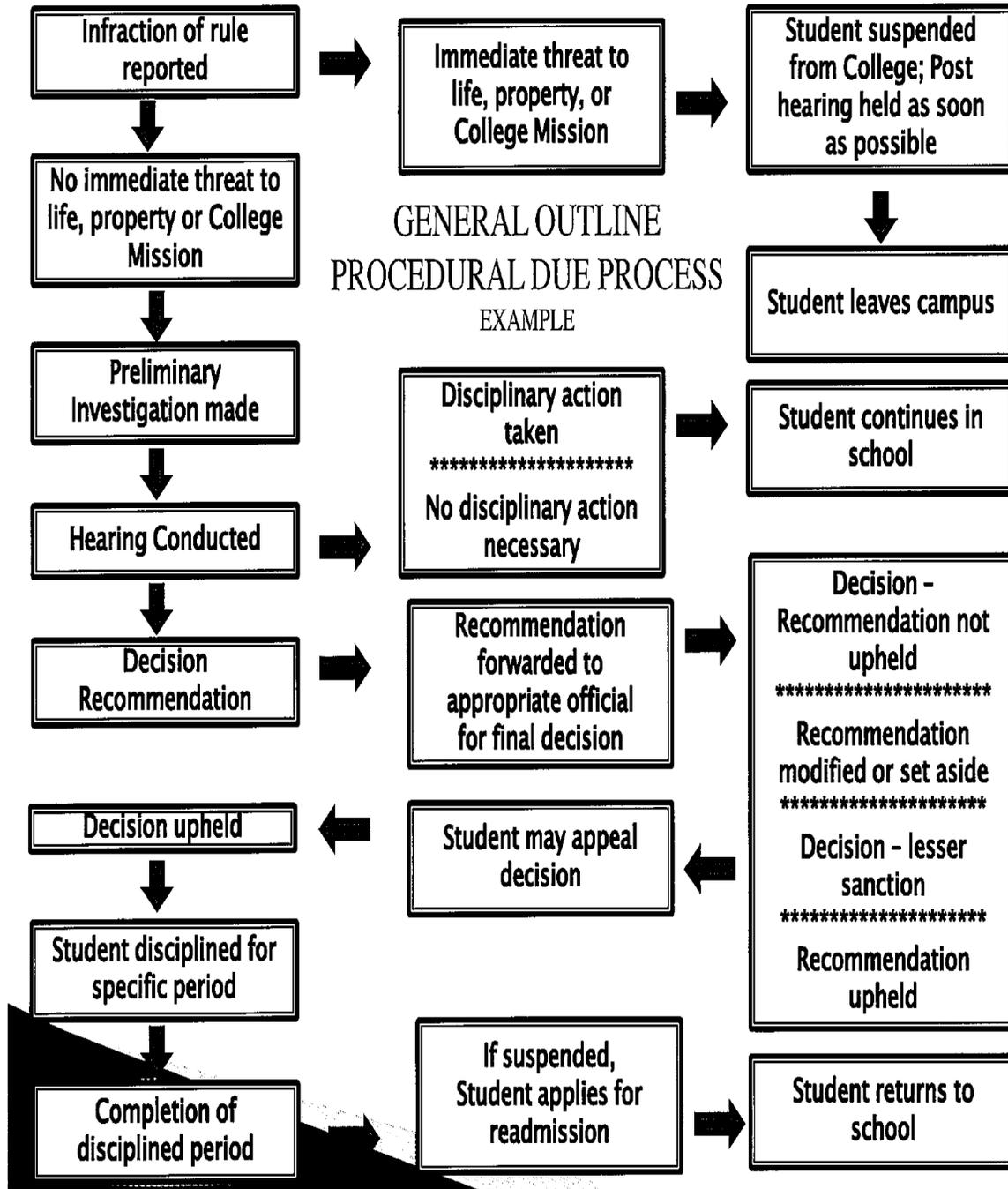
In accordance with state law and for the safety of the students, fire drills will be conducted at each residence hall various times throughout the semester. All persons must vacate the buildings during the drills and remain outside until instructed to return by residence hall staff. Evacuation procedures will be posted in each residence hall. Smoke detectors are located in each room and fire extinguishers are located on each floor of the residence hall.

The RAs are responsible for checking which rooms are locked and reporting this information to the Residence Hall Director. They are also responsible for the following:

1. Making sure all students are out of open rooms
2. Windows closed
3. Blinds are raised
4. Lights are on
5. Closing the door of empty room
6. Checking lounges

The possession of candles, incense, other open flame products, or materials, which are inherently fire hazards, is prohibited. Residents are advised to keep a flashlight on hand in the event of an extended power failure.

Allen University Judicial Process at A – Glance



Records are maintained in the Office of Student Affairs

JUDICIAL POLICY ON STUDENT'S RIGHTS AND JUDICIAL HEARING PROCEDURES

This disciplinary system extends and applies the general principles of the Statement of Students' Rights and Freedoms within the Academic Community to specific actions and responsibilities of students and student organizations at Allen University. It accepts the proposition that "academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society," and that "free inquiry and free expression are indispensable to the attainment of these goals."

As such, the University strives to maintain an educational community, which fosters the development of students who are ethically sensitive and responsible persons. Allen University strives to protect this educational community and to maintain social discipline among its students and student organizations. Consistent with its purposes, reasonable efforts will be made to foster the personal and social development of those students who are held accountable for violations of University social regulations.

The purpose of this document is to set forth the specific authority and responsibility of the University in maintaining social discipline. It describes the educational process of determining students' and student organizations' accountability for violating regulations; and the proper procedural safeguards to be followed in this process to insure fundamental fairness; and protects the students and student organizations from unfair imposition of serious penalties and sanctions.

APPLICATION OF LAWS AND REGULATIONS

Students should understand that educational institutions are not sanctuaries beyond the reach of the criminal laws of the communities and states wherein such institutions exist. While the rules and regulations of Allen University are not meant to duplicate general laws, there are some aspects in which the lawful interests of the institution as an academic community coincide with the broader public interests treated in general laws. Students or student organizations that commit offenses against the laws of municipalities, states, or the United States are subject to prosecution by those authorities and may be subject to disciplinary action under University rules when their conduct violates institutional standards.

Students, no less than other citizens, are entitled to be secure in their persons, lodgings, papers, and effects against unreasonable searches and seizures. Searches and seizures by law enforcement personnel involving investigations or arrests are conducted only under proper warrant. This does not prohibit normal inspections of University housing or other facilities for maintenance, health, or safety purposes.

Students enjoy the same freedom of speech and peaceable assembly as all citizens, but they are under certain legal obligations in the exercise of these freedoms by virtue of their membership in the University community. Expression may be subject to reasonable regulation of time, place, number of persons, and form, under established rules. Expression in the form of action, which materially interferes with normal activities of the institution or invades the rights of others, is prohibited. **Violators will be referred to the Student Code of Conduct System.** The University is pledged to protect lawful exercise of the rights of free speech and assembly and will invoke appropriate legal and disciplinary sanctions when necessary in the pursuit of this

goal. Students who are apprehended and charged by law enforcement agencies with felony criminal conduct on or off-campus are required to inform the Vice President of Student Affairs of such matters.

AUTHORITY AND RESPONSIBILITY

Responsibility for good conduct rests with students as individuals. Student organizations have similar responsibilities for maintaining good conduct among their members and guests and at activities they sponsor. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

The Board of Trustees is the governing body of the University, and the Board in accordance with its policies delegates the powers of the President, administration, and the faculty. The faculty, subject to review by the President and the Board of Trustees, has legislative powers in all matters pertaining to the discipline of students and student organizations. The Division of Student Affairs administers the student code of conduct system.

The Vice President of Student Affairs is authorized and responsible for the total operation of the student code of conduct system. This responsibility includes formulating and implementing policies and procedures, in cooperation with other appropriate University bodies, for the judicial consideration of conduct violations and the imposition of sanctions in an efficient, consistent, fair, legal, and educationally meaningful manner. The Division of Student Affairs may further delegate its responsibility to various judicial bodies and administrators. The Office of Student Affairs may delegate a five member alternate committee to conduct judicial hearings in the essence of time for hearings to be conducted expeditiously.

Charges

Any member of the College community may file charges with designated College official against any student for conduct of activities in violation of the Conduct Code. Either a security report or a personal letter is an appropriate means by referrals may be made. In every case, the report must contain the names(s) of the student(s) charged; nature and circumstances of the incident, including specific dates, times, and locations; and names(s) and address(es) of the person(s) filing the report.

THE PRE-HEARING PROCESS

Any student or group of students charged with violating the rules and regulations of the University and/or the Students' Code of Conduct shall have the right to due process. **Three principals are normally involved in a hearing: the person filing the complaint; the person charged in the complaint; and the hearing body (either the Vice President of Student Affairs or Designee).** The incident may be resolved at this level, in which case the hearing body will set out the resolution of the matter (in writing, if necessary), and the matter will be declared closed.

During this time, the parties involved will provide written statements and be read aloud the policy and consequences related to his/her issue or incident if necessary. **If the incident is not resolved in the preliminary hearing, it shall be referred to the Judiciary Committee for**

resolution. The Committee will be contacted for a date and time for the hearing to take place. At this time, the parties will be notified.

THE JUDICIARY HEARING COMMITTEE

The Judiciary Committee is made up of faculty/staff members and (2) students appointed according to the procedure governing standing committees. A quorum of five (5) members should be present to hear a case at all times.

The Vice President for Student Affairs and Student Conduct Coordinator will notify the party charged with the alleged violation(s); set a date, place, and time for the hearing. A hearing will be held within seven (3-5) calendar school days of the date the case is referred by the Vice President for Student Affairs. Parties charged will sign for letter of receipt of scheduled hearing.

The Vice President for Student Affairs also manages the University's Student Judiciary and Disciplinary Procedures and assures that Allen University students are treated fairly, respectfully, and provided due process in judicial matters by reviewing reports of student misconduct cases that require disciplinary action to ensure recommendations conform to university policies.

RESERVED POWERS

In all institutions involving the security of a large number of persons, key officials are empowered with emergency and/or reserved powers to act upon matters requiring immediate action. The Vice President of Student Affairs is such a person at Allen University. **When, in the opinion of the Vice President of Student Affairs, the welfare of the University will be adversely affected while awaiting the outcome of the judiciary or review process, he/she is empowered to resolve the matter in the most expeditious manner.** The Vice President of Student Affairs shall notify the Hearing Committee and other appropriate persons of the action taken.

The following is an outline of rights, responsibilities, and procedures to be used in ensuring fundamental fairness in disciplinary proceedings involving one or more students or student organizations accused of an infraction of the General Student Conduct Regulations.

- 1. Vice President of Student Affairs or designee shall be responsible for forwarding the written decision of the hearing authority to the accused student. The letter from the hearing authority shall consist of the following:**
 - A. Statement of charges;
 - B. Summary of the information presented at the hearing;
 - C. Findings of the hearing body and the rationale for the findings;
 - D. Any sanction(s) and the rationale for the sanction(s); and
 - E. Statement regarding the right to appeal and the procedures to be followed.

- 2. Prior to a hearing:**
 - A. Students should read the hearing proceedings located on the University Website.
 - B. Written notice of the time, place, and format of the hearing forwarded to the charged party/parties at least three University business days prior to the hearing,

unless the student(s) or student organization(s) waive(s) all or part of the notice period. The formal hearing will not be held less than three University business days from the date the original charge letter was issued, unless the charged party/parties waive(s) this limit.

3. During the hearing (original or appellate), the charged party/parties is/are entitled to:

- A. Appear in person, hear all testimony, present any relevant information, call witnesses, and ask questions of witnesses present at the hearing.
- B. Elect not to appear at the hearing, in which case, the hearing shall be conducted in the charged party's/parties' absence with recommendation made by committee.
- C. Refuse to answer any questions or make a statement. However, the hearing authority shall make its decision solely on the basis of information introduced at the hearing.
- D. Innocent until judged guilty only upon finding that, based upon the evidence introduced at the hearing, it is reasonably certain that the student(s) or student organization(s) committed the offense charged.
- E. Have a right to provide information to the Vice President for Student Affairs that may have causes defined as: personal bias, prior involvement, or inappropriate access to information concerning the incident. The removal of a Committee member for cause will be at the discretion of the remaining Committee members as determined by majority vote. The Vice President of Student Affairs or designee also has this right of challenge.
- F. Confidentiality. Members of the Hearing Committee, University staff, witnesses, advisors, and observers will hold all statements, information, or comments given during hearings in strictest confidence before, during, and after deliberation. Video, audio, stenographic, or photographic recording of hearing proceedings is prohibited, except as authorized by the Division of Student Affairs.

4. The following procedures will be adhered to for each hearing:

- A. The chairperson of the hearing board will exercise control over the hearing to avoid needless consumption of time through repetition of information and/or to prevent the harassment or intimidation of participants. Any member of the hearing board may require the board to go into private session to discuss, and then decide a matter by majority vote. The hearing can be recessed at any time by the chairperson. The chairperson shall insure that all procedures are appropriately followed.
- B. All hearings shall be conducted in an informal manner, and technical rules of evidence will not be applied. The taking of statements of witnesses may be done by discussion, though the testimony of each witness may be subject to question and rebuttal. Witnesses (except for the charged party or parties) shall be present during a hearing only during the time they are testifying. While written statements are admissible, the charged party/parties shall have the opportunity to question and rebut the testimony of the principle complaining party/parties, unless

extenuating circumstances preclude this option. **Note:** Neither Parents nor legal representation are allowed in the judiciary hearing at this level at this time.

- C. Vice President for Student Affairs is responsible for scheduling and coordinating the presentation of all cases.
- D. After all information has been presented and the charged party has made a final statement, the Hearing Committee shall meet in private to discuss the case, reach its decision, and, if appropriate, determine a sanction. Determination of guilt must be agreed upon by at least two thirds of those present and voting. If a decision of guilt is reached, information concerning any past disciplinary record of the student(s) or student organization(s) will be presented to the Hearing Committee in the presence of the charged student(s) or student organization(s), who may comment on the record. Vice President for Student Affairs for its consideration in determining an appropriate sanction will present this information to the Committee. The Vice President of Student Affairs or designee is not present when decisions of responsibility and sanctions are made.
- E. Vice President for Student Affairs will make a tape recording of all judiciary and appellate board hearings. The charged party/parties and advisor shall have the right, upon request, to listen to the recording in the presence of a staff member of the Division of Student Affairs.
- F. Tape recordings will be destroyed once the student has exhausted his or her appeal.
- G. The sanction imposed by committee or administrative functionary does not become effective until available appeals have been exhausted or rejected by the student within the specified time allowed for appeals, except when in the determination of the Vice President of Student Affairs, the student's presence on campus constitutes a clear and present danger to the student and/or others in the University community.
- H. Unlike proceedings of courts of law, University hearings do not require conclusive proof of "guilt beyond the shadow of a doubt." Instead, the preponderance of the evidence is sufficient for the hearing officer or committee to decide if a violation has occurred and to impose a sanction.

5. Hearing Procedures:

- A. The Chairperson will administer the oath to all members.**
- B. The Chairperson will introduce everyone (Hearing Body, Advisor, Counselor and accused). The hearing will be confined and closed to the General public.**
- C. The Chairperson will read or have the Counselor (if one has been appointed) read the alleged violations of Student Code of Conduct.**
- D. The Chairperson will ask the accused to present whether he/she has committed the alleged violation.**
- E. The Chairperson will have the Counselor present witness.**
- F. The Chairperson will ask the accused to present any evidence pertaining to the case and to present any witnesses.**
- G. The Committee members, Counselor, and accused may ask questions at any**

time. The Chairperson will moderate order of questions but will not restrict questions relevant to the issues of the case under consideration.

