



STUDENT HANDBOOK
2018-2019



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“Allen University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Allen University.”

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STUDENT HANDBOOK STATEMENT

This *Student Handbook* serves as an aid in cultivating the kind of behavior conducive to a scholarly atmosphere that Allen University believes is paramount.

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 be responsible for abiding the policies and regulations that are used to facilitate and sustain university policies, and continue to uphold the Allen University's mission, vision, and core values.

All students are encouraged to read this important document. It is the responsibility of all students to know the information presented in this handbook. If you have questions or concerns, please do not hesitate to contact the Vice President for Student Affairs.

ABOUT THE UNIVERSITY

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 listed below.

Alumni House (Downstairs: VACANT)	Currently serves as the residence for the Athletic Director (2 nd floor).
Arnette Hall (Administration Building)	The campus Administration building. President, President's Board Room, Academic Affairs, Alumni Affairs, Career Planning and Marketing, Human Resources, Title III and Sponsored Program offices are located within.
Chappelle Administration Building (Classrooms, Faculty and Staff offices)	Three floors of Business Department classrooms and faculty offices. Religion Department faculty offices located here as well. Student study lounge is located on 1 st floor.
Chappelle Auditorium (auditorium and basement gallery)	Main auditorium with balcony sit above what will be an open gallery basement space.
Coppin Hall	Residence Hall for Females

Gibbs Hall	Research laboratories on two floors, faculty and staff offices, lounge areas for faculty/staff and students, storage closets, meeting rooms, and large computer rooms in basement. SMART Board and wireless technology throughout. Houses Departments of Math, Biology, Physics and Computer Science. Spanish and English faculty occupy office space as well.
Reid Hall (Offline)	Male Residence Hall
J.S. Flipper Library	Information center for students, faculty and staff with access to online academic and research resources, periodicals, books, microfilm, instructional media equipment, an iPad lounge, interlibrary loans, e-subscriptions, and electronic access to books from any South Carolina or HBCU campus library.
John Hurst Adams Gymnasium	The home court for men's and women's basketball, women's volleyball, and men's wrestling. Used for large campus and/or community gatherings, summer camps, and as open recreational space for non-athlete students. Hosts conferences, and the annual Baccalaureate and Commencement exercises.
Richard Allen Apartments	Serves as upperclassmen residences when dormitories are at capacity.
Preston W. Williams Residence Hall	Serves as the Men's dormitory. Accommodates 230 male students at capacity. Features student lounges on all residential floors, a laundry room and Dorm Director's office and residence.
W.D.W. Williams Residence Hall	Serves as the Women's dormitory. Accommodates 252 female students at capacity. Features student lounges on all residential floors, a laundry room and Dorm Director's office and residence.
Sons of Allen Chapel	Serve as Band Room.
Mother Norris Honors House -	Vacant
Nance House	Vacant
The Music Building	Music Department Staff Offices
The Student Activity Center	Multi-function/purpose space

Humanities House

Humanities Faculty and Staff Offices, small classroom spaces.

W. H. Johnson Center for Education Excellence

Student Cafeteria, Financial Aid, Admissions, Campus Security, Mailroom and the Registrar's Office.

Mission Statement of Allen University

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

Vision Statement of Allen University

Allen University is a 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.

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 Liberal Arts Institution of higher learning under the auspices of the African Methodist Episcopal Church.

Alma Mater

Allen to thee, we lift our hearts and voices, Allen to thee, life's choices 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 Mater 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.

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.

Motto

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

University Colors

Blue and Gold

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 of Student Affairs must sign and 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:

1. Before the end of the first week of classes 100%
2. Before the end of the second week of classes 75%
3. Before the end of the third week of classes 50%
4. Before the end of the fourth 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. Room deposits are refundable if the University is unable to assign housing. 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.

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

Library Operating Hours (Check on the hours)

Monday through Friday: 8:00 A.M. to 10:00 P.M.

Saturday: 9:00 A.M. to 6:00 P.M.

Sunday: 12:00 P.M. to 5:00 P.M.

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 are available to enrolled Allen University students. All students must register at the J.S. Flipper Library/Media Center with their valid AU identification card to receive borrowing privileges. If a student loses his/her card, he/she will have to secure another one at his/her expense.

Cafeteria

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

Food Service Hours

Monday – Friday

Breakfast: 7:15am - 8:45am
Continental: 8:45am - 10:00am
Lunch: 11:30am - 1:30pm
Dinner: 5:00pm - 6:30pm

Saturday & Sunday

Brunch: 10:00am - 12:00pm
Dinner: 4:00pm - 5:30pm
Cafeteria hours may vary during football season.