H. The Chairperson will invite any more comments from the Counselor and the accused.

I. The Committee excuses the accused and the Counselor from the room to await recall.

J. The Committee will discuss the case and decide if the accused is in violation of the alleged conduct, behavior, or activity. If found in violation, the committee will decide on the appropriate sanction(s) to recommend.

K. The accused and the Counselor are recalled and the Chairperson disclosed the findings of the Committee. The Chairperson also explains to the Student, if found in violation, the next steps in the appeal procedure.

NOTE: The accused and the Counselor are present for all open deliberations of the hearing body. Witnesses are present only for their testimony.

6. After the hearing:

A. Vice President for Student Affairs shall be responsible for forwarding the written decision of the hearing authority to the charged party/parties. The letter from the hearing authority shall consist of:

1. Statement of charges;
2. Findings of the hearing authority and the rationale for the findings;
3. Sanction(s) and the rationale for the sanction(s); and
4. Statement regarding the right to appeal and the appeal procedures.

B. Students or student organizations found guilty should have five University business days from the date the decision letter is sent to submit a written request for an appeal. If there is no appeal within this time limit, the Vice President of Student Affairs or designee shall implement the decision at this time, the student will be able to remain in the dorm upon receipt of decision letter.

C. The request for appeal shall be by memorandum addressed to the committee chair through the Vice President of Student Affairs or designee. The memo must state the reason(s) for believing the decision of the original hearing authority to be improper.

6. Student Arrests

Students and student organizations at Allen University are expected to abide by University regulations as well as local, state, and federal laws. While University regulations are not meant to duplicate general laws, there are some ways in which lawful interests of the University community coincide with the broader public interests or general laws. Students who are apprehended and charged by law enforcement agencies with a felony on or off-campus are required to inform the Vice President of Student Affairs of such matters. **Students or student organizations which commit offenses against local, state, or federal laws are subject to prosecution by those authorities and will be subject to University disciplinary action when their conduct violates University standards.**

PROCEDURES:

1. When the Division of Student Affairs is informed of the arrest of a student, a letter or verbal appeal will be sent to the student requiring that he or she meet the appropriate staff person to discuss his or her status with the criminal courts and his or her status as a student at the University immediately upon release.
2. When a student is arrested (whether on or off-campus) related to illegal drugs, weapons, assault/battery, armed robbery, or attempted murder the University will bring disciplinary charges if the student's behavior is also a violation of a University regulation or judged to be in opposition or contrary to the pursuit of the recognized mission of the University. Additionally, the violation will result in dismissal from the residence hall immediately, suspension or expulsion from the University. Other arrests at the discretion of the University will await the outcome of the criminal trial and then take the appropriate disciplinary action.
3. If disciplinary charges are brought against a student as the result of arrest or conviction, appropriate disciplinary procedures will be followed.
4. If a student is found guilty in a University judiciary hearing, the Division of Student Affairs shall maintain a record of the incident and the imposed sanction.
5. Resident students found guilty by criminal courts or University hearing authorities may be subject to action in regard to the termination of their housing contracts.

DISCIPLINARY PROCEEDINGS:

The focus of inquiry in disciplinary proceedings shall be the guilt or innocence of the accused party. The hearing authority shall exercise control over the hearing in order to elicit relevant information, avoid needless consumption of time, and prevent harassment or intimidation of witnesses. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the charged student, student organization, or the University is shown to have resulted.

The sanctions that can be imposed for violations of the Code of Conduct are as follows:

1. **Oral Reprimand** - A verbal warning intended to provide an opportunity to change behavior to be documented on the Student/Incident Reporting Form.
2. **Letter of Reprimand** - A written statement of the behavior on record that may be used as evidence in case of further infractions to be documented on the Student/Incident Reporting Form.

3. **Counseling Referral Sanction** – A recommendation may be made for a student(s) to participate in counseling sessions on campus and/or off-campus issued by the Judiciary Committee. The number of sessions will be determined by the Judicial Hearing Committee. Proof of attendance must be provided. Failure to comply with sanction could result in dismissal from the residence hall or dismissal from the University.
4. **Disciplinary Probation** – Status of student is declared probationary for a specific period of time. Students who have been placed on disciplinary probation are ineligible to hold an official campus elected position, or to represent Allen University in any capacity during the period of their probation. Violations of the terms of disciplinary probation, or any violation of the Student Code of Conduct during the period of their probation, will result in suspension or expulsion from the University.
5. **Fine** - The amount is not to be less than \$50. The amount shall include replacement costs above \$50.
6. **Restriction** - The exclusion of the student from enjoying or participating in specified privileged and/or extracurricular activities for a given period of time.
7. **Restitution** - The reimbursement for damage to or misappropriation of property. Restitution may take the form of appropriate service or other compensation and may be assessed in addition to other penalties.
8. **Suspension** - The temporary severance of the student from the University for a specified period of time. The suspended student automatically receives the grade of “W” in each class, and he/she is banned from the campus and its facilities unless a University official for a specific reason grants written permission. A suspended student may not participate in any activities sponsored by the University or recognized student organization during his/her suspension.
9. **Expulsion** - The permanent severance of the student from the University.
10. **Conditions** - Limitations upon a student’s behavior and/or University privileges for a period of time, or an active obligation to complete a specified activity. This sanction may include, for example, denial of the right to represent the University in any way, denial of housing or parking privileges, required attendance at a workshop, participation in community service, etc.
11. **Community reparations** – Assigned to perform Community Service as provision of your disciplinary actions for violation.

Summary Suspension - Summary suspension is an action, which requires that a student immediately leave University property, and not to return during the suspension period, and/or comply with other stated conditions for a specified period. Suspension may be imposed upon a student by the Vice President of Student Affairs or designee when there is reason to believe, based on available facts, that the student represents an immediate threat to the safety, health, or welfare of himself, /herself, other persons, or property. This summary action is warranted by potential or threatened danger or disruption but is indicated only when the serious nature or immediacy of the threat makes it impractical to follow normal disciplinary procedures. Summary actions authorized by this policy include:

- A. **Temporary suspension** of a student's eligibility for enrollment or attendance, as well as denial of the student's access to University facilities or property. A student may be summarily suspended for a specified period of time, or the suspension may be scheduled contingent upon certain events or conditions.

When a student is summarily suspended, he/she is given a copy of this policy and notice explaining the reason for and duration of the suspension, as well as any conditions that may apply. A student notified of such summary action shall, upon written request, be given an opportunity to meet with the Vice President of Student Affairs or designee **within five business days of the date of request**. This meeting shall be held to consider only the following issues related to the summary action:

The reliability of information alleging a student's misconduct; and
Whether the conduct or surrounding circumstances reasonably indicate that the student's presence on campus or continued unrestricted participation in campus affairs would pose an immediate threat to the safety, health, or welfare of persons or property.

NOTES: It is not the purpose of the meeting to hear evidence concerning guilt or innocence of pending or possible charges against the student.

Any student suspended or expelled for disciplinary reasons must vacate University property within the time frame articulated by University authorities, not to exceed forty-eight hours of being presented with the notice of suspension in person or by certified mail, and may not return to campus or University property during the term of suspension without the prior written permission of the Vice President for Student Affairs or designee.

- A. Temporary suspension or limitation of a student's eligibility to enjoy certain privileges or participate in or attend certain events (or certain kinds of events), without the suspension of enrollment status. This summary action may prohibit a student's presence on University property or certain facilities, or impose conditions that must be met in order for that student to enjoy certain privileges, participate in activities, or attend events.

Following the imposition of summary suspension, standard University disciplinary procedures shall be provided as expeditiously as possible. Unless circumstances render the implementation of standard disciplinary procedures impossible or unreasonably difficult, these procedures shall be initiated within five University business days from the effective date of the summary action. Any student who is summarily suspended and returns to the campus or University property and/or violates other stated conditions during the specified period shall be subject to further separate action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g. to take an exam, to consult with the Vice President of Student Affairs or designee, or to participate in disciplinary procedures) must be requested and obtained in writing or by telephone prior to any conduct contrary to the suspension or conditions, and may be granted by the Vice President of Student Affairs or designee.

APPEALS

- A. Any student may appeal a non-academic sanction to the appropriate University official.**
 - 1. An appeal shall be limited to a review of the proceedings before the University adjudicatory body and any evidence which first became available after the adjudicatory proceedings; and**
 - 2. An appeal shall not result in a more severe sanction.**
 - 3. The imposition of sanctions may be stayed pending appeal depending on the circumstances surrounding the case.**
- B. Appeals are not automatic; the judicial body or University official appealed to will review the request for appeal on the three criteria listed below and may appeal, or deny it, thus affirming the decision made by the original body or official. An appeal of sanctions for non-academic cases may be made whenever:**
 - 1. The original hearing was not conducted in conformity with established procedure.**
 - 2. There is now evidence or fact not brought out in the offense committed.**

APPEAL PROCEDURES

In the event the charged student disagrees with a finding of guilt or sanction of any original hearing, the charged student may request an appeal in writing to the Vice President of Student Affairs or Designee within five University business days from the date the decision is issued. In case of an appeal, original sanctions (except summary suspension) are normally put into effect only after the Judicial Appeals Committee makes a decision. The request for appeal will be by memorandum, addressed to the Vice President of Student Affairs, and shall state the reason(s) for believing the decision of the original hearing authority to be improper.

The following procedures are to be followed in the filing of an appeal to the judicial appeal committee:

- The student shall receive written notice through the Office of Student Affairs as to the date, time, and place of the appeal hearing at least three University business days prior to the hearing, unless the student waives all or part of the notice period.
- Each party in a case may submit written statements to the Student Affairs office before the appeal hearing.

- At the hearing, each party may make statements, based on the record, to the Judiciary Committee.
- The confidential appeal hearing will be closed, unless otherwise requested by the charged party/parties at least three University business days before the hearing. The hearing authority may grant a request by the charged party/parties for additional observers from the University community only if the presence of observers is felt to significantly add to the conduct of a fair and orderly hearing.
- If the Judiciary Committee determines that new information is available that was not available at the time of the original hearing, the case may be remanded to the original hearing authority.

The Judiciary Committee shall consider the statement of appeal from the student and the response from the University and may review the tape recording of the original hearing relevant to the grounds for appeal. Within three - five business days of the hearing, the Committee shall:

- A. Affirm the original decision, unless it finds that:
 - The finding of guilt was not supported by reliable and substantial evidence presented at the original hearing;
 - A procedural error was committed which prejudiced the outcome of the hearing; or
 - The original hearing authority misinterpreted the rule or regulation under which the student was charged to the prejudice of that student.
- B. Affirm the decision and modify the sanction if it is unreasonably harsh or disproportionate to the offense charged;
- C. Reverse the decision of the original hearing authority and remand the case for a re-hearing; or
- D. Dismiss the charges.

The decision of the Judiciary Committee shall be sent to the Vice President of Student Affairs or designee, who shall notify the student and proceed to implement the decision. If, after receiving the initial hearing decision from the Judiciary Committee, the student wishes to file an appeal, he or she may do so, in writing within twenty-four hours, to the Vice President of Student Affairs. The Vice President of Student Affairs shall determine whether or not there are grounds to grant an appeal hearing and notify the student of the decision within forty-eight hours after receipt of the appeal notice from the student. If an appeal conference is granted, the notice shall indicate the time and place of such conference.

In general, a student is entitled to appeal only once. If a student's request for an appeal is denied, the student is not entitled to any further appeal of the decision in his or her case. Only in very unusual circumstances, and then only upon the determination of the Vice President of Student Affairs, will a student be entitled to request a second appeal of the decision in his or her case. The sanction imposed by a judicial committee or functionary does not become effective until all available appeals have been exhausted or rejected by the student within the time periods designated for appeals, except when in the determination of the Vice President of Student Affairs

the student's continued presence on the campus constitutes a clear and present danger to the student and/or others in the University community. Persons who are not directly involved in an appellate review of a decision or in the enforcement of a sanction shall not have access to the record or results of a hearing without a legitimate educational need to know and the authorization of the charged party/parties.

It is noted that in instances where a student fails to comply with the sanctions imposed by a judiciary body or functionary, **additional and more severe sanctions will be imposed without the benefit of a hearing**, and the student will not be entitled to an appeal of the decision to impose additional sanctions. Further, a student may not appeal on the basis of not having received proper notice, unless he/she notifies the hearing officer or panel prior to the beginning of the hearing that sufficient notice was not received, and, in the judgment of the hearing officer or panel, there is reason to believe that proper notice may not have been given.

Note: The decision of the University is final in cases involving expulsion from the University. In cases involving expulsion, the President is not obligated to confer with the student but may choose to review only the written information in making and providing a final decision.

NOTE: Students who fail to pick up mail from the residence hall director, who fail to pick up correspondence as otherwise instructed, or who, due to negligence on their own part, fail to receive proper notice, may not use "insufficient notice" as the basis for an appeal.

The Student/Faculty Judiciary Committee is the final appeal body.

ACADEMIC SKILLS AND TUTORIAL CENTER

To ensure that all Allen University students are provided every opportunity for academic success, the Academic Skills Center is designed to facilitate monitoring and support to Allen University students. The Academic Skills Center consists of the Academic Probation Management Program, Campus Tutorial Centers, and the Reading and Writing Center.

- The official academic probation letters may be sent directly to the student from the Office of the Registrar, Division of Academic Affairs or from the Coordinator.
- The Registrar may provide verification of all students on academic probation, the student's GPA, and the student's mailing information with the Coordinator.
- An explanation and/or revision of the Academic Probation/Suspension/Dismissal as stated below should be provided:

ACADEMIC PROBATION

Students whose Cumulative Quality GPA falls below the minimum allowed for the hours earned (See Satisfactory Academic Progress GPA Scale) and are performing below the level of competence required by the University for graduation may be placed on Academic Probation for a period of one year. Students on Academic Probation may register for no more than 13 hours per semester and may participate only in academic and academic-related activities.

ACADEMIC SUSPENSION

After three consecutive semesters of failure to achieve the minimum grade point average, the student will be suspended. A student suspended for academic reasons cannot reenroll at the College for one full semester; however, he/she may seek approval from the Academic Dean to attend summer school in order to improve his/her cumulative grade point average. The student must present written confirmation of the Academic Dean's approval before he/she will be permitted to register for the summer session.

Academic Progress GPA Scale

<u>Cumulative Honors Attempted</u>	<u>Cumulative Grade Point Ratio</u>	<u>Cumulative Hours Earned</u>
0-29	1.60	.7 X Attempted Hrs.
30-59	1.70	.7 X Attempted Hrs.
60-89	2.00	.7 X Attempted Hrs.
90-120	2.00	.7 X Attempted Hrs.

A student who is placed on probation may:

- Be limited to a course load of not more than 13 semester hours;
- Attend all classes;
- Be unable to hold any office in any campus student organization or to represent the University in any official capacity; and
- Be ineligible for initiation into any fraternity or sorority.

Special Note: A student *must* be admitted or currently enrolled and registered for classes as a full-time student carrying 12 hours to be eligible for University housing. If a student falls below 12 hours after the official drop and add period, students *must* find alternative housing.

Career Planning and Placement Services

Career information, available from the freshman year through the senior year, is provided to keep students abreast of current job trends, help students make effective vocational choices, and assist students with planning their academic program in order to meet the requirements of their chosen career(s). Additionally, academic counseling and advising services are available to all students through their chosen academic departments. Each student must register with the career placement representative.

Career Planning and Placement Services provides workshops and forums on professional development sessions to assist with internships, employment opportunities, graduate and/or professional school opportunities and other career-related activities.

Chaplaincy Services

The Office of Chaplaincy Services is designed to cultivate the spiritual development of students, faculty and staff.

Cultural, Academic and Religious Series (C.A.R.S.)

The Cultural, Academic and Religious Series (C.A.R.S.) shall be held every Tuesday from 11:00 a.m. until 11:50 a.m. The series is *mandatory for all students, faculty and staff* at Allen University for fellowship and spiritual, political, intellectual awareness and engagement.

NEW STUDENT ORIENTATION at Allen University is designed to embrace students the moment they enter our hallowed halls. As a conduit for the University's Quality Enhancement Plan (QEP), Freshman Orientation involves the Writing Institute, a two week long intensive writing course. Additionally, an Allen University student will experience intensive reading and math courses to fortify their academic strengths and challenge students to excel academically. Further, Freshman Orientation will be inundated with academically stimulating career enhancing information and activities that set them on the path to graduation and to successful careers in the employment market or for graduate or professional studies. Ultimately, Freshman Orientation serves as the gateway for students as they transition from pre-secondary experiences into a rigorous, collegiate environment and sets the tone for their matriculation as Allen University students. Experiences will also engage students in service learning projects that will ultimately enhance the overall development of the total student.

1st and 2nd YEAR EXPERIENCE PROGRAMS

Allen University's 1st and 2nd Year experience program is designed to provide the student with an opportunity to demonstrate empathy, cultural sensitivity, and civic responsibility by participating in a two year enrichment plan focusing on personal and professional development, internships, career employment, and graduate and professional studies. Through the 1st and 2nd Year Experience Programs, students are challenged to understand and given an opportunity to demonstrate the University's core values, selected principles that govern our behavior and operation as an organized body: Integrity, Accountability, Respect, Excellence, and Faith. Through the rigors of the 1st and 2nd Year Experience Programs at Allen University, students are guided by professional staff and caring faculty members in an academic campus environment centered in the belief that Allen University students are "Empowered for Greatness".

STUDENT HEALTH SERVICES

Allen University supports a healthy lifestyle among its students, and believes in the development of health maintenance values that will extend to the future workplace.

Responsibilities

1. Prepare and submit data as requested or deemed necessary by the chief administrative Officer or for external agencies for purposes of accountability, information, internal management analysis, and satisfying external agency requirements.
2. To work with appropriate campus personnel in providing and promoting activities and programs that promote healthy, safety, and wellness issues.
3. Monitors university-wide activities to assure compliance with university policy and procedures.

4. Monitors compliance to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

Policy

For students registered in credit courses, the University provides accident insurance in a designated amount for injuries sustained while participating in University sponsored activities. The activity must take place on University premises or on any premises designated by the University. Students are also covered while traveling to and from University sponsored activities as a member of a group under University supervision. It is the student's responsibility to report injuries or accidents on campus promptly to the instructor or to the Division of Student Affairs so that proper medical treatment can be administered. If University officials deem necessary emergency medical technicians may be requested. If a student has a seizure or blackout while on campus, emergency medical personnel staff will be notified. The University does not provide on-campus medical or mental health treatment. Medical and mental health services are available at the local hospitals and clinics.

When a medical examination is required for admission or continuation in a program or activity, a satisfactory medical examination report from a licensed physician must be filed with the director of Health Services or designee. **The cost of the examination is the student's responsibility.**

Health and Accident Insurance

All students enrolled at Allen University are encouraged to participate in the University's insurance plan for each student's protection. In as much as the institution provides this service, Allen University cannot be held liable for injuries/illnesses that occur while students are enrolled. Students may also want to secure outside insurance for additional adequate health coverage

Please visit the website for this University's school insurance coverage/plan at www.uhcsr.com by using the NAFEO code. International students are required to carry the appropriate insurance coverage.

Emergencies

In case of emergency, efforts will be made to contact the emergency contact person listed on the student's course reservation form. If a student is a minor, effort will be made to consult the parents or guardians of minors to facilitate prompt medical treatment.

The University will take the necessary steps to intervene in a medical emergency while a student is on campus. A witness of the incident or the student must complete an incident report form, which is filed with the University's insurance company and with the appropriate campus office.

Persons who know or who have reason to believe that they are infected with a communicable Disease has an ethical and legal obligation to conduct them in accordance with such knowledge in order to protect themselves and others. Students who have communicable diseases, whether symptomatic or not, will be allowed regular classroom attendance in an unrestrictive manner as long as they are physically able to attend classes, college activities and do not pose a proven threat for transmission of the disease or condition. The University reserves the right to require a

medical or psychological examination of any student whose medical condition poses a potential threat to others. The chief administrative officer or designee will review the medical record report and may deny permission for a student to participate in a program, course, or activity.

Communicable Diseases

Communicable diseases shall be defined as an illness due to a specific infectious agent or its toxic products which arises through transmission of that agent or its products from an infected person, animal, or inanimate reservoir to a susceptible host, either directly or indirectly through an intermediate plant or animal host, vector, or the inanimate environment (410 Indiana Administrative Code 1-2.1)

Communicable and infectious diseases shall include, but is not limited to:

- Influenza
- Tuberculosis
- Conjunctivitis
- Infectious Mononucleosis
- Acquired Immune Deficiency Syndrome (AIDS) and
- AIDS related complex (ARC)
- Positive HIV antibody status
- Meningitis
- Sexually Transmitted Diseases
- Diphtheria
- Pertussis (whooping cough)
- Tetanus
- Measles
- Rubella
- Poliomyelitis

Health Risks

Abuse of alcohol and use of drugs are harmful to one's physical, mental and social well-being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drugs users can lose resistance to disease and destroy their health. Tolerance and psychological dependence can develop after sustained use of drugs.

The major categories of drugs are listed below and include the significant health risks of each.

- Amphetamines – Physical dependency, heart problems, infections, malnutrition and death may result from continued high doses of amphetamines.
- Narcotics – Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death.
- Depressants – These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions and accidental overdoses.

- Hallucinogens – These may cause psychosis, convulsions, coma and psychological dependency.

Many community agencies and area hospitals are available to assist students seeking alcohol and drug counseling and treatment. Please contact the Counseling Services or Health Services for a listing of agencies or hospitals in your community.

The University will provide an on-going program for drug and alcohol-free awareness.

Smoking Policy

Allen University is a smoke-free environment. Smoking is prohibited for all employees and students. Smoking by guests is not permitted in buildings and vehicles.

The mission of the Office of Health Services is to assist students in developing a healthier attitude and environment by distributing essential health information and making necessary referrals to the appropriate health care professionals.

Educational pamphlets, videos, periodicals, and books are available for students' use. Periodically, the Office of Health Services sponsors seminars and workshops dealing with health issues that may be of interest to students.

In as much as supplies, equipment, and health care professionals are limited, the Office of Health Services is not to be viewed as a health care facility. Students who are suffering from illnesses that require medical attention are urged to seek the assistance of this Office for referrals. If a student happens to be in a life-threatening situation (stopped or slowed breathing and/or heart rate; seizure; profuse bleeding; unconsciousness; etc.), the best course of action is to contact emergency services immediately.

Notification of Parents

The Vice President for Student Affairs at Allen University (or other school official designated by the Vice President) is responsible for notifying the student's parent(s) or guardian(s) in the event of a serious injury/illness. In cases where the student is hospitalized, the attending physician and/or appropriate hospital personnel is responsible for notifying the proper person(s) concerning the student's condition.

Prescriptions

The school insurance offers limited payment for prescription drugs. It does not pay the cost for over-the-counter (non-prescription) drugs or drugs which exceed the specified monetary limit as stated in the policy.

University Alcohol and Drug-Free Policy

The University is committed to maintaining a drug-free teaching and learning environment and to be in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

Definition

Substances referred to under this policy include all illegal drugs, alcoholic beverages and misused legal drugs (both prescription and over-the-counter). Illegal drugs refer to the illegal manufacture, distribution, dispensation, possession or use of controlled substances listed under South Carolina law. Students are to attend classes, labs and University activities unhindered by the substances defined above.

The University prohibits the unlawful manufacture, distribution dispensation, possession, and use of controlled substances. The use of alcohol by students on University property is prohibited. The unlawful use or abuse of alcohol as a part of any University activity is also prohibited. Any student of the University found to be using alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on University property or at University events shall be subject to disciplinary action in accordance with applicable policies of the University. **Students who violate this policy will be subject to sanctions that may include fines, suspension or dismissal from the University.**

Legal Sanctions

Students are reminded that illegal possession of or use of drugs or alcohol may also subject individuals to criminal prosecution. The university will refer violations of prescribed conduct to appropriate authorities for prosecution. The amount of the fines and the length of the imprisonment may vary according to the type and amount of the substance involved the offender's past record for such offenses, and a variety of other factors. One particularly relevant factor is that the legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to a person under twenty-one years of age or within one thousand feet of the property of a post-secondary institution.

Counseling Services Philosophy

Counseling Services at Allen University are based on the philosophy that students' personal/emotional development is an integral and important part of a liberal arts education. It is often the personal/emotional motivation that drives students to make substantive contributions to their communities.

Purpose

The Counseling Center is charged with meeting the needs of the students when their emotional difficulties interfere with their academic progress. The Center staff is available to consult with faculty and staff at the university regarding students' psychological and cognitive development. In addition, information and referral services are available as part of the Center's outreach function.

Goals:

1. To provide a support system to help students overcome obstacles interfering with their academic progress.
2. To assist students in coping with crises or other immediate needs in their lives.
3. To assist students in developing goals and clarifying values as they may relate to life planning.
4. To consult with faculty who are assisting students with emotional difficulties.
5. To participate in preventative programs concerning the health and safety of students, e.g., rape crises, stress management.

6. To provide access for referral source to community agencies when needed.
7. To consult with other mental health professionals concerning the emotional well being of AU students.
8. To provide short-term counseling services to students with emotional or psychological problems.
9. To assist students in making adjustment to college.
10. To provide needs assessment.
11. To promote and explain counseling services to students.

COUNSELING CENTER SERVICES

Currently enrolled students at Allen University are eligible to receive counseling services. AU students can make appointments by phone or in person during regular Counseling Center hours (8:00 am-5:00 pm). Students are responsible for making their own appointments. In the case where a student needs extra encouragement to come in, faculty, staff or parents may call or come with the student to make the appointment. Attending counseling sessions is voluntary. Students referred by faculty and staff will be called concerning the referral. The Counselor determines whether or not a student needs to continue in counseling after the four sessions. If it is necessary for a student to continue in counseling beyond the fourth session he/she should discuss the reasons for this decision with the director of counseling. The Counselor should discuss the reasons for continued counseling sessions and decide if the student should be referred to community agencies if the student wants to continue Counseling Services.

Before the Session - Prior to beginning the Intake the Counselor should have the student to complete Counseling Services intake form. The counselor will review the intake form to determine if there are any symptoms involving any kind of safety issue for the student or others. The Counselor is informally doing this in order to know if the session is a regular intake session or has some form of crisis nature. This information may also alert the Counselor on special issues which need to be addressed in the Intake Session. If there are any kind of imminent issues concerning safety the Counselor will begin an intake session and be prepared to turn it into a crisis evaluation session.

Intake Procedure - is usually an hour session to ascertain the needs of the student and find out what type of services the student will want and need. During the intake session the Counselor will explain the following:

1. Process of intake and scheduling the student.
2. Counseling has a short-term focus unless there are reasons to continue the counseling process.
3. Limits of confidentiality.
4. Importance of keeping the appointment.
5. Possibility of referral into the community agency.

There is a Client Intake Form (CIF), which the Counselor will informally follow to assess the client's situation, what services the client needs and how great is their need for immediate services. The Counselor will write up notes taken during an intake session and it should be signed, dated, and put in the student file.

Individual Counseling- is one-on-one discussion for the purpose of providing support, assisting the student in coping with life stressors and learning to change their behavior and feelings. Written notes taken during an individual counseling session should be signed, dated, and put in the student's folder. Case notes should be kept using the SOAP format on all individual counseling sessions.

Group Counseling - is based on the belief that individuals with similar difficulties can share concerns and be supportive of each other; this support often facilitates change. Records of attendance are kept at each group session; the counselor keeps group case notes. A student who does not attend group for two sessions in a row without notifying the counselor will automatically be dropped from the group. Both the attendance records and the group case notes are kept in the Counseling files.

Behavioral Assessment - is a process of helping students to identify addictive problems, and assessing these in order to recommend additional counseling, education or a referral to other professional sources in the community.

Consultation - is a process of discussing situations with parents, an administrator, faculty and staff that may identify specific problems with students and call the Counseling Center asking for ideas on how to handle a particular situation. Counselors are free to consult and discuss openly with the parents, faculty and/or staff about their concerns provided the student being discussed is not or has not been a client in the center. The consultation should remain general and would not include specific recommendations, as the Counselors will have no direct knowledge of the student.

Referral - is a process of giving a student other options for treatment. These options could include long-term counseling with a professional outside the Allen University Counseling Center staff. The Counselor should give each student at least three names of possible referral sources. These referrals should be documented in a student files. If a student does not have a file, the Counselor should open a file and document the referral.

Assessment - is a process of using formal or informal assessment instruments to gather information about a student.

Educational Workshops- The workshops focus on a variety of life management issues, lifestyle choices and foster awareness of mental health issues. Workshops are conducted monthly during the academic school year.

Ethical Standards and Confidentiality of Counseling Services

The Counseling Center subscribes to the ethical standards of the American Psychological Association (APA), the American Counseling Association (ACA) and the National Association of Social Workers. Specifically, this means that all personal issues that are discussed in a counseling session are confidential, except in those unusual circumstances in which not to do so would result in clear danger to the person or to others. A Counselor may discuss a difficult case with other Counseling Center Counselors, a Consulting Psychiatrist or the Health Center Director if they need feedback on how to help a client. That permission to consult is included in

the Mandatory Disclosure form.

Before a client enters a counseling relationship, he/she is required by law to sign a Mandatory Disclosure which contains information concerning the limits of confidentiality, and the client's right to a second opinion. No information, including whether the student has made or kept an appointment, is routinely released to anyone without the student's permission. If a referral is received from a faculty or staff member, the Counselor may discuss with the client whether the referring person should know of the visit. Information requested from the Counseling Center regarding any student will be provided with the written permission of the student. In cases where a student is unable to provide written permission (for example, student is in hospital) verbal permission to contact a professor, or parent may be taken on the phone; that must be documented in the case notes under "Confidentiality Release". If a student requests that a Counselor contact his/her parents, faculty or self by e-mail, he/she needs to be informed verbally or in writing that e-mail is not a totally secure and confidential means of communication. Copies of all emails concerning client confidentiality should be pasted in the student/s file.

Confidentiality of Records

The Counseling Center maintains records of all students' contacts and student consultations in a personal file in a locked file cabinet in the counseling area. All records remain confidential and cannot be released to anyone without written permission from the client.

Responsibilities of Records Keeping

1. The counselor enters the informational data on the student obtained from the Counseling Intake Form.
2. The Counselor is responsible to enter a record of all counseling contacts and consultations in the student folder.

Maintaining Records

All counseling records in the Allen University Counseling Center are maintained intact for at least five years after the completion of planned services or after the date of last contact with the user of services, whichever is first.

Suicide Threat Response Policy

When suicidal or potentially suicidal students seek help directly from that office. The general requirement that counselors keep information confidential does not apply when disclosure is required to prevent clear and imminent danger to the client or others or when legal requirements demand that confidential information be revealed. Counselors consult with the Director of Counseling when in doubt as to the validity of an exception.