Commuter Meal Plans

Commuter students are eligible to purchase University meal plans. Please see the business office in Campus Mall for additional information.

Pioneer College Caterers provides food services to Allen University. Please email them at diningservices@allenuniversity.edu for more information.

Campus Post Office

U.S. Mail is delivered to the Campus Post Office located at the Campus Mall Monday through Friday mornings and is distributed to the mailboxes in each residence hall. Each resident student is assigned mailbox keys during the first two weeks of school. 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. Off-campus students must register with the mailroom to receive mail on-campus.

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 have the unidentified vehicle towed at the owner's expense.

Dress Code

All students must be properly dressed at all times while in all buildings connected to the University to include the cafeteria. Students are to conform to the following guidelines:

1. Halter tops, tank tops, hair rollers, pajamas, 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, dining in the cafeteria, attending C.A.R.S. and other University functions.
2. Hats, scarves and caps are not to be worn inside any building nor shall pants be worn hanging below the waistline while on campus property. Doo-rags are permitted in the residence halls only.
3. Dress code for special events, formal events, banquets, Sunday Services, pageants, Spring Ball, Coronation, Baccalaureate, and Commencement:

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

Women: Dress or appropriate skirt and blouse, pants suit, dress shoes, hosiery

No head coverings, unless for cultural reasons, are to be worn inside any University property/buildings at any time. Should you violate the dress code, you will be referred to the Dean of Students.

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.

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs is led by the Vice President for Student Affairs. Student Affairs supports the university's mission and core values by way of fostering intellectual, personal, social and professional development of all students. Student Affairs complements the academic development of each student through activities, programming and support services to ensure students have a complete, transformative experience during their days at Allen University and prepares students for their leadership roles in a diverse, dynamic, and global society. Areas that comprise the Division of Student Affairs include: Enrollment Management (Registrar, Admissions, and Financial Aid) Counseling and Placement Services, Residence Life and Health, Student Activities, Campus Police, and Student Conduct.

ENROLLMENT MANAGEMENT

Office of the Registrar

Class Attendance

It is the responsibility of each student to attend all scheduled class meetings in the courses in which he/she is enrolled. Documentation of absences begins on the designated start date for classes. The specific number of absences for each class should not exceed ten percent (10%) of the total number of meeting days established for the course.

Absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive, and the instructor may choose to extract a grade penalty for such absences.

Excused Absences

Students are allowed excused absences in the case of illness, death of an immediate family member, or other circumstances deemed acceptable by the Vice President of Academic Affairs. The student should submit supporting documentation (doctor's statement, etc.). A reasonable time period will be negotiated for makeup work for excused absences.

Allen University complies with the FERPA Laws.

Office of Financial Aid

The Office of Student Financial Aid (OFA) provides assistance to students and their families in identifying federal, state, and private resources that can help them pay for the costs of education. Advice and assistance are provided in completing and submitting the necessary applications and providing the appropriate documentation required by the provider(s) of financial aid. The goal of OFA is to assist students in understanding their financial aid options, while explaining how the system works. Students and their families are expected to contribute to the cost of college. If a family is unable to contribute the entire cost, financial aid is available to eligible students to help bridge the gap. Knowing their financial aid options and how to obtain them is an important piece to funding students' educational journey. Students may not know where to begin, and that is where OFA comes in to provide assistance, guidance, and information.

The financial aid process (FASFA) begins October 1 of each year. Students will use their FSA ID to log into www.fafsa.gov to complete their FAFSA for the upcoming year. Allen University's school code is 003417.

A student's point of contact is their Financial Aid Counselor. Counselors host loan counseling sessions, orientations, as well as one-on-one personalized meetings where students can meet and personally ask questions, and obtain financial aid documents. Counselors are also available for questions from students, faculty, and staff via the phone during business hours and by email. Students should get to know their Financial Aid Counselor by meeting with them regularly to check on their financial aid status. Counselors should be the student's first mode of contact when they need to ask any financial aid questions.

We are ready to assist you with general financial aid information and to answer your questions about specific state, federal, private and institutional aid programs. Please call (803) 255-4999 during regular business hours or email us at financialaid@allenuniversity.edu with your questions or concerns.

Office Hours: Monday – Thursday 9:00 a.m. to 6:00 p.m. Friday 8:30 a.m. to 5:00 p.m.