Counseling Staff will also provide consulting services to University personnel upon request to assist staff in working with students on issues related to suicide. University faculty and/or staff members who are concerned about questions relating to suicide may call the counseling office at any time.

REPORTING: Because suicidal attempts may result in death, the early identification of persons

at risk for suicide is essential. Help should be sought when individuals are talking about suicide or have taken any actions that could be construed as leading to a possible suicide attempt. To make a report, please contact the Counseling Services Office at 803.255.4746 immediately.

POST-EVENT PROCEDURES: Once a suicide or attempted suicide has been reported, the following procedures will be followed by faculty or staff members:

- Once the immediate emergency has past, contact the Director of Counseling at 803.255.4796 for assistance in notifying instructors, advisers, conducting other necessary University business. The following services may be offered as needed:
 - academic schedule adjustments
 - university withdrawal
 - notice to faculty and advisors concerning class absences
 - other appropriate University services/personnel

Once an individual has been identified as at risk for suicide, the individual is expected to cooperate with University personnel in taking any necessary measures to reduce the likelihood that a suicide attempt will be made. The student may be required to enter into a behavioral contract with University Counseling Center personnel to establish conditions under which that student may continue enrollment at Allen University.

Involuntary Psychiatric Withdrawal: In very rare instances, when all other measures prove ineffective, the University may invoke the policy on Involuntary Psychiatric Withdrawal Notification of Parents: EMERGENCY EXCEPTION TO CONFIDENTIALITY: Suicidal situations are highly individual. The primary goal of this policy is for the student's safety. To achieve this, appropriate family members will be contacted as necessary, under the direction of the Vice President of Student Affairs, to promote the safety of the student and others whose health, life, or safety may be endangered. The Family Education Rights and Privacy Act (FERPA, 34 CFR 99.36) provides for the release of normally protected student data when it is believed that the student represents a health or safety risk to self or others.

SPECIAL NEEDS SERVICES

The purpose of Special Needs Services at Allen University is to provide opportunities for equal access in university programs, services, and activities. Student Affairs and Student Development Services share the responsibility for facilitating the program, planning, management, and evaluation of Special Needs Services.

Process

The Office of Special Needs Services process includes the following:

1. Identifying and initiating action strategies for qualified students with disabilities who request accommodations.
2. Identifying and maintaining an active community resource referral system.
3. Assisting in the delivery of quality educational experiences for students with disabilities.

4. Complying with federal regulations in regards to students with disabilities.
5. Complying with Americans with Disabilities Act and Section 504 of the Rehabilitation Act (refer to section 3A.SSm Compliance).
6. Recording information regarding students with disabilities in their student information file.

Policy

The University's policy is to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability shall, solely by reason of that disability, be denied access to or participation in the services, programs, and activities of the University.

The policy of the University ensures that qualified students who have disabilities shall be given academic accommodations to ensure access to the University's overall educational program. The University accommodates students with disabilities on an individual basis. Individual students receive reasonable and effective accommodations based on specific information and assessment data documented by a qualified professional.

To receive appropriate and timely accommodations, students are responsible for requesting accommodations and documenting the nature and extent of this disability in accordance with University procedures, at least one month before the start of the semester.

Identifying the Need for Accommodations

Students who do not request accommodations do not need to disclose their disabilities. Students with disabilities who request accommodations are responsible for making these needs known to the Office of Special Needs Services in a timely fashion, and for providing appropriate documentation and evaluation in applicable cases. The Coordinator has the authority to decide whether accommodations will be granted in individual cases. Information about disabilities in students' records is treated as confidential under applicable laws, and is provided to individuals with the written expressed consent of the student or in such cases by law that the professional service entities and authorities are granted lawful access. Faculty members are advised that information regarding a disability is confidential.

In some cases where only minor accommodations are required (such as requesting to sit in the front row because of a visual or hearing impairment), the student should feel free to simply request this of the faculty member. If requests are not responded to adequately, the student should make the request known to the Office of Special Needs Services.

How to Obtain Services

Students will make an appointment to meet with the counselor.

The counselor will work with the student to:

- **Review records and documentation:**

The student is responsible for providing current documentation of their disability and the need for accommodations. All documentation must be on letterhead from medical personnel.

- **The following information should be documented and completed within the last three years:**

1. Administered by one of the following:

Licensed psychologist or neuropsychologist

Licensed school psychologist

Psychiatrist

School psychologist I, II, III, (administered while student was enrolled in the school district where school psychologist was practicing)

2. Physical Disability

Diagnosis and date of diagnosis by medical doctor.

Dates of treatment and treatment provided, or appropriate reports

The functional impact of the disability in an educational setting

The evaluator's signature and credentials

3. Review total needs of the student:

Reasonable and appropriate accommodations specific to individual needs based on the psycho educational assessment or medical documentation.

4. Arrange accommodation

Upon student request we communicate with instructors to heighten their awareness of individual student needs and to seek appropriate accommodations.

We provide counseling services to students as needed and provide students with tutorial assistance.

Accommodations

The University will provide effective and reasonable accommodations in a timely manner to ensure access to the University's services, programs, and activities. These accommodations may include, but not limited to the use of students' personal tape recorders during lectures, enhancements of text, adaptive equipment, note takers, and additional time to complete assignments. Modifications of examinations may also be permitted to overcome limitations of perception of expression imposed by the disability; for example, the duration of examinations may be increased to allow students with neuromuscular problems to write out answers. The purpose of these modifications is to provide access for qualified students with a disability to participate equally and fairly with other students, not to change the criteria by which the academic performance of students is measured. Accommodations will not be provided if they fundamentally alter the nature of the program or if they would be unduly burdensome either financially or administratively. The University is not equipped at this time to provide services to the blind, wheel chair bound and mentally educable persons. Students requesting accommodations should identify their needs as early as possible to the Office of Special Needs Services.

Verification of Disabilities

A student with a disability must provide professional verification. Sources of documentation will include Vocational Rehabilitation Services (VRS), state or federal governmental agencies, licensed physicians and psychologists, secondary educational institutions, or other sources deemed appropriate by Disability Support Services. The type of documentation will depend upon the nature of the disability. The student shall provide the necessary documentation to the Office of Special Needs Services.

Grievance Procedures for Denial of Accommodations

The University encourages students to resolve their complaints informally. The informal grievance procedures are designed to accomplish a quick resolution that is most expeditious and effective.

Whenever the informal process does not result in satisfactory resolution, the University formal grievance procedure is also available.

Informal Grievance Procedure

The student shall initiate the informal process with the student working one-on-one with the Coordinator and must be started within thirty (30) calendar days of the denial of the request. A conference with the student will be scheduled as soon as possible and within 5 working days (Monday-Friday) of notice of the student grievance. The intent of these conferences is to ensure an early discussion of the issue, that the issue has been raised in a timely fashion, and that a mutually acceptable resolution can be reached.

A student who feels that the conference would be futile because of that person's involvement or the concern cannot be resolved, should bring the disagreement in writing to the Coordinator. The conference will be held within 5 working days of notice of the disagreement. Such conferences are to be conducted in proper sequence of supervisors. If the disagreement is not resolved with the Office of Special Needs Services, the student may elect to request a conference with the department head, or the Vice President of Student Affairs and/or Designee.

Formal Grievance Procedure

If a student is not satisfied with the results of the informal process, the student may proceed with the formal grievance as described below.

Students and applicants may appeal decisions regarding their requested accommodations, or qualifications as disabled persons. If the decision is not resolved to the student's satisfaction through the informal procedure, the student shall reduce the grievance to writing. The formal grievance must:

- Clearly state the facts giving rise to the disagreement
- Describe the efforts to informally resolve the disagreement
- State the remedy sought by the grievant
- Be signed and dated

Students must file grievances within a reasonable period of time, not to exceed thirty (30) calendar days, after the informal grievance process has been exhausted. Students must file a grievance within (30) days of the end of the term in which the incident occurred.

Original copies of the formal written grievance document shall be filed with the Office of Student Affairs. The Vice President of Student Affairs shall assign a three member Accommodations Review Committee to review and hear the grievance. Replies to the grievance will be provided within 45 working days, with the goal of providing an equitable decision for all involved. In individual cases, time for response to appeals may be extended upon written agreement of the parties. The decision of the Committee will be final.

STUDENT ACTIVITIES AND CAMPUS ORGANIZATIONS

The Office of Student Activities and Campus Organizations at Allen University are responsible for oversight, design, and leadership of all student activities and campus organizations at Allen University, including but not limited to:

- Student facilities, Greek-lettered and social fraternities and sororities, honors associations, departmental clubs, and others.
- Reporting directly to the Vice President of Student Affairs, the Director of the Office of Student Activities and Campus Organizations must provide the leadership to enhance the academic success of Allen University students by providing student leadership development opportunities through exceptional academically-based campus programming, impacting student leadership activities, and professionally cultivated student organizations.
- Student Activities and Facilities Coordination
- Student Government Association
- Allen University Student Ambassadors
- Campus Organizations
- Pan-Hellenic and Inter-fraternal Councils

STUDENT ACTIVITIES

A Resource for Creativity, Leadership and Inspiration

The Office of Student Activities creates opportunities that inspire students to become active members of the campus and community. Working in collaboration with faculty, staff and students, this office offers a variety of educational, cultural, social and recreational programming that fosters student learning and development. The staff assists student organizations on campus in the planning and scheduling of events to assure adherence to the University's policies, which includes the safety and welfare of participants. The registration, chartering and scheduling of events are performed through this office. Therefore, membership is normally restricted to Allen University students, who are encouraged to take leadership roles and explore their interests.

Why Participate?

When a student complements quality extracurricular activities with academics, the student strengthens time management skills, grows personally in relations with others and cultivates leadership skills and talents. Through participation, the student achieves a greater sense of

belonging to the campus.

How to Participate

The Office of Student Activities facilitates the co-curricular and extracurricular activities on the campus of Allen University. Those interested in participating should contact the director and any officer or member of the intended organization.

Membership in a Student Organization

The Office of Student Affairs focuses on providing quality events and activities for the Allen community. We encourage membership however students must meet eligibility criteria of a 2.0 grade point average and full-time enrollment (12 hours).

To be eligible for membership into any Greek organization, a student must have completed twenty-four total semester hours and have a cumulative grade point average of 2.5 or better.

Registering a Chartered Organization

By May 1, all chartered organizations must submit a registration form, roster of members, copy of a current constitution and a list of events i.e. trips, fund-raisers or service projects that they anticipate performing. Examples of a registration form, membership roster, constitution and event schedule examples are available in the Office of the Director of Student Activities.

Rules and Regulations of Chartered Organizations

Each chartered organization **must**:

- Maintain current list of officers, members, and advisor in the Office of the Director of Student Activities;
- File an annual report of activities by May 1;
- Comply with college rules and regulations;
- Comply with local, state and federal laws;
- Must hold an election by the third week in April with results in the Office of Student Activities by May 1;
- Submit a tentative calendar of events and activities for the upcoming year by May 1;
- Submit a final list of activities by October 1;
- Submit a financial statement; and
- Present any changes in constitution or by-laws, which affect the initial charter.

A fifty-dollar (\$50.00) penalty will be assessed if an organization does not register by May 1 and one hundred dollars is assessed, if an organization is not registered by October 1. An organization that remains inactive for two years will have its charter revoked. To become active again, the organization must reinstate its charter by filing a request for renewal.

Chartering an Organization

It is important that all voices are heard on the campus of Allen University. Although, many organizations exist, it is possible that others can express the desires and needs of a particular group of students. A temporary charter is issued when the following requirements are submitted to the Office of Student of Affairs and has been approved and made official by the Office of the President.

Requirements for a Temporary Charter

- Submit the name of the organization;
- Submit a constitution containing the objectives and policies;
- Show evidence of a non-discriminatory policy;
- Submit statement to express the educational value and how its existence will contribute to the University;
- Proof that potential membership will support objectives;
- Names of officers, titles, addresses, telephone numbers, e-mail (See Form);
- Name of advisor, title, addresses, telephone numbers, e-mail (See Form) and
- Any special considerations

If the group is an academic club or organization, approval from the chairperson of the department must be notified. If the group is affiliated with a national or state organization, the organizing group must submit names and addresses of officers. A letter of support must also be on file.

This information is presented to the Student Office Advisory Committee:

- Vice President for Student Affairs or designee.
- Director of Student Activities
- President of SGA

Within two weeks, the organization should receive notification of chartering. If denied, the organization can apply next year.

Permanent Chartering

At the end of the academic year, the group will be asked to submit information summarizing the activities and the progress of the group over the academic year to the Student Office Advisory Committee. If the organization has met three-fourths of its objectives, it is given a permanent charter and is expected to re-register by May 1. No organization can carry on any business on campus unless it is chartered.

Fund-Raising

Each chartered organization can be approved for two fundraisers per year as approved by the Director of Student Activities. Activities must be approved at least four weeks before the activity. Tickets, money exchange, and product exchange will be coordinated with the Director of Student Activities and Campus Security. It is expected that each activity will be placed in the University's calendar. No other solicitation will take place unless otherwise approved. Additional projects are at the discretion of the Director of Student Activities.

Solicitation by any off campus organization is prohibited. Organizations not in compliance can lose charter.

Organizational Bank Accounts

Organizations are encouraged to establish accounts with local banks and credit unions. It is important that three signatures are on file, two are of students and one is of the advisor. The advisor and one other signature must appear at all times.

Scheduling of Events

Before any activity is scheduled on the campus of Allen University, all students and organizations must receive permission from the Director of Student Activities and the Vice President for Student Affairs or designee by completing an Activity Request Proposal Form, appropriate Facility Request Form and Transportation Request Form if needed. Once the Office of Student Activities receives the appropriate forms, the Vice President for Student Affairs or designee signs the form and returns it to the Director of Student Activities who forwards form to the appropriate campus personnel for approval. Once approval or denial is received, the Director of Student Activities will contact the Campus Advisor to inform of the status of the request.

The following policies apply:

- All activities are scheduled for the campus unless otherwise approved by the Office of Student Affairs;
- All activities and events sponsored by organizations **must** have an advisor present the entire time of the activity or event to assist with clean-up and proper monitoring, if not the activity or event will be canceled immediately;
- Sundays are reserved for activities relating to spiritual development;
- Organizations must present names of speakers before an invitation can be offered;
- All organizations must submit an end of the year report on or before May 1st. The report must include the following information:
 - a) A list of all academic year activities accomplished by the organizations;
 - b) A detailed financial statement covering all academic year expenditures;
 - c) The recommended advisor for the next academic year;
 - d) Proposed activities for the next year (include desired date, time, and location);
 - e) Signatures of the organization president, secretary, treasurer, and advisor;
- Social activities planned from Sunday- Thursday must end by 11:00 p.m. Friday night activities must end at 12:00 midnight, but can be negotiated;
- Saturday night activities must end before 12:00 midnight, but can be negotiated;
- There are no activities planned for the week of mid-term, the week before finals and the week of final exams; all student activities will end on the Friday, the third week in April.
- If policies and procedures are not followed, the Office of Student Activities has the right to revoke privileges and cancel the activity or event immediately;
- C.A.R.S. assemblies are **Mandatory** and scheduled for each Tuesday.

Organizational Meeting Schedules

- Student Government meetings are held the second and fourth Wednesday of each month at 6:00 p.m.;
 - AU Ambassador Meetings are scheduled for the second and fourth Monday of each month at 6:00 p.m.;
 - Class Meetings are held the first and third Monday of the month at 7:00 p.m.;
 - Residence Hall Meetings are held the first Tuesday of each month at 10:00 p.m.;
 - and
 - Residence floor meetings are held each Wednesday at 10:00 p.m.
- All organizations must present their end of the year report by May 1st.
 - A registered campus advisor must be present at every meeting.

- All organizations are encouraged to meet once a month.

Posting, Publicizing Events

Publicizing your event can be by: word of mouth, e-mail, press releases, posters, banners, radio ads, etc., however, all methods must have the approval from the Office of Student Affairs and/or the Director of Activities. Notices include pamphlets, handbills, newspapers and any other printed material. Postings must be grammatically correct and aesthetically designed. Once the activity has been approved, the Director of Student Activities will stamp notices. Organizations posting notices should place them in acceptable areas and remove them within a one-day period after the event. Postings will be removed if regulations are not followed. (See Procedures for Posting on Campus)

Procedures for Posting on Campus

The President has delegated the Vice President of Student Affairs the responsibility and the authority to ensure bulletin boards and posted public notices are appropriate.

The University Posting Policy reads as follows:

1. Notices are posted as a courtesy to our students and do not suggest implied or overt endorsement by the Division of Student Affairs at Allen University.
2. Recognized student organizations, departments and offices at the University, and members of the University community may place posters on kiosks, bulletin boards, and other specifically designated areas around campus. (Posters shall be defined as signs, advertisements, handbills, announcements, and other informational devices.)
3. All flyers will be reviewed and stamped approved by the Director of Student Activities or designated official. Notices that have not been reviewed and stamped by the Director of Student Activities will be removed and reported to the Division of Students Affairs.
4. Request to post information on Campus must be submitted to the Office of Student Activities for review on Mondays, one week prior to the date of the event.
5. The requested information can be picked up in the Office of Student Activities information has been reviewed, authorized, and stamped on Wednesdays after 2:00p.m or you can contact 803.376.5826.
6. Posters may be placed on campus bulletin boards with the following provisions:
 - They may not exceed 14 inches by 22 inches in size.
 - They must carry the name of the sponsoring organization and the date (week) of posting.
 - Posters must be removed at the end of two weeks or after the event concludes.
 - No advertisements offering pay for research or services may be posted on campus. The University reserves the right to remove information posted in violation of this regulation.
7. Banners and signs in excess of 14 inches by 22 inches in size must be approved by the Director of Activities prior to hanging and may be hung only in certain designated areas with the

following provisions:

- They must carry the name of the sponsoring organization.
- Banners may be posted for no more than two weeks.
- Signs and banners which are hung near entryways must not obscure vision or entry, and should be securely fastened. Signs must be constructed of material that can withstand adverse weather conditions.

8. Banners, signs, or posters MAY NOT be posted or hung on windows, trees, poles, walls, glass doors, or fences.

9. Flyers or notices may not be placed in or attached to automobiles on the campus.

10. All signs, posters, and banners must conform to acceptable community standards and to any applicable laws such as permissible wording by the Alcohol Beverage Control Commission.

11. All commercial, religious or political announcements must be sponsored by a registered Allen University student organization and must contain the organization's name and/or logo.

12. All non-college, non-profit organizations must conform to the laws of South Carolina. The University reserves the right to assign non-university affiliated organizations to specific locations for the posting of information. Priority is given to activities conducted by students, faculty or staff (alone or in conjunction with non-university organizations) over those conducted solely by non-university organizations.

13. Handbills must conform to acceptable community standard and carry the sponsoring organizations' name. They must be distributed only outside campus facilities unless an exception has been granted by the appropriate person in charge of the event or facility.

14. Organizations whose recognition has been withdrawn by the University will not be allowed posting privileges, access to display cases or any other form of facility usage.

Violations of Policy will result in:

- 1st Offense - Warning Letter
- 2nd Offense - \$25 fine
- 3rd Offense - \$25 fine and revocation of posting privileges

Bulletin Board Locations and Designated Areas for Posting

BUILDING	LOCATION	POSTING LOCATION
J.S. Flipper Library	Library	Basement
Arnett Hall	Administration Building	Basement
Gibbs Hall	Academic Building	1 st Floor
Coppin Hall	Residence Hall	1 st Floor
Preston Warren	Residence Hall	Front Desk Area
Wilma D. Williams	Residence Hall	Front Desk Area
Richard Allen	Residence Hall	Outside Apartment #8

Student Cafeteria	Willie H. Johnson Center for Educational Excellence	Inside Cafeteria
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Role of Advisor

Allen University advisors are comprised of faculty and staff. They are recommended by the organization and approved by the Office of Student Activities. However, in some instances, the University must use community leaders who are approved by the same process.

- Advisors are present at every meeting;
- Advisors insure quality and moral activities;
- Advisors ensure the organization's operations are consistent with the University's policies and regulations;
- Advisors assist in scheduling all activities on the University Student Activity Calendar and
- Advisors must secure approval (by screening the proper signatures on a Travel Form) prior to taking a group off campus.

Disciplinary Actions

A first and only warning is written and given to minor infractions. Organizations in violation of the Code of Conduct and policies of Allen University will face the following sanctions:

Revocation of an Organization denotes all organizational activities are ended and any space that the group uses should be vacated.

Definite or Indefinite Suspension of an Organization denotes that the rights and privileges are denied for a special period. Any space used by the group is vacated and the display of wearing apparel or any other insignia is prohibited.

Organizational Plots

Organizational plots are requested and supplied through the Office of Student Activities or the Office of Student Affairs. The procedure is as follows:

- Secure a request form from the Office of Student Activities and approval from the Office Of Operations and Technology;
- Return with the names of officers and advisors to Advisory Committee;
- Await assignment within two weeks;
- Understand that plots are secured on a first come basis;
- Understand that a secured plot must be maintained;
- Failure to maintain property will result in forfeiture;
- Forfeiture steps include an initial written warning with a two-week restoration period.
- Should the organization fail to restore, a written statement is served; Organizations are then at the risk of demolition by any University officials.
- An organization in forfeiture cannot secure another plot during the academic year.

Student Travel

In order for an Allen University student to travel, he or she must be invited by the advisor responsible for travel. A travel request is then submitted to the Office of Student Activities at least six weeks in advance of trip. The request should include destination, mode of

transportation, purpose and length of trip and a signature of the advisor-accompanying student. The Office of Student Activities and the organization's advisor must authorize travel. Students and organizations are expected to travel on weekends, unless otherwise documented. Excused student travel of class absence(s) will be provided by the Office of Academic Affairs.

Student Government Association

The Student Government Association serves as the medium for expression of student opinions and assists college officials in the coordination of student activities. Upon enrollment, all students become members of the Student Government Association, the organization that represents all students in planning, organizing and directing major campus programs for the student body.

It strives to provide a balanced student life program which contributes significantly to the total educational experience of its students membership. Students are encouraged to participate in a variety of co-curricular activities designed to enhance their sense of community responsibility and their capacity for leadership. The Student Government Association provides an early experience in self- government that serves as a useful background for later public service. Leaders of Student Government work to represent the student body as well as to develop pride and loyalty to their alma mater.

Student Government Association and student organizations in particular are not only a vital part of the operation of the institution, but also as important part of the total student educational experience. Students are advised to choose activities wisely and to balance academic activities with participation in service, spiritual, athletic, social and recreational pursuits. A 2.5 grade point average is required for leadership positions in all activities, except where otherwise designated.

The Student Government Association (SGA) of Allen University is the official representative voice of the AU student body. The SGA advocates on behalf of the students' interests and concerns. Through representation on university committees and other special meetings, the Student Government Association continues to play a vital role in fostering community and providing a direct link between students, faculty, and administration. In addition, the SGA sponsors a wide variety of extracurricular activities designed to build campus community and provide students with social, cultural, and educational experiences. Activities include concerts, stand-up comedians, seminars, retreats, and special guest lecturers.

President

1. The President of the Student Government Association shall act as the Chief Executive Officer of the SGA.
2. The President is responsible for scheduling and conducting all Executive Board and General Body meetings, which shall be no less than twice a month
3. The President can recommend legislation to the Cabinet and Senate.
4. With the concurrence of Senate, the President may create temporary committees if deemed necessary.
5. The President may veto any action of Senate within three to four class days. If a veto occurs, all members of Senate must be notified. The Senate may override a presidential veto with no less than a two-thirds vote.
6. The President acts as an ex-officio of all committees.
7. The President shall meet regularly with the Dean of the College and or the President of the College.
8. By the invitation of the Board of Trustees, the President shall attend the meetings and committee meetings deemed necessary. The President must also give a report to Senate of these meetings.
9. The President shall make all committee appointments.
10. The President shall appoint chairs for each committee.
11. Interacts with administration and attends University sponsored social events as required.
12. Attends all committee meetings as required.
13. Advocates for all students on campus, addresses all concerns and assigns tasks as needed to fulfill goals of the organization.
14. Coordinates meetings with presidents of class levels, as well as entire classes with their advisors (at least twice a semester)
15. Keeps regular office hours of at least 4 hours per week.
16. Regularly attends all Student Government meetings.
17. Assists in the organization of retreats.

Vice President

1. Organizes retreats in fall and spring semesters
2. Assists President with tasks in relation to student organizations
3. Serves as a guide to the freshman class.
4. Guides and mentors the freshman class officers during the first semester in office
5. Coordinates meetings with class level vice presidents (at least twice a semester)
6. Advocates for all students.
7. Keeps regular office hours of at least 4 hours per week.

Corresponding Secretary

1. Responsible for the documenting and maintaining of all minutes, reports, and records of the executive, legislative, and judicial branches of the SGA, and any and all committees, commissions, or agencies thereof.
2. Serve as the Clerk for all Senate meetings.
3. Coordinates meetings with class level secretaries (at least once a semester).
4. Maintains correct registry of all clubs, their moderators, and members. Responsible for yearly revision (early spring semester).

5. Serves as contact for all student clubs—assists with keeping track of club activity registrations to prevent overbooking.
6. Keeps regular office hours of at least 15 hours per semester.

Recording Secretary

1. Records Minutes for all SGA meetings and makes them available to members as well as University committees by posting open minutes on community boards.
2. Keeps detailed records of all meetings (times and locations) on file.
3. Keeps accurate attendance and maintains current schedules of members for reference and comes up with closed meeting schedules.
4. Keeps record of office hours.
5. Keeps regular office hours of at least 15 hours per semester.

Treasurer

1. Handles the exchange of money in and out of SGA bank account.
2. Responsible for making regular deposits as needed for SGA sponsored events.
3. Writes checks weekly with moderator on scheduled day of work week.
4. Provides weekly balance to clubs and SGA.
5. Coordinates meetings with class level treasurers (at least once a month).
6. Works with moderator to maintain financial records monthly.
7. Submits financial records for review 3 times a year (October 15th, January 15th and April 15th).
8. Maintains regular office hours of at least 15 hours per semester.
9. Is available for 2 working days before term begins.

Parliamentarian

1. Runs all SGA open and closed meetings according to Roberts Rules of Order.
2. Responsible for placing SGA members on Institutional Committees as well as follow up on attendance to committee meetings.
3. Assist in the development of the Policy Manual along with the Executive Board.
4. Serves on Judicial Board and assists with overseeing proper procedures.
5. Assist with SGA sponsored events as needed.
6. Is available for 2 working days before term begins.

Senate

1. Shall serve a term of one calendar year or until a successor is installed.
2. Shall abide by all rules and regulations and perform all duties as prescribed by the Student Government Association Constitution and By-Laws.
3. Shall be responsible to the Student Government Association Vice President.
4. Shall attend all General Session meetings but shall be given two un-excused absences per semester.
5. Shall attend all Student Senate meetings but shall be given two un-excused absences per semester.
6. Shall attend all Senate committee meetings but shall be given two un-excused absences per semester.

7. Shall be responsible for composing at least one piece of legislation per semester during his/her term of office.
8. Shall maintain two (2) hours per week in the Student Government Association office.
9. Shall give at least two (2) weeks' notice to the Vice President of the Student Government Association, should I decide to vacate my position.
 - a. If two (2) weeks' notice is **not** given, any and all scholarships awarded to this position are forfeited.
10. Shall perform any and all other duties deemed necessary by the Executive Cabinet or the Student Senate.
Each Senator shall have one vote

The Student Senate shall have the power:

- A. To approve all appointments originating from the President of the Student Body, the Vice President of the Student Body and the Student Senate by a majority vote of those Senators present.
- B. To approve or deny the recognition of student groups as official University organizations on the basis that the groups do discriminate on the basis of race, gender, religion, national origin or sexual orientation by a majority vote of those Senators present.
- C. To approve formal resolutions necessary and proper to promote the general welfare of the Student Body, by a two-thirds majority vote of those Senators present.
- D. To enact and amend The Student of Government Association By-Laws for the orderly conduct of its business by a two-thirds majority vote of the entire membership of the Student Senate.
- E. To impeach and convict any member of the Student Government Association by two-thirds majority vote of the entire membership of the Student Senate. Impeachment shall fall under the pretenses of malfeasance, misfeasance and/or nonfeasance. Judgment in cases of impeachment shall not extend further than immediate removal from office and disqualification to hold any office of honor, profit or trust in the Student Government Association.
- F. To override a presidential veto by two-thirds majority vote of those Senators present for all legislation originally passed by a majority vote and to override a presidential veto by three fourths majority vote of those Senators present for all legislation originally passed by a two thirds majority vote.
- G. To make all student laws which shall be necessary and proper for carrying into execution the foregoing powers and all other powers vested by this Constitution in the Student Government Association by a majority vote of those Senators present.

In the event that the office of Senator is vacated for any reason, it shall be the duty of the Vice President of the Student Body to appoint an individual of appropriate academic class or residential classification to the vacated office.

Class Officers

1. Class Officer Responsibilities

a. The Class President

- i. The President shall conduct all class officer meetings.
- ii. The President shall attend all Executive Board and General Body meetings.
- iii. The President shall hold voting powers.
- iv. The President shall present a monthly formal report to the Executive Board.
- v. The President shall correspond with fellow officers.
- vi. The President shall send another class officer as a voting representative to meetings, if he or she is unable to attend.
- vii. The President shall serve on at least one (1) Student Government Committee.
- viii. The Class President shall establish rules for class meetings and Participation.

b. The Class Vice President

- i. The Vice President shall, in the absence of the President, assume presidential authority in class officer meetings.
- ii. The Vice President shall inform class members about class activities, as well as the goals and recent accomplishments of the Student Government and Student Government Class Officers via email once per month.
- iii. The Vice President shall serve on at least one (1) Student Government Committee.

c. The Class Secretary

- i. The Secretary shall maintain a file of proceedings of official class officer meetings.

- ii. The Secretary shall be the correspondent between the class officers and members of their respective classes. The Secretary shall inform the Class members of meeting times.
 - iii. The Secretary shall serve on at least one (1) Student Government Committee.
 - d. The Class Treasurer
 - i. The Treasurer shall maintain class finances.
 - ii. The Treasurer shall monitor all fundraisers.
 - iii. The Treasurer shall serve on at least one (1) Student Government Committee.
 - e. The Class Senators
 - i. The Senators shall attend all Senate meetings.
 - ii. The Senators shall hold voting powers in Senate.
 - iii. The Senators shall assist fellow class officers with activities of the class.
 - iv. The Senators shall serve on at least one (1) Student Government Committee.
 - f. Class Advisors
 - i. An Advisor Shall is chosen by the Class Officers.
 - ii. Advisors shall assist Class Officers with planning and financial activities as needed.