Scholarships & Grants

UNCF: The United Negro College Fund is the nation's largest minority education organization. Allen University is one of the 37 UNCF member institutions. UNCF recommends that students applying for any of its scholarships apply also for the UNCF General Scholarship, which requires undergraduate and graduate college students to have a minimum cumulative GPA of 2.5. The submission of the student profile automatically submits the student for the scholarship. Please visit www.uncf.org to day to complete your profile and apply for scholarships.

South Carolina Tuition Grant: The South Carolina Tuition Grant (SCTG) is awarded to academically eligible South Carolina residents attending Allen University on a full-time basis during the regular academic year. The amount of the South Carolina Tuition Grant is determined by the South Carolina Tuition Grant Commission based on the applicant's family's financial circumstances. Students who fail to enroll full time during the Fall semester forfeit their eligibility for the entire academic/award year. Eligible students must be enrolled in 12 hours each semester. SC Tuition Grant does not give funding for classes taken in June or July. Students receiving 100% of tuition paid by another entity are not eligible for the SC Tuition Grant. South Carolina Tuition Grant funds in the spring semester will be split into two disbursements per the new South Carolina Tuition Grant Regulation.

Initial Eligibility Requirements:

- Complete the FAFSA by June 30th
- Cumulative 3.0 GPA based on the UGS, and
- Complete a certification statement each year before November 15th, known as the State Aid Affidavit.

Renewal requirements:

- Complete the FAFSA by June 30th
- Earn at 24 credit hours for the previous academic year

SC HOPE Scholarships: The SC Hope Scholarship is a one-year merit-based scholarship created for eligible first-time entering freshmen attending a four-year institution. Eligible full-time students may receive up to \$2,800 for the first academic year.

Initial Eligibility Requirements:

- Graduate from high school with a cumulative 3.0 GPA based on the Uniform Grading Scale (UGS);
- Be a South Carolina resident at the time of high school graduation and college enrollment;
- Must not be a recipient of the Palmetto Fellows Scholarship or LIFE; and
- Meet all general eligibility criteria.
- There is no application required for the SC HOPE Scholarship. Eligible students will be notified on their financial aid award letter.

Renewal Requirements:

- The HOPE Scholarship is for the first year only
- Students must earn a 3.0 LIFE GPA and 30 credit hours (excluding remedial classes) to receive the SC LIFE Scholarship for subsequent years.

South Carolina LIFE Scholarship: The Legislative Incentives for Future Excellence (LIFE) Scholarship was established to provide an incentive for students to be better prepared for college, and to encourage students to graduate from college on time. Eligible four-year public and independent institutions shall identify award amounts up to the cost-of-tuition for thirty credit hours, not to exceed four thousand seven hundred dollars, plus a three hundred dollar book allowance (maximum \$5,000 including cost-of-tuition plus book allowance) per academic year. Eligible full-time students may receive awards as follows:

Initial eligibility:

- Graduate from high school with a cumulative 3.0 GPA based on the UGS;
- Be a South Carolina resident at the time of high school graduation and college enrollment;
- Must not be a recipient of the Palmetto Fellows Scholarship or HOPE; and
- Meet all general eligibility criteria.

Student must meet two of the following three criteria:

- Cumulative 3.0 GPA based on the UGS,
- Rank in the top 30 percent of graduating class; or
- Score an 1100 SAT or 24 ACT

There is no application required for the LIFE Scholarship. Eligible students will be notified on their financial aid award letter.

Renewal requirements:

- Meet all general eligibility criteria
- Earn a 3.0 LIFE GPA by the end of each academic year (including all grades at eligible institutions and excluding remedial, continuing education, non-degree credit courses)

- Earn an average of 30 non-remedial credit hours by the end of each academic year (including all grades at eligible institutions and excluding remedial, continuing education, non-degree credit courses). See the annual credit hour requirement by the end of the academic year based on initial college enrollment below:
 - a. Earn a minimum of 30 credit hours if entering the second year; or
 - b. Earn a minimum of 60 credit hours if entering the third year; or
 - c. Earn a minimum of 90 credit hours if entering the fourth year

SC LIFE Enhancement: Math and science majors who receive the SC LIFE Scholarship may be eligible to receive the SC LIFE Enhancement for their second, third, and fourth years of college. The SC LIFE Enhancement may be awarded up to \$2,500 for one academic year. In order to qualify, students must receive the SC LIFE Scholarship, be in an eligible math or science major by the first day of classes for their second, third, and fourth years, and have taken 14 hours of math and science courses during their first year of college enrollment.