CONSTITUTION of the STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

In order to form a more effective student body government; to encourage a code of good citizenship for our student body and their assumption of responsibility in areas affecting the general welfare of the student populace; to support, coordinate, and expedite policies, projects, and programs of interest and purpose to the student body; to encourage high standards of religious and moral conduct; to provide the opportunity for students to participate in the formulation and execution of policies regulating the total program; and to protect and defend the equal rights of all students of this institution and of the University community, THEREFORE, WE, THE STUDENTS OF ALLEN UNIVERSITY, DO HEREBY ESTABLISH AND ORDAIN THIS CONSTITUTION FOR THE STUDENT GOVERNMENT ASSOCIATION OF ALLEN UNIVERSITY, in Columbia, which is in the State of South Carolina of the United States of America.

ARTICLE 1: DESCRIPTION

SECTION 1: FRANCHISE

The Student Government Association, hereafter referred to as the SGA, shall represent the student body of Allen University in all areas of student government. Upon enrollment at Allen University, all students registered at the University and who have paid all necessary financial fees as so designed by the administration of the University shall become members of the SGA and shall be entitled to vote in all special and general SGA elections and any other special or general election held on the campus of the University.

SECTION 2: JURISDICTION

All students registered at Allen University and all student organizations of the University, as chartered through the SGA, shall be subject to the Constitution and to any and all legislation, rules, and regulations passed in accordance with this Constitution by the legislative branch of the SGA.

SECTION 3: RESPONSIBILITIES

The SGA shall represent and is the governing agency within the student body of the University and shall assume the responsibility of supporting and coordinating and expediting programs, projects, and policies necessary and proper for the welfare of the student body of the University, as so designated by this Constitution. The organization shall understand that the President of the University and the Board of Trustees shall have the ultimate authority in governing matters of the Allen University community.

SECTION 4: GOVERNMENTAL BRANCHES

The SGA shall be composed of two interacting governmental branches - the executive and the legislative - each of which shall check and balance the powers of the others.

ARTICLE II: LEGISLATIVE

SECTION 1: AUTHORITY, MEMBERSHIP, OFFICERS,

VACANCIES

- A. All legislative authority of the SGA shall be posted in a SENATE which shall be composed of fifteen students. Ten Senate seats shall be reserved for upperclassmen, to be elected in the spring of each academic year by the total student body. The remaining Senate seats shall be reserved for students from the incoming freshman class, to be elected by the total student body.
- B. The Vice President of the SGA shall be President of the Senate and shall have no vote unless the membership of the Senate is equally divided on a vote of the body.
- C. The Senate shall elect by majority vote a President Pro-Tempore from its membership who shall preside over the Senate in the absence of the Vice President of the SGA or when he/she shall exercise the Office of the President of the SGA.
- D. The Secretary of the SGA shall be Clerk of the Senate and shall have no vote. He/she shall keep and record all proceedings of the Senate. In the event that the Secretary of the SGA is unable to act in this capacity, the President of the Senate shall appoint a

Recording Clerk of the Senate to fulfill such obligation in the absence of the Secretary of the SGA.

- E. Other officers of the Senate shall be a parliamentarian, a sergeant-at-arms, and a chaplain, to be appointed by the President of the Senate and approved by a majority vote of the Senate. Should one or more of these appointed Senate officials not be an elected member of the Senate, he/she/they shall have no vote within the Senate.
- F. In the event that a Senate seat shall be vacated between regular fall and spring SGA elections, the membership of the Senate shall select from petitioning students those to fill such vacancies. Should a vacancy of the Senate seat occur following SGA spring elections but preceding SGA fall elections, such vacancies should be filled during the SGA fall elections.

SECTION 2: DUTIES AND POWERS OF THE SENATE

- A. The Senate shall pass and adopt any and all legislation, rules, and regulations necessary and proper for the fulfillment of the responsibilities of the SGA.
- B. The Senate shall approve or reject by a two-thirds majority vote all appointments made by the President of the SGA to positions and committees in the executive branch of the SGA, within the SGA, and to all student/faculty committees of the University. The same vote shall be required to approve the dismissal of any such appointments by the President of the SGA.
- C. The Senate shall uphold or override the veto of the President of the SGA by a two-thirds majority vote of its membership on any legislation, which he/she may deem unfavorable.
- D. The Senate shall establish standard procedures for the operations of the SGA, which shall be entitled the SGA CODE OF LAWS.
- E. The Senate shall approve or reject by a vote of a majority of its membership the annual budget of the SGA as proposed by the President of the SGA each academic year. The Senate shall also approve or reject by a majority vote any disbursements of SGA funds proposed by any act of legislation, any governmental branch, institution, committee, or official of the SGA exceeding a set monetary amount determined by procedural guidelines established for the operations of the SGA, as adopted by the Senate.
- F. The Senate shall establish standing Senate committees and approve or reject by a majority vote any appointments to these made by the President of the Senate.
- G. The Senate shall establish arrangements for conducting any and all SGA elections and for holding referenda on significant issues by the student body of the University. The Senate, by a majority vote, shall also confirm the results of any said elections.
- H. The Senate shall approve or disapprove all requests for charters to student organizations of the University, special interest student organizations of the University, and all requests for the re-chartering of such, annually by a majority vote of the body.

SECTION 3: IMPEACHMENT PROCEEDINGS AND REMOVAL FROM OFFICE

- A. Any and all elected and appointed officials and officers of the SGA and any agency thereof may be impeached and thereby removed from any such office or position of honor, trust, responsibility, or profit if found guilty of negligence of his/her duties or the performance thereof; blatant misconduct and any actions which subject him/her to disciplinary action by the University or any agency thereof; or bribery, fraud, any misdemeanor or felony in any local, state, or federal legal jurisdiction.
- B. The Senate shall have the sole power of trial and impeachment of any official or officer, elected or appointed, of the SGA and any agency thereof.
- C. A two-thirds majority vote of the Senate shall be required to hear a trial after proper investigation has been conducted by the Senate into charges levied against an SGA official or officer.
- D. When sitting for this purpose, the President of the SGA shall preside over the trial. When the President of the SGA is tried, the Vice President for Student Affairs shall preside.
- E. No elected or appointed official or officer of the SGA or any agency thereof shall be convicted by the membership.
- F. Judgment in cases of impeachment shall not extend further than removal from office and disqualification to hold any office, elective or appointive, within and of the SGA. However, the convicted party shall, nevertheless, be liable and subject to any and all regulations of the University, and of all local, state, and federal laws.
- G. Any and all officials and officers of the SGA of either governmental branch shall automatically have their offices and positions vacated for failure to maintain the required grade average of the office or position as determined by procedural guidelines established for the operations of the SGA, as adopted by the Senate.

SECTION 4: MEETINGS

- A. The Senate shall meet at least twice each month of the academic year in regular session. Should circumstances arise which would preclude the conducting of two sessions of the Senate for a given month, the Senate may elect to forego one meeting as determined by a two-thirds majority vote of the body.
- B. The Senate may procure speakers to appear before the body from time to time, upon such determination by a majority vote of the body.
- C. The President of the SGA may call the Senate into special, emergency session whenever he/she may deem such action appropriate and necessary. At such time, the President of the Senate shall retain the right of presiding over such a session. The President of the SGA shall notify the membership of the Senate in writing at least twelve hours prior to the convening of the emergency session, stating the reason for such special session of the

Senate.

- D. All meetings of the Senate shall be open to the student body, faculty, and administration of the University, unless otherwise determined by a two-thirds majority vote by the membership of the Senate.
- E. The Clerk of the Senate shall give members of the Senate written notice of Senate sessions at least ten days prior to regular sessions stating the date, time, and place of the session, unless urgency prevents such written notice.

SECTION 5: PROHIBITIONS UPON SENATORS

- A. A Senator shall automatically have his/her seat vacated if he/she should miss more than one session of the Senate per semester without proper approval as determined by the President of the Senate, or should fail to maintain the required grade average of that office in accordance with procedural guidelines established for the operations of the SGA, as adopted by the Senate.
- B. A Senator shall hold no other elected or appointed office or position within the executive or judicial branches of the SGA, excluding appointment to special committees within the SGA that may at times be created for special, defined purposes for a specific, limited time.
- C. A Senator shall be a full-time undergraduate student of the University.

SECTION 6: ORGANIZATION AND RULES OF THE SENATE

- A. The Senate shall establish for the whole SGA procedural guidelines for the operations of the SGA in the SGA CODE OF LAWS.
- B. The Senate shall establish for itself all rules and regulations of the body, which shall determine the rules of its proceedings, sanction its members for disorderly behavior or misconduct, expel a member from the body with the concurrence of a two-thirds majority vote, establish a quorum for meetings, and keep a record of its proceedings with the Clerk of the Senate.

SECTION 7: OATH OF OFFICE

- A. Before he/she may assume the duties, powers, and privileges of membership in and of the Senate, a newly elected Senator shall receive the following affirmation within thirty days of his/her election: "I do solemnly swear or affirm that I will faithfully uphold the duties and office of membership into the Senate of the Student Government Association of Allen University to which I have been entrusted by my fellow students. In all my actions as a member of this body, I shall uphold the Constitution of the Student Government Association and represent my constituency with fairness and concern during my tenure in the Senate."
- B. The President of the Senate shall administer oaths of office to newly elected members of the Senate.

ARTICLE III: EXECUTIVE

SECTION 1: EXECUTIVE AUTHORITY AND TERM

The executive authority of the SGA shall be vested in a President of the SGA. He/she shall hold office for the term of one year from the date and time he/she is sworn into office and may succeed himself/herself to the Office of President of the SGA once. A term of office for a President of the SGA shall not exceed two years and six months from the date and time in which he/she is vested with the Office of President.

SECTION 2: QUALIFICATIONS

- A. The President of the SGA shall meet the regulations and qualifications for office as indicated by procedural guidelines established for the operation of the SGA and adopted by the Senate, and must meet these qualifications as a candidate for the Office of President and throughout his/her term of office. The President is further prohibited from holding any other SGA position or office, appointed or elected, or an elected office of any chartered student organization of the University.
- B. The President is prohibited from seeking or holding the Office of President if under academic disciplinary penalty, as imposed by the University. The Vice President for Student Affairs reserves the right to remove the SGA President at his or her discretion for behavior or actions that are not in line with the Moral Christian Standards of the University or based upon the severity of circumstances that are detrimental to the University community.
- C. Should the President fail to meet or maintain any or a combination of qualifications for office, he/she shall be removed from office and the office shall be declared vacant. The Vice President at said time shall become Acting President of the SGA until such time as the Senate shall confirm his/her assumption of the duties and powers of the President and declare him/her President. He/she shall then nominate a new Vice President of the SGA, who shall take office upon a majority vote of approval by the Senate.

SECTION 3: SUCCESSION TO THE PRESIDENCY

- A. In case of the removal of the President of the SGA from office or his/her resignation, death, or inability to discharge the duties and powers of the office, the responsibility shall devolve to the Vice President of the SGA. In the event of the removal, resignation, death, or inability of both the President and the Vice President of the SGA, the Recording Secretary of the SGA shall become Acting President and shall officially assume the duties and powers of the President upon confirmation by the Senate, which shall declare him/her President. He/she shall then nominate a new Vice President and Secretary of the SGA, who shall take their respective offices upon approval by the Senate. In the event of the removal, resignation, death, or inability of the President, Vice President, and Secretary of the SGA, the President Pro-Tempore of the Senate shall become Acting President and shall adhere to the aforementioned, prescribed procedure. Special elections by the student body for the executive offices vacated shall be called by the Senate in a majority vote should the President Pro-Tempore of the Senate be unable to exercise the prescribed duties.

- B. In the event that prior to his/her entering into office, the President-Elect is unable, for any reason, to be installed as President, the Vice President-Elect shall become President-Elect and shall be sworn in as President of the SGA on the designated installation date and time. After he/she enters into the Office of President in such manner, he/she shall nominate a new Vice President of the SGA, who shall take office upon confirmation by the Senate. In the event that both the President-Elect and the Vice President-Elect, prior to entering into office, are unable, for any reason, to be installed as President and Vice President of the SGA, new elections by the student body for these offices shall be conducted immediately as determined by the Senate, and the new President-Elect and the Vice President-Elect of the SGA shall take their respective offices upon confirmation of the election results by the Senate.

SECTION 4: PRESIDENTIAL OATH OF OFFICE

Before the President-Elect may enter into the Office of President of the SGA, he/she shall take the following oath as administered by the Vice President of Student Affairs: “I (name) do solemnly swear that I will faithfully execute the Office of President of the Student Government Association of Allen University and that I shall uphold, protect, and defend, to the best of my ability, the Constitution of the Student Government Association, and that I shall exercise the duties and powers of the Office of President with utmost integrity and equity, so help me, God.”

SECTION 5: DUTIES AND POWERS OF THE PRESIDENT

- A. The President shall act as the presiding officer of the SGA.
- B. The President shall act as the official representative of the SGA of the University.
- C. The President shall call and preside over meetings of the executive branch and all student government assemblies.
- D. The President may propose legislation to the Senate for debate and action.
- E. The President may veto any Senate legislation, which he/she deems unfavorable, within a ten-day period or no later than Reading Day of the spring semester.
- F. The President shall propose an annual, academic-year operational SGA budget to the Senate for adoption.
- G. The President may form necessary standing and temporary committees and commissions within the executive branch of the SGA and appoint the membership and chairpersons thereof, subject to the approval of the Senate.
- H. The President may remove members and chairpersons of executive committees and commissions with approval from the Senate.
- I. The President shall address the legislative and judicial branches of the SGA in joint session during the first session of the Senate, in the month of January of each academic year, to deliver a “State of the SGA” report as of that date.

- J. The President may call the Senate into special, emergency session, should he/she deem such action necessary and appropriate, to take specific action on a certain issue or issues under the jurisdiction of the SGA or the student body, provide proper notice has been issued to the membership of the Senate.

SECTION 6: THE VICE PRESIDENT (DUTIES, POWERS, AND OATH OF OFFICE)

- A. The Vice President of the SGA shall assume the duties of the President in the absence of the President or in the case of his/her inability to perform his/her duties as President, as determined by a four-fifths vote of the Senate.
- B. The Vice President shall serve as President of the Senate.
- C. The Vice President shall appoint standing Senate committee chairpersons, pending approval by the Senate, and the membership thereof, pending approval by the Senate.
- D. The Vice President shall form temporary and ad hoc committees of the Senate and appoint the membership and chairpersons thereof, pending approval by the Senate.
- F. The Vice President shall appoint a Recording Senate Clerk for service in the event of the absence of the Clerk of the Senate.
- G. The Vice President shall appoint all other officers of the Senate.
- H. Before the Vice President-Elect may take up his/her office as Vice President of the SGA, he/she shall take the following oath as administered by a Justice of the Judicial Council: “I (name) solemnly swear that I will execute the Office of Vice President of the Student Government Association of Allen University to the utmost of my ability, and that I shall act in the best interests of the students of this institution and shall uphold the Constitution of the Student Government Association, so help me, God.”

SECTION 7: THE CORRESPONDING SECRETARY (DUTIES, POWERS, AND OATH OF OFFICE)

- A. The Corresponding Secretary of the SGA shall be responsible for the recording, documenting, and maintaining of all minutes, reports, and records of the executive, legislative, and judicial branches of the SGA, and any and all committees, commissions, or agencies thereof.
- B. Before the Corresponding Secretary-Elect may assume the duties and responsibilities of the Office of Corresponding Secretary, he/she must take the following oath as administered by an associate justice of the Judicial Council of the SGA: “I (name) do solemnly swear that I will faithfully and accurately perform the duties of my office as Corresponding Secretary of the Student Government Association of Allen University and that I shall exercise this position with the utmost diligence and will uphold the Constitution of the Student Government Association to the best of my ability, so help me,

God.”

SECTION 8: THE RECORDING SECRETARY (DUTIES, POWERS, AND OATH OF OFFICE)

The Recording Secretary shall possess skills in typing, filing, and other like skills. The duties of this officer shall be to:

1. Record the minutes of all SGA meetings;
2. File all reports of the SGA;
3. Perform other secretarial duties, as requested by the President.

SECTION 9: THE BUSINESS MANAGER

The Business Manager shall possess the ability to manage the business affairs of the SGA and other like skills. His/her duties shall be to handle the responsibility for all business affairs of the SGA.

SECTION 10: PARLIAMENTARIAN

The SGA Senate shall elect the Parliamentarian. The duties of the Parliamentarian shall be to:

1. Instruct officers in the use of parliamentary procedures;
2. Advise on procedures according to the rules of the Executive Board.

Student Government Association Extension

College Queens

College queens are an extension of the Student Government Association and must abide by the following rules:

Miss Allen University

- Must have obtained 90 hours or more with a 2.75 grade point average.
- Show evidence of community service and maintain the service through term.
- Must have membership in at least one campus organization.
- Serves as the hostess for the SGA and the University whenever assigned.
- Plans and executes all social activities planned by the SGA.
- Must remain at the University during her term.
- Must have a clear disciplinary record.
- Must be an articulate public speaker.

Note: If the responsibilities of Miss Allen University cannot be fulfilled due to unforeseen reasons but not limited to personal reasons, pregnancy, and/or disciplinary sanctions, the person to assume the position for the remainder of the term until elections will be as follows: Miss Blue & Gold, Miss Yellow Jacket, Miss Senior, Miss Junior, Miss Sophomore, or Miss Freshman in that order.

Miss Homecoming

- Must have obtained 60 hours or more with a 2.5 grade point average.
- Must have membership in at least one campus organization.
- Must remain at the University during her term.

- Must have a clear disciplinary record.

Organizational Queens

- Must have a 2.5 grade point average

STUDENT AMBASSADOR PROGRAM

STATEMENT OF PURPOSE: An Allen University Student Ambassador is a recognized leader within the Allen Community. Allen University Ambassadors are considered the “best and brightest” of Allen University. Serving in this capacity is one of the highest honors available to currently enrolled students, and while the success of a university student is typically measured by GPA, for an Ambassador this is only the beginning.

Beyond showcasing academic accomplishments, the Student Ambassadors Program affords students an opportunity to prove their leadership through involvement in student organizations, campus and community activities, personal reliability, and contributions to the community. Allen University Student Ambassadors will portray the image that Allen University strives to achieve and will exemplify the best that Allen has to offer. Advantages of being an ambassador include invitations to various events, and networking opportunities with the community and business leaders. Ambassadors also represent the University at various university functions for local dignitaries, state officials, prominent community leaders, alumni and the general public.

As a student leader, a Student Ambassador willfully gives time and energy in positively representing Allen University. A Student Ambassador not only works directly with the Division of Students Affairs, Institutional Advancement, the Office of the President, and the Office of Admissions, but serves the entire Allen University Community. Allen University Student Ambassadors share their unique talents and dedication to the community with all of those interested in Allen University.

The Allen University Student Ambassadors are known for their friendliness, enthusiasm, outstanding work ethic, and positive attitude. These select students conduct campus tours, host students overnight, attend receptions and donor cultivated events, and represent the University at select on campus and off campus events throughout the year.

GOALS OF STUDENT AMBASSADORS:

1. The Student Ambassadors will function as a team.
2. The team will function as a representative organization of Allen University, the Division of Student Affairs, Enrollment Management and all Allen University constituents.
3. The members will function as a liaison between the Allen Community and prospective students and their families.
4. The team will be recognized as a group of respected leaders by members of the Allen University community.
5. The team will demonstrate strong institutional knowledge and reflect a positive image of our campus to the community.
6. The team will assist with orientation, registration, open houses and special events.
7. The team will promote campus wide learning communities.

8. The team will promote campus service learning and volunteer opportunities.
9. The team will participate in campus activities/student activities.
10. The team will participate in college-wide Ambassador Trainings.
11. The team will assist with year-end graduation/commencement ceremonies.
12. The team will serve on special committees as needed.
13. The team will perform other duties as assigned.

PROGRAM OBJECTIVES:

1. To build the spirit of involvement within the Allen University student & alumni community.
2. To strengthen external community awareness of Allen University programs.
3. To provide an opportunity for prospective students to interact with current students & alumni.
4. Provide a meaningful leadership opportunity for current students & alumni to share their program experiences, while promoting Allen's programs.

OBJECTIVES FOR INDIVIDUAL TEAM MEMBERS:

1. Given the importance of the team to the admission effort and the university as a whole, team activities will be given high priority, second only to other academic commitments.
2. Members of the team will be required to attend all scheduled meetings and activities, unless prior arrangements have been approved in writing by the advisor or coordinator.

STRUCTURE OF THE TEAM:

The team will be comprised of 20-30 members chosen to serve during each academic year. Two Student Ambassador Coordinators will serve as student managers of the team. Every activity is important and requires complete participation of all team members.

ACTIVITIES/RESPONSIBILITIES:

1. **Tour Guides:** The Admissions Office has a large number of campus visitors, most of these are high school seniors. An extensive tour of the campus will be given by an ambassador. The tours will be scheduled to coincide with the times an ambassador is available. Also, lunches are provided for prospective students and will be guided by a Student Ambassador in the school cafeteria. Student Ambassadors are required to do a combination of two of these activities each week.
2. **Team Meetings:** The ambassadors will hold bi-monthly meetings throughout the academic year. Additional meetings may be necessary.
3. **Summer Leadership Institute:** The Division of Student Affairs will hold a week long leadership institute during the summer. During this institute, specific time will be dedicated for Ambassador Training. Student Ambassadors will learn the Admissions process, get an overview of the academic and social programs offered, and be oriented with all activities to be performed by the ambassadors.
4. **On-Campus Activities and Special Events:** All Student Ambassadors will be required to participate in special assemblies, etc. held at the University. The

ambassadors are a well-respected group of students who will be called upon to assist other persons within the campus community.

5. **Service Commitment:** The Division of Student Affairs will coordinate a number of service initiatives for ambassador participation throughout the academic year. Participation will be mandatory.
6. **Road Trips:** In some recruiting areas it may be advantageous to have a current student participate in an admissions program. As class schedules permit, the ambassadors may be asked to participate in these functions.
7. **Freshman Orientation:** All Ambassadors will assist with the events of Freshman Orientation. Ambassadors will also be required to assist with move in and to serve as Peer Mentors during Freshman Orientation.

Civic and Religious Emphasis

The development of a wholesome approach to religious life is traditionally one of the basic objectives of Allen University, a church-related institution. Religious activities are organized to enhance the spiritual growth and development of the entire University family. To this end, the following activities and services are offered:

- Religious counseling
- Cultural, Academic and Religious Series
- Annual Religious Emphasis Week
- B.A.S.I.C (Brothers and Sisters in Christ)

All students are required to attend the weekly C.A.R.S. (Cultural, Academic, and Religious Series) from 11:00 a.m. -11:50 am every Tuesday. Faculty and staff are strongly urged to attend the weekly assembly (ies) as scheduled. Advisors are available to monitor C.A.R.S., which is designed for fellowship, spiritual development, political, and intellectual awareness and engagement activities for students, faculty and staff.

In addition, all students are required to attend:

- Fall Convocation
- Founders Day (February)

Honor Societies

Sigma Tau Delta
Sigma Phi Omega
Phi Beta Lambda

Civic, Religious, and Social Organizations

NAACP (National Association for the Advancement of Colored People)
B.A.S.I.C. (Brothers and Sisters in Christ)
Global Outreach Campus Ministries
Chic Republic

LEADERSHIP AND DEVELOPMENT ORGANIZATIONS

Student Government Association
Pre-Alumni Association

Allen University Student Ambassadors
Honda Campus All-Star Challenge Team
Allen University Chorale

ALLEN UNIVERISTY HONORS COLLEGE

The Allen University (AU) Honors College seeks to provide challenging scholastic rigor for high-achieving, academically talented students who wish to pursue heightened academic excellence. The Honors College strategically plans enriched intellectual, spiritual, social and physical experiences so that scholarship at Allen University is reinforced in an interactive, experiential learning environment. Through intensive study, research and exigent domestic and international opportunities, the AU Honors College emphasizes individualized, focused study and small group laboratory experiences in an atmosphere that prepares AU Honors College Scholars for graduate and professional studies and for the competitive employment market. AU Honors College Scholars are not only challenged to realize that they are “Empowered for Greatness”, they are encouraged to accept that challenge to serve the campus, the community, the nation and the world and to embrace that adage that “to whom much is given, much is required.”

Departmental Honors Program

The distinction of “Departmental Honors” is also available to Allen University juniors, who have completed their General Education core requirements. The purpose of Departmental Honors is to provide students a unique opportunity to participate in advanced, in-depth study and research within their major academic disciplines. Each department at AU has a unique set of Departmental Honors courses that provide challenging and interactive experiences that reinforce rigorous academic scholarship.

Theme: “Empowered for Greatness; Educated for Service”

Motto: “Thinking, Working, Loving – Through Service to All”

Eligibility Criteria

1. New first-year students may apply to the AU Honors College provided they have earned a minimum of a 3.2 grade point average (on a 4.0 scale) in high school and have a minimum of 1000 on the SAT or 15 on the ACT. New first-year students admitted to the Honors College are duly initiated during the annual spring Honors College Induction Convocation.
2. Allen University Juniors having earned the grade point average of 3.5 or higher with a minimum of 60 semester credit hours may be duly inducted in the Honors College. These students are only eligible for Departmental Honors.
3. All applicants must submit an essay to the Honors College Advisory Council
4. All applicants must submit two (2) letters of recommendation that highlight the applicant’s scholastic potential, leadership and character.
5. All applicants must have an interview with a selected panel from the Honors College Advisory Council.

Honors College Probation and Suspension

Honors College Scholars must maintain a cumulative 3.2 grade point average. Should an Honors College student earn less than a cumulative 3.2 grade point average at any given semester, he or she will be placed on Honors College Probation and will be granted one (1) semester to raise the cumulative grade point average to a 3.2 or higher. Honors College students who are on probation are restricted from various Honors College activities. Honors College students unable to raise their cumulative grade point average to 3.2 or higher will be permanently suspended from the Honors College.

Graduation Requirements – Honors College

To graduate with the distinction of Allen University Honors, the Scholar must have completed the following:

1. Maintained a minimum cumulative grade point average of 3.2
2. A minimum of 51 hours of Honors courses
3. Applied to at least two (2) accredited graduate or professional schools.
4. Taken at least one (1) graduate or professional school entrance examination
5. Have written and successfully defended a culminating Honors Senior Thesis to be archived in the University Honors College annals.
6. A minimum of 240 service learning hours

Upon successful completion of the six (6) aforementioned requirements, Allen University students will graduate with the distinction of Honors College Graduate to include the following accolades:

1. Adornment of the University Honors College medallion and University Honors College stole to be presented at the Baccalaureate Ceremony,
2. Recognition at the University's Baccalaureate and Graduation Ceremonies
3. Denotation of the distinction "Honors College Graduate" on the University's official academic transcript and on the diploma

In addition, if the Honors College scholar has successfully fulfilled the requirements for Departmental Honors they will receive the all accolades afforded that honor.

Graduation Requirements – Departmental Honors

To graduate with the distinction of Allen University Departmental Honors, the student must have completed the following:

1. Maintained a minimum cumulative grade point average of 3.2
2. A minimum of 18 hours of Honors courses
3. Applied to at least two (2) accredited graduate or professional schools.
4. Taken at least one (1) graduate or professional school entrance examination
5. Written and successfully defended a culminating Honors Senior Thesis to be archived in the University Honors College annals.
6. A minimum of 120 service learning hours

Upon successful completion of the six (6) aforementioned requirements, Allen University students will graduate with the distinction of Departmental Honors to include the following accolades:

1. Departmental Honors cords to be presented at the Baccalaureate Ceremony
2. Recognition at the University's Baccalaureate and Graduation Ceremonies
3. Denotation of the distinction "Departmental Honors" on the University's official academic transcript and on the diploma

Honors College Advisory Council

The Honors College is administered by an Honors College Advisory Council, comprised of the Coordinator of the Honors College, who serves as chair of the committee; the Director of Academic Affairs, who is a member *ex-officio*; four (4) members who are appointed by members of the existing Honors College Advisory Council and approved by the President of the College; and one student who is a member of the Honors College and elected by their peers. Each member of the Honors College Advisory Council will serve a minimum of 2 consecutive years and rotate off of the council on a staggered schedule.

Honors Courses

Honors courses at Allen University are designed to afford Honors College Scholars in depth discussion, and a unique opportunity to know and work professionally in research, teaching, and services opportunities with challenging professors. To encourage academic rigor and to provide intellectualization throughout the entire campus, students not enrolled in the Honors College may take honors courses with the permission of the professor.

Honors College students are enrolled in three types of courses: Honors sections of General Education courses, Honors sections of the respective departmental courses and Honors Seminar courses each year of matriculation. For Honors sections of each course, an *H* will designate the course as an Honors course on the student's transcript.

Honors College Scholars may enter into an independent agreement with a professor to earn honors course credit for any course that does not offer an honors section, however, the course must follow guidelines provided by the Honors College Advisory Council. The Honors College Scholar is responsible for facilitating that completion of the contract with the professor. During the course, the Honors College Scholar will earn honors credit by engaging in strategically structured scholarly activity including, but not limited to: serving as an instructional and/or laboratory assistant, conducting faculty-student research, presenting scholarly papers, or others as approved by the professor.

Honors College Freshman Seminars I & II**

This course is designed to enhance students' adjustment and success with the University experience. Topics include the value of the collegiate experience, Allen University History, review of the Student Handbook, time management skills, library usage, career choices, computer literacy, academic advisement, and selected seminar series topics. This course will introduce the development of leadership skills as an integral part of the learning process.

Honors College Sophomore Seminars I & II (Logic, Analytical, and Critical Thinking)

This course will promote academic success in all Honors College courses. Critical thinking is the process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or

evaluating information gathered through what we see and hear, and guides us to belief and action. Critical thinking utilizes logic and analysis, which also involves checking for accuracy of statements and sound reasoning that leads to acceptable conclusions.

Honors College Junior Seminars I & II (Professional Ethics)

This course focuses on the development of professional ethics. Honors College Scholars review codes of conduct specifically laid out in regard to their chosen profession or workplace. These ethics may include corporate confidentiality, impartial management of employees and the prohibition of personal relationships with staff.

Honors College Senior Seminars I & II (Thesis Preparation)

This capstone senior course allows students to integrate knowledge of facts and theories in their respective field and to apply this knowledge to a variety of situations and experiences. As a requirement of this course, students will present the result of their original research during the Honors College Symposium.

Honors College Activities

Allen University – Association of Honors Students (AU-AHS)

Honda Campus All-Star Challenge

Field Trips (including museums, plays and concerts)

Cultural Experiences

Social Events

Honors College Research Opportunities

School-To-Work Internship Program

South Carolina Colleges and Universities Student-Faculty Research Program

Honors College Professional Affiliations

National Association of African American Honors Program

National Collegiate Honors Council

South Carolina Colleges and Universities Southern Regional Honors

SPECIAL INTEREST ORGANIZATIONS

National Institute of Science

Phi Beta Lambda Inc.

Royal Unique Step Team

FRATERNITIES AND SORORITIES

Historically Black Greek-letter organizations have assumed an active role in the cultural, scholastic, political, service and social life of the campus and in providing leadership opportunities for students. At Allen University fraternities and sororities are involved in educational programs, community service and leadership development. In addition, they provide a strong bond of friendship and “esprit de corps” among their membership.