South Carolina Palmetto Fellows: The Palmetto Fellows Scholarship was established to retain academically talented high school graduates in the State through awards based on merit. Eligible full-time students may receive up to the following award amount: Up to \$6,700 for the first year, \$7,500 for second, third, and fourth years annually towards the cost of attendance at an eligible senior institution in South Carolina.

Initial Eligibility Requirements:

- Graduate from high school with a cumulative 3.0 GPA based on the UGS;
 - Be a South Carolina resident at the time of high school graduation and college enrollment;
 - Must not be a recipient of the LIFE or HOPE;
 - Meet all general eligibility criteria.
 - Score at least 1200 on the SAT or 27 on the ACT. Earn a cumulative 3.50 GPA on the GGS at the end of the junior year; and
 - Rank in the top six percent of the class at the end of either the sophomore or the junior year.
 - Students must not be a recipient of the SC LIFE Scholarship or SC HOPE Scholarship.
- ***For application information, please contact the high school guidance counselor if you meet the above criteria.

Renewal requirements:

- Meet all general eligibility criteria
- Earn a 3.0 GPA by the end of each academic year (excluding remedial, continuing education, non-degree credit courses)
- Earn 30 non-remedial credit hours by the end of each academic year at the home institution

Palmetto Fellows Enhancement: Math and science majors who receive the Palmetto Fellows Scholarship may be eligible to receive the Palmetto Fellows Enhancement for their second, third, and fourth years of college. The Palmetto Fellows Enhancement may be awarded up to \$2,500 per year. In order to qualify, students must receive the Palmetto Fellows Scholarship, be in an eligible math or science major by the first day of classes for their second, third, and fourth years, and have taken 14 hours of math and science courses during their first year of college enrollment.

Institutional Scholarships: Allen University is committed to assisting students with scholarship opportunities and offers a variety of scholarships based on academics, athletics and performing arts. Recipients are selected by the University's scholarship administrators. Athletic and performing arts awards are made by the appropriate departments based on tryouts and auditions. Recipients must meet Satisfactory Academic Progress and earn a certain GPA to receive these scholarships. In addition, students who receive institutional scholarships are encouraged to apply for UNCF scholarships.

Institutional Scholarships are non-refundable and will be applied towards the tuition and fees of Allen University. Students are required to complete the Free Application for Federal Student Aid (FAFSA), accept all grants and scholarships, and be enrolled as a full time student. All institutional awards are contingent upon submission of final high school transcript. All other financial aid including outside scholarships will be applied first. This may result in the institutional scholarship being reduced or removed. In some cases, offers of scholarships require revisions. In the event an adjustment is made to the award due to reduced enrollment, changes in eligibility or if there are external resources not taken into consideration at the time of the scholarship offer, notification will be sent by the Office of Student Financial Aid of these revisions. Additionally, if the student engages in any egregious action or speech that might be injurious to the institution, the scholarship will be revoked. Failure to adhere to scholarship requirements may result in cancellation of a scholarship award. Once an institutional scholarship has been cancelled, it cannot be reinstated.

RECOMMENDED SCHOLARSHIP WEBSITES	
<ul style="list-style-type: none"> • fastweb.com • Scholarships4students.com • College-Scholarships.com • Scholarshipamerica.org 	<ul style="list-style-type: none"> • Collegenet.com • ScholarshipExperts.com • Petersons.com • Studentscholarshipsearch.com

Policy & Procedures for Satisfactory Academic Progress

STANDARDS

Semester Hours Attempted	Minimum Cumulative Grade Point Average (GPA)	Required Completion Rate for All Credit Hours Attempted
0- 30	1.25	50%
31-60	1.75	50%
61-90	2.0	67%
91 and Above	2.0	67%

*This standard is consistent with University's academic standards required for graduation.

Repeated courses: For courses repeated, the highest grade is included in the student's cumulative GPA. When determining if a student is meeting the quantitative SAP standards, all courses will be included in the attempted hours. If a student has passed a course with the required passing grade, the student should not repeat that course.

Warning

Failure to meet any of the satisfactory academic progress standards will result in a warning letter being issued. A student placed on a warning status may continue to receive financial aid. At the end of the warning period, if the student has not achieved the appropriate minimum SAP status indicated on the SAP scale, then he/she is placed on suspension.

Probation

The status of probation will be earned to a student who has NOT met SAP standards, but has an approved appeal and is eligible for financial aid and enrollment for one semester or the length of their Academic Plan. Conditions may be imposed for a student's continued eligibility to receive financial aid as well as their enrollment with the university, which will be included in the student's academic plan. During the term of Probation, the student must be making Satisfactory Academic Progress or successfully following an academic plan. If not, the student will be suspended from receiving financial aid and the university. A student suspended from financial aid (other than the maximum time limit) and the university may re-establish eligibility by attending at their own expense until they meet the minimum standards or submitting an appeal.

If a student is on an academic plan and fails to meet any condition of the plan, they will be placed on suspension.

Suspension

A suspension letter is issued when the student fails to meet all of the satisfactory academic progress standards (SAP) for two consecutive semesters, have less than a 1.0 at the end of a semester, or who failed to meet their academic plan. A student who has earned suspension status may not receive further financial aid or continue enrollment with the university until he or she meets the requirements of the SAP Policy.

Students on suspension are ineligible to enroll for a minimum of one semester. Students suspended at the end of spring must sit out during the fall semester. Students suspended at the

end of the fall semester, must sit out during the spring semester. Students have the right to appeal the process by which they were suspended. The University encourages students on suspension and dismissal to take steps to improve their academic performance. The summer sessions are considered enrichment periods. Therefore, the University will allow students to attend the summer sessions after a successful Administrative appeal.

Dismissal

If students re-admitted after suspension fail to achieve the cumulative qualitative and quantitative minimum standards indicated on the Satisfactory Academic Progress Standards or achieve the standards outlined in their written academic plan, the students will be dismissed from the University. Students have the right to appeal the process by which they were dismissed. If the appeal by dismissed students is not approved by the University, the affected students may apply for readmission after a period of one year.

Mail Appeals Documents to:

Office of Student Financial Aid Attn: Admissions Committee
1530 Harden Street
Columbia, SC 29204

COUNSELING AND PLACEMENT SERVICE

The Counseling and Placement Office offers a variety of short –term counseling and placement services geared towards (1) facilitating the personal growth and development of students; (2) assisting students in the achievement of academic goals; and (3) assisting students in developing, evaluating, and effectively initiating career plans. Currently enrolled students at Allen University are eligible to receive counseling services. AU students can make appointments by phone or in person during regular university hours (8:30 am-5:00 pm). Students are responsible for making their own appointments. Attending counseling sessions is voluntary.

Counseling Services

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

The Counseling Services meet the needs of the students when their emotional difficulties interfere with their academic progress when applicable, information and referral services are available as part of the Center's outreach function on an as needed basis.

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 needed.
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 provide short-term counseling services to students with emotional or psychological problems.
8. To assist students in making adjustment to college

We adhere to 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.

We Offer:

Individual Counseling

One-on-one discussions for providing support and 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

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

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

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

A process of providing students other options for treatment if needed. 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

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 during the academic school year.

Disability Services

The purpose of Disability Services at Allen University is to provide opportunities for equal access. Academic Affairs and Student Life is responsible for the management, and evaluation of Disability Services.

Provision for Disabled and Special Need Students

If a student has a disability and they would like to be provided reasonable accommodations, It is the student's responsibility to provide all documentation to the university at the time of registration, to receive reasonable accommodation, if these services are needed.

Process

The Disability Services process includes the following:

1. Students who need accommodation must submit documentation to the Director of Counseling and Placement upon entering the university.
2. Once received during registration by the Director of Counseling and Placement, all documentation is reviewed,
3. An Official Professor Notification Letter is prepared for the student.
4. A file is created of all confidential documentation.
5. Students are notified to pick – up their Professor Notification Letter.
6. Students are to take the form to each of their professor for signatures of notification
7. Students are to return the form back to the Director for Counseling and Placement

8. Students must retrieve a new form for every term until graduation.

Career Planning and Placement Services

We take great care in preparing our students to achieve in their chosen careers. The Career Placement Center offers guidance and services for all of our students via self-assessment, career counseling, job and internship opportunities, cover letter, resume writing, interviewing skills, and more.

Throughout the year, we host a variety of industry experts to visit campus. We offer two Career Fairs one in the fall and one in the spring, and a Graduate School Fair every fall. A major goal of the office is to Increase the number of seniors to applying and attending Graduate School as well as to jump-start their career.

The Allen University Career Center provides a variety of career readiness skills to students via individual sessions, small group sessions, workshops, seminars, and the Career Leadership forums.

Career Readiness Skills that we work to improve in students includes:

- ✓ How to prepare a resume
- ✓ How to start a career
- ✓ The Art of building confidence
- ✓ Behavioral Interviewing Skills for Success Effective Job Search
- ✓ Landing the Right Internship
- ✓ How to get into a Graduate School of your choice Strengthening Soft skills
- ✓ Understanding Opportunity Cost and Career Selection Resume Building
- ✓ Understanding a job vs. a career
- ✓ Creating a Portfolio
- ✓ Values Clarification in conjunction with Project Success

Allen University has a Career Management System called the Yellow Jacket Career Connection. This Career Management System is available to all students, Alumni, faculty and staff 24 hours a day.

Please go [to www.purplebriefcase.com](http://www.purplebriefcase.com) to start your account.

RESIDENTIAL LIFE AND HEALTH SERVICES

Residential Life Services

Residential Life is committed to providing safe, well-maintained, functional residential facilities where students grow, experience the richness of a living and learning environment while enhancing intellectually, culturally, socially, emotionally, and spiritually. Our staff is dedicated to building a strong community and enhancing the Spiritual, Cultural, and Academic, Religious, and Social growth of the residents by fostering an atmosphere that instills responsibility, respect, lifelong learning and mutual cooperation. The proper balance of challenge and support for

residents, which allows them to take responsibility for themselves and for their development, can be retained at Allen University through on campus living.

Residence living at Allen University is designed with the student in mind. Our goal is to provide a clean, comfortable, and safe “home” in which the student can live, work, study, and build relationships. Living on campus gives the student a tremendous opportunity to interact with students from many different backgrounds, cultures, and experiences. It also allows them to enrich themselves by taking part in many social, academic, emotional, physical, cultural, and spiritually events.

Residential Life and Health Philosophy

Living in University housing is one of the special experiences associated with academic growth. While the primary function of Allen University’s residence halls is to provide students a place to sleep, socialize and study while attending the University, the Residential Life and Health Services staff; Director, Residence Coordinators, and Residents Assistants, is committed to making our residence halls genuine living/learning centers for today's students. Your residence hall is your home, a place to relax and enjoy yourself. It is important, however, that an atmosphere for studying prevails.

You will find that living on campus is unlike any experience you may have had. Residents must be conscience of their behavior and how it may affect others who are living around you. It is toward this end of maintaining this atmosphere that you, as residents, must continually strive. Your tolerance and respect for your fellow residents, and regard for standards of good citizenship will assure this atmosphere.

You, the student, are responsible for knowing and maintaining the University’s rules and policies. The Residential Life staff will enforce the regulations if you fail to do so. It is to your advantage to avoid problems before they begin. An attitude of "How does what I'm doing affect others?" will build a community of residents who regulate themselves, therefore ensuring that everyone's rights are protected.

It is the desire of the Residential Life staff to facilitate the personal development and learning of the students. By planning programs, activities of interest, and by advising and counseling students, we hope to assist you in your personal growth. We encourage you to stop by and talk with your Resident Assistant. The Resident Assistant (RA) is a student helper; use him/her to help you in any number of ways. Your RA can help you solve a problem or answer a question about campus life. Your RA can also help make your experience in campus living a rewarding one by encouraging developmental and social activities.

Student Residence Halls

The campus residence facilities house approximately 600 full-time students. Each residence area has a different staffing pattern but is generally supervised by the Director of Residential Life, Residence Coordinators, Residents Assistants and Community Assistants, Expectations of Allen University Residents. Consistently agreeable interaction among members of a residential community is dependent upon mutual respect and appreciation. Dependability, competence, and consideration are necessities in the development of a positive community. Residents can establish

and maintain respect by functioning as independently and effectively as the resident's ability allows; by being mature and knowledgeable about their own care; by managing time and items in a way that "fits" the schedule; and by treating people as they want and expect to be treated with honesty, fairness, kindness, patience, and respect.

As a resident, you can:

- ✓ Become more involved as a part of the University community. Studies conducted nationally show that students living in campus residence halls typically perform better **ACADEMICALLY**.
- ✓ Have opportunities for personal growth not available to commuting students. Living on campus provides an environment designed to help you experience **INDEPENDENCE**.
- ✓ Participate in social and recreational events in the residence halls which enable students to live and study together, share experiences, and **MAKE FRIENDS**.
- ✓ Know that living in the residence halls makes getting to early morning classes easy and makes late evenings in the library manageable. You do not have to worry about traffic jams or trying to find a parking space. On-campus dining service and laundry room makes living on-campus **CONVENIENT**.

Student Responsibility for Community Living

Residence halls promote a cooperative community living environment and teach students to respect the rights of others. Residence halls also recognize the academic atmosphere and protect the health, safety and security of all residents.

The right to study, read, relax and sleep without unreasonable interference, noise or distractions, and the responsibility to help others have this right;

The right to feel safe in the residence halls as well as have free access to one's room and other facilities in the building, and the responsibility to help ensure the safety for others in the building;

The right to have respect shown for one's privacy, and the responsibility to respect the privacy of others;

The right to have respect shown for one's personal property, and the responsibility to respect other's personal property as well as community property;

The right to live in an area that is free of intimidation, physical or emotional harm, and the responsibility **to** ensure this right for others;

The right to a clean-living environment and the responsibility to help keep it clean;

The right to maintain one's personal beliefs and values, and the responsibility to respect other's beliefs and values.

Please keep in mind that any individual's rights end when exercising those rights infringes on others. The residence halls are a place for fun but also a place for study. In keeping with the mission

of Allen University, the residence halls must have an atmosphere conducive to academic development. Students whose behavior violates the rights of other members of the community may be subject to disciplinary action and/or removal from University housing.

Staffing

The Director of Residential Life and Health Services is responsible for comprehensive administration of student housing, which encompasses (a) the process of admission of students to campus housing; (b) the application and assignment process; (c) Residential Life and Health Services staff training and supervision; and (d) departmental decision-making.

The residence halls are staffed by Residence Coordinators (RCs), Residence Assistants (RAs) and Community Assistants (CAs) who are available to you 24 hours a day.

Residence Assistants Program

The task of the Resident Assistant (RA) Program is to accommodate student input within regard to policies, procedures, and social functions. Participation assures that the needs of the group are met in an efficacious manner.

RAs must have the willingness to discuss issues, problems or concerns with student residents, the Director, Residence Coordinators and/or Resident Assistants. The fastest way to destroy a positive community is through gossip and accusations. Issues brought to the attention of residents and staff will be resolved in a manner that considers the needs of the residents and staff and the statutes of the University.

Residents are responsible for assisting in keeping the residence clean and sanitary. Residents must attempt to prevent room odors and unsanitary conditions by assuring that personal hygiene equipment is cleaned, and by having soiled clothes taken to the laundry.

Additional information about the student-housing program, including information about community guidelines and the student life judicial system, is available in The University Student Handbook.

Residence Hall Council

Each residence hall area has a residence hall council that works with members of the Office of Residential Life staff to coordinate programming and policy concerns for the residents.

GENERAL RULES, REGULATIONS AND PROCEDURES

These general rules, regulations, policies and procedure apply to students residing in the residence halls.

Regulations and Procedures

1. Students wishing to reside on campus must complete an application form and send or deliver them to the Director of Residential Life and Health Services at Allen University. Applicants seeking accommodations on campus are required to pay a nonrefundable \$150.00 room fee

which will guarantee a living space, to the Office of Business Affairs. A residence hall assignment will be given to the student after receipt of the room fee.

2. Each boarding student will receive a key/key card to his/her assigned room when he/she registers for his/her room at the check in station of the assigned residence hall. Room assignments are made on a first come basis. Students who do not obtain a room assignment will be placed on a waiting list per the payment date of their room fee and will be assigned to rooms when vacancies occur. Because of the uncertainty of vacancies, it is the responsibility of and recommendation to each student on the waiting list to seek alternative housing. Students not housed on campus after paying the room fee, will be credited the room fee to their account which will be held for the succeeding semester if the student reapplies to the college. Room fees will not be held for more than one academic year.

Residents should keep their keys/keycards on them always and should not lend their keys to friends or non-residents to enter any room when the residents are not present.

3. All room assignments are made for the entire academic year (fall and spring semesters) unless a resident plan to terminate enrollment and/or unless a resident is suspended or expelled before the academic year ends. Financial responsibilities for room charges begin immediately once a student officially checks into the assigned residence hall and will continue until the resident officially checks out of the residence hall.
4. Reasonable requests for room changes and reassignments may be made to the Residence Coordinator (RC) during the week after the completion of registration.
5. Residents that wish to vacate a room for any reason will be held liable for any discrepancies and/or damages discovered in the room during the official check out procedure. The process by which a room is vacated is described below:
 - The resident must request an inspection of his/her room with the Residence Coordinator or Residents Assistant.
 - The resident will then receive a copy of the withdrawal form which will indicate any charges against him/her for damages, discrepancies or losses. Damages may include destruction of University property and/or defacing of walls and doors (graffiti) etc.
 - The resident then turns in his/her room key/key card to the RC or RA. Any unpaid charges remaining after the resident has departed will be placed on a "Block List", that may hinder the resident from registering or receiving a transcript.
6. All freshmen who reside outside of a 50-mile radius of the university are required to live in the residence halls.
7. Residents may not install ovens, deep fryers, or other electrical appliances for cooking. Refrigerators (no larger than 3 cubic feet) are allowed and NO microwaves are allowed.

8. While the college provides janitorial service for the hallways, bathrooms and common areas, residents must accept the responsibility for the cleanliness and appearance of their rooms and general environment always. All rooms must be kept clean, neat and in sanitary condition. Residents who reside in a suite are responsible for the cleaning of their suites bathrooms and rooms. Rooms may be decorated to suit the taste of residents, but walls and doors may not be defaced or spray painted by residents.
9. Residents are not allowed to have overnight guests.
10. There is no inter-room visitation. Visiting hours for all guests are to take place in the lobby of each residence hall.
11. Daily quiet hours are observed in each residence hall from 10:00p.m.-10:00a.m. Sunday-Saturday and 24 hours during exam periods.
12. Residents and guests must enter residence halls through the main/front entrance only.
13. Residence Halls will be locked at 12:00A.M., Midnight. To enter the residence after the given time, residents must present their room key and identification card to on duty staff or Campus Police. Do not prop doors open!!
14. Fire alarm systems have been installed for your safety. Do not tamper with alarms, fire extinguishers, emergency lights, smoke detectors or any other safety equipment.
15. Radios, stereos, CD players, DVDs, VCRs, Televisions and tape players may be used for the personal pleasure of the residents. However, they should not be played in a manner that would disturb roommates or neighbors who might wish to study, sleep or enjoy their own pleasures.
16. The college has a policy against solicitation in the residence halls. No salesman, agent, or collector in any residence hall should be encouraged at any time. The exception is when the residence hall is providing a fundraiser. Violators will be reported to the Residence Coordinator or Residents Assistant and dealt with accordingly.

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 Resident Assistants are responsible for checking which rooms are locked and reporting this information to the Residential Hall Associates. They are also responsible for making sure that:

- ✓ All students are out of open rooms
- ✓ Windows are closed
- ✓ Blinds are raised

- ✓ Lights are on
- ✓ The doors to empty rooms are closed
- ✓ No one is in the lounges

The possession of candles, incense, and other open flame products or materials, which are inherently fire hazards, are prohibited. Residents are advised to keep a flashlight on hand in the event of an extended power failure. Any violation of the Student Code of Conduct may result in a sanction that may result in restitution, warning, probation, suspension/expulsion.

Responsibility for Residence Hall Damage

Resident students are held responsible for any damage to public areas, their rooms, and furnishings. To ensure the protection of property, as well as maintain order and discipline of residence hall residents, the University reserves the right to enter room, at any time for inspection, repair, or other official business.

Damages to common areas of the residence hall or furnishings shall be the responsibility of the student causing the damage. In the event, such student(s) causing the damage are not identified, costs for repairs or restoration shall be the responsibility of all occupants of the residence hall.

The following damages, and fines for other behavior/conduct will be assessed by the University, and the student will be billed for repairs or restorations:

Residence Hall Charge List

Smoking or burning incense in resident(s) room	\$50.00
Trash in room or hallways	\$25.00
Dirty room (during the semester per person)	\$30.00
Dirty room (end of semester/close out)	\$60.00
Lockouts (third time and thereafter)	\$5.00
*Alcoholic Contents (in room)	\$100.00
*Drug Contents	\$200.00
Unauthorized Visitation	\$75.00
Destruction of College Property	\$200.00
Using nails or tacks in walls	\$50.00
Excessive Loud Music/Noise	\$50.00
Damaging emergency	\$100.00
Activation of fire alarm due to use of illegal cooking appliances	\$50.00
Deliberate activation of a false alarm	\$250.00
Failure to evacuate building during an emergency alarm	\$75.00
Deliberate damages to building fire alarm system	\$250.00
Tampering with a fire extinguisher (removal of safety pin/ Identification tags, etc.	\$250.00
Unauthorized use of fire exit doors or locked doors	\$ 50.00
Failure to attend mandatory dorm meetings (2nd offence)	\$ 25.00
Unauthorized electrical appliances	\$100.00

Pet (s) in residence hall	\$75.00
Key replacement	\$40.00
Lock replacement	\$45.00
Key and lock replacement	\$85.00
Violating curfew (Freshmen Only)	\$25.00
Failure to properly check out of Residence Hall	\$150.00
ID card replacement	\$75.00
Use of endangered firearms (fire crackers, explosive devices, etc.)	\$500.00

- **Subject to disciplinary procedures.**

Health Services

The mission 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 service immediately.

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

- ✓ 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.
- ✓ To work with appropriate campus personnel in providing and promoting