Fraternities and sororities are expected to comply with the regional, national and institutional regulations governing their respective organizations, as well as those established by the campus

Pan-Hellenic Council. Furthermore, they are required to adhere to their published rules and regulations governing student organization. Candidates for membership intake must be in good academic, financial and social standing with the University. Also, during the membership intake period, a student may be removed from the membership intake process if he or she commits an act which results in his or her being placed on disciplinary probation or given more severe sanction.

The Membership Intake Chair is responsible for submitting to the Director of Student Activities in writing and at least two weeks prior to the start of the official membership intake period, the names and addresses of prospective candidates. The Dean of Students along with the Director of Student Activities shall be responsible for verifying the academic, financial, and disciplinary status of the candidates. Further, no membership intake activities may begin prior to the beginning of the official membership intake period, as stipulated by the Vice President of Student Affairs.

Pan-Hellenic Council

The Pan-Hellenic Council is an organization composed of two representatives and one advisor from each Greek organization. The Pan-Hellenic Council serves the purpose of establishing and maintaining unity among all Greeks on the campus, and of guiding and directing their functioning.

Goals and Objectives

The University supports and assists fraternities and sororities and considers them an essential part of campus life. However, it is expected that such organizations will comply fully with the goals, mission and purpose of the University. The following goals and expectations apply for all fraternities and sororities on the campus:

1. Uphold academic standards and objectives;
2. Provide education to its members so as to foster respect for human work and dignity, as well as the beliefs, attitudes and individual personalities of others;
3. Provide training programs that stress leadership both on the campus and in the community;
4. Assume individual and group responsibility for the efficient operation and management of the organization, free from fear and coercion and consistent with democratic principles;
5. Actively participate in campus governance and activities, remain cognizant of current campus governance issues, and project a positive image throughout the University and community;
6. Maintain sound financial responsibility for the efficient operation of their organization through management, accurate bookkeeping, and periodic review;
7. Provide needed service to the campus and community and serve as a “good neighbor”;
8. Support and promote the University as alma mater after graduation;
9. Make social, cultural and intellectual contributions to the college through activities offered by the University and the fraternity or sorority; promote responsible social behavior and self – discipline; and uphold a system of discipline for the organization;
10. Promote effective programming on the campus by offering a balance of educational, social, service, leadership and fraternity/sorority activities.

Hazing

No organization, chartered or otherwise, officially or in fact, may participate in the act of hazing. Hazing is defined as any activity undertaken by a group, organization or member of the group or organization, in which members or prospective members are subjected to activities that harass, intimidate, physically abuse, exhaust, inflict pain or cause undue mental distress, mutilation, or alteration of the body or parts of the body. Such activities include, but are not limited to tests of endurance, hazardous circumstances and activities which have a foreseeable potential for resulting in personal injury or which by their nature are so aberrant as to have a potential to cause, serve mental anxiety, distress, panic, degradation, humiliation, or embarrassment. Registered organizations and groups shall be permitted certain initiation ceremonies and activities that are within the University guidelines for such.

Allen University does not condone hazing by an individual or group of individuals in any form whatsoever, whether on or off-campus. Any student or students found guilty of taking deliberate action against any other student or students to create pain or distress, whether physical or mental.

Violation of this rule shall result in suspension and/or expulsion from the University. Prosecution will be pursued if appropriate to the offense.

RULES AND REGULATIONS FOR FRATERNITIES AND SORORITIES:

Although fraternities and sororities are of a voluntary nature and national in scope, they are subject to specific rules and regulations of the University.

1. Only registered students may be initiated.
2. A student cannot be initiated into a fraternity or sorority until he or she has earned 24 credits and has earned a cumulative grade point average of 2.5 during his/her enrollment at Allen University. This average is based upon a minimum of 12 credit hours earned during the semester prior to initiation into a fraternity or sorority.
3. The Greek Life Advisor, Office of Business and Finance, Director of Student Activities and the Vice President of Student Affairs must approve prospective initiates into any fraternity or sorority that is an affiliate of the Pan – Hellenic Council.
4. All members of Greek letter organizations are expected to conduct themselves in an exemplary manner and are to refrain from all acts of rowdiness or activities that adversely affect the academic progress of their initiates or members.
5. All intake processes must be completed within one academic semester within the required timeframe stated by the Office of Student Activities. Failure to adhere to this regulation will result in suspension.
6. There shall be no initiation activities held between 12:00 a.m. and 6:00 a.m.
7. In order to clear the Office of Business and Finance for intake purposes, all prospective initiates must have a \$0 from the previous semester.

Membership Intake Period

The Vice President of Student Affairs or designee determines the membership intake period, with the concurrence of the Director of Student Activities. Prior to the beginning of the membership intake period, all membership intake chairs must participate in a Membership Intake Orientation Class sponsored by the Office of Student Activities and Campus Organizations. This class will specify the University's policy on hazing, the definition of hazing and the penalties for members and organizations found guilty of hazing. Organizations not represented by their membership intake chair at the Membership Intake Orientation Class will not be permitted to participate in the membership intake process that semester. Also, at the conclusion of the Membership Intake Orientation Class, all membership intake chairs will be required to sign a statement signifying that they understand the University's policies regarding hazing. Further, each organization will be required to adopt a statement that prohibits hazing; this statement, which must be signed by each Chapter member of the fraternity or sorority and is due in the Office of Student Activities and Campus Organizations prior to the initiation of any membership intake activities.

PROCEDURES FOR ESTABLISHING NEW CHAPTERS

Any fraternity, sorority or social fellowship desiring to colonize at Allen University must petition the Pan-Hellenic Council at least three months prior to the date in which organization desires to become active. The petition, if approved by the Pan – Hellenic Council, must be submitted by the President of the Pan - Hellenic Council to the Vice President of Student Affairs two months prior to the date the organization wishes to become active on campus. The organization is not to participate in any activities without permissions of the Office of Student Activities. Once the organization is established on the campus, it comes under the jurisdiction of the Pan-Hellenic Council and is subject to all rules and regulations of the Pan-Hellenic Council, as appropriate; and the University,

Judicial Procedures

Fraternities, sororities and social fellowships charged with violation of the guidelines of the organizations, and the Pan - Hellenic Council shall be subject to the judicial procedures of the University. Specifically, they come under the jurisdiction of the Judiciary Board and have appeal rights to the Office of Student Affairs. Sanctions involving dismissal of a fraternity or sorority from the campus may be further appealed to the Vice President of Student Affairs who will render a final decision. Violation of the University standards of conduct will be referred to the Director of Student Activities and referred for disciplinary action.

Campus Fraternities and Sororities

Eight national social/service fraternities and sororities are registered on the campus of Allen University and carry liability insurance each year to be recognized. From time to time, any one of the organizations may become inactive.

Social/Service Fraternities

Alpha Phi Alpha,
Gamma Gamma Chapter

Social/Service Sororities

Alpha Kappa Alpha,
Mu Chapter

Kappa Alpha Psi,
Beta Rho Chapter

Delta Sigma Theta,
Gamma Pi Chapter

Omega Psi Phi,
Mu Sigma Chapter

Zeta Phi Beta,
Lambda Chapter

Phi Beta Sigma
Alpha Omicron Chapter

Sigma Gamma Rho,
Beta Iota

Athletics

Allen University offers wholesome athletic recreation through an organized athletic program. With membership in the Eastern Intercollegiate Athletic Conference and the National Athletic Intercollegiate Association, Allen University participates in competitive athletic sports, which helps to develop self-esteem, maintain campus spirit and promote national recognition. In order to participate in varsity sports at the University, each student must:

- Be in good academic standing;
- Make satisfactory progress in the pursuit of an academic degree;
- Be financially responsible;
- Adhere to the rules and regulations of the Allen University Student Code of Conduct. Athletes will not be permitted to formally represent the University if placed upon disciplinary probation or suspension.
- Maintain a grade point average of 2.00 or above.

Men's Athletics

Basketball
Cross Country
Track and Field

Women's Athletics

Basketball
Cross Country
Track and Field

Drug Testing Policy

In order to participate in intercollegiate sports at Allen University, one must participate in the drug-testing program, which is required by the National Association of Intercollegiate Athletics (NAIA). A full description can be found in the Athletic Policy Handbook.

Intramural Sports

Students may participate in intramural activities (flag football, basketball and volleyball); however, the University is not responsible for any bodily injury or damage to University property. The primary purpose of the intramural program is to encourage student participation in organized, competitive and non-competitive recreational sports.

Cheerleaders

The mission of the Allen University Cheerleaders is to motivate and activate the team spirit within the Allen University community. Good conduct and willingness to follow rules and regulations are prerequisites for those who care to support the intercollegiate sports program. The ten-member squad must meet the following qualifications:

- Ability to be a leader as well as a follower;
- Demonstrate good character;

- Possess a mature personality;
- Be neat in appearance;
- Be enrolled as a full-time student; and
- Maintain a grade point average of 2.0 or above

PUBLICATIONS

Student Handbook

The Allen University Student Handbook is designed to provide students, faculty and staff valuable information regarding campus services, policies and procedures that pertain to student life. Upon enrollment, Allen University students agree to become aware of and abide by policies and procedures contained in the handbook. It outlines the **Student Rights' and Responsibilities** in detail, as it relates to individual students, student organizations, University offices, services, and campus events.

Members participating in the student publications, **Newsletter, Newspaper or Yearbook**, will be responsible for the contents they print and accountable to the advisor. A 2.0 grade point average is required.

Become a member of the Allen University Family

Allen University desires to follow a “Total Life Curriculum model, which addresses preparation of the whole person for life service.

Note: Rules and regulations may be promulgated during the year. Announcements will be made upon adoption of the changes and/or additions.

CAMPUS RESOURCES DIRECTORY

DIVISION OF STUDENT AFFAIRS	Vice President	255-4767
Office of Student Affairs	376-5700 ext. 5849	
Residence Halls	Coppin Hall	255-1300
	Preston W. Williams	255-4755
		765-6031
	Wilma D. Williams	255-4754
		376-5943
	Reid Hall	376-5730
	Richard Allen Apartments	376-5700 ext. 5849
Office of Student Activities and Campus Organizations/ Student Leadership Development	Director	376-5826
Student Development Services		
Career Placement and Planning Services	Director	376-5749
Chaplaincy Services	Director	376-5813
Counseling Center	Director	255-4796
Health Services	Director	376-5802
Special Student Needs and Services	Counselor	765-6016
Academic Skills and Tutorial Center	Coordinator	376-5765
New Student Orientation		255-4746
1 st and 2 nd Year Experience Programs/ Service Learning		376-5700
Honors College	Coordinator	376-5794
DIVISION OF ACADEMIC AFFAIRS	Vice President	376-5780
Division of Business		376-5739
C.P.A. Program		765-6041
Division of Humanities & Social Sciences		765-6004
Social Science		376-5779
English		376-5744
Music		376-5722
Biology/Chemistry/Math		376-5933
Division of Religion		376-5720
Division of General Studies		
OFFICE TELEPHONE NUMBERS		
Admissions		765-6023
Athletics Office		758-2703
Business Office		765-6029
Campus Security		223-4544
Financial Aid		376-5736
Library		765-6030
Post Office		376-5797
Public Relations		376-5749
President's Office		376-5702
Registrar		376-5737
Work Study		376-5930
Print Shop		765-6050
Bookstore		376-5762

Allen University

Counseling Services Referral Form

Referring Source _____
Name Department Phone Number

Student being referred _____ Phone Number _____

Local/Campus Address _____

Reason for Referral

Authorization to Exchange Confidential Information: Counselors' ethical guidelines require a signed release of information before they can discuss any information about a client. Please have the student read and sign below if they agree to allow communication regarding this referral. A copy of this signed form should be kept in the referring source's file, a copy should be provided to the Counseling Center. This document, when signed by the student, will allow limited communication between the counselor and the referring source. Only information confirming that the student followed the referral will be provided. Content of counseling sessions will not be shared with the referring person.

NOTE: A student does not need a referral form in order to be counseled at the Counseling Center. This form is only a facilitation device for making efficient referrals.

A referral to counseling is an opportunity to grow, to change attitudes, habits, and/or behaviors that are problematic. Counseling may also provide support needed to overcome negative situations or feelings that are disrupting your life. After referral, the student is responsible for keeping the initial appointment at the Allen University (AU) Counseling Center. The counselor will perform an assessment during an intake interview, and the student, in consultation with the counselor, will set appropriate goals for counseling. Counseling sessions will continue until such time that the counselor and student mutually agree that adequate progress has been made toward the student's goals.

I have read the paragraph above and I give the referring source and the staff of the AU Counseling Center permission to communicate concerning this referral.

Signature of Student Date Signature of Referral Source Date

**Note: A student should only sign this form when they are willing to give permission for the referring source to know that they have followed through with the referral.

For Counseling Staff Use for Report to Referring Source

Student kept initial appointment

Client did not keep initial appointment

Date referral received: _____ Received by: _____

Counselor's Signature Date

Student Disability Letter

Allen University Program
Special Student Services
1530 Harden Street
Columbia, South Carolina 29204
Phone: 803-255-4746

The University's policy is to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability shall, solely by reason of that disability, be denied access to or participation in the services, programs, and activities of the University.

To: _____
(Faculty Member)

Student Name: _____

Classes: Bus200/Lecture/2, Mus100, Mus102, Mus114, Mus122 and SSG205/lecture/1

Office of Special Student Services provides some assistance for students who are in need of special accommodations in order to help the student achieve academic success.

Services checked below are requested as a support service and accommodation for the student listed above. The services are needed during the above classes.

___ Work closely with students' to have needs accommodated

___ Tape recorder will be used to record class lecture. She has her personal recorder.

___ Provide extended time for examinations.

___ Provide extended time for class assignments.

Student Services
Director of Counseling Services

_____ Date _____

Cc: Student file

Tutoring Request Form

Allen University

Student Name: _____ Today's Date: _____

Semester: _____ On Campus: _____ Off Campus: _____

Residential Hall and Room Number: _____ Telephone: _____

Off Campus address: _____ Telephone: _____

Cell Phone #: _____ E-mail Address: _____

Major: _____ Advisor's Name: _____

Classification: _____ Gender: _____ Overall G.P.A.: _____

Preferred Tutoring Sessions: _____ Individual _____ Group _____ Both

Courses requesting for tutoring: _____

Days and Times Available for Tutoring: _____

Student Signature: _____ Date: _____

STUDENT COMPLAINT FORM

Date: _____

Student's Name: _____

Contact Number: _____

Major: _____

Classification: _____

Time of Visit: _____

Issue(s) and/or Concern(s): _____

_____/_____
Student's Signature Date

Attachments and/or Addendums: (please list attachments): _____

Expected Results: _____

Action Taken: _____

Recommendation(s): _____

_____/_____
University's Official Signature Date

FACULTY/STAFF COMPLAINT FORM

Date: _____

Faculty/Staff Name: _____

Contact Number: _____

Major: _____

Classification: _____

Time of Visit: _____

Issue(s) and/or Concern(s): _____

_____/_____
Faculty/Staff Signature Date

Attachments and/or Addendums: (please list attachments): _____

Expected Results: _____

Action Taken: _____

Recommendation(s): _____

_____/_____
University's Official Signature Date

**Allen University
Office of the President**

Name (Please Print): _____ **Date of Visit:** _____ **Time:** _____

Purpose of Visit: _____

Attachments and/or Addendums: (please list attachments): _____

Desired Results/Recommendation(s): _____

Signature of Student/Complainant: _____

Contact Number: ____ - ____ - _____ **Email Address:** _____

Actual Results: _____

Attachments and/or Addendums: (please list attachments): _____

_____/_____
Signature of University's Official **Date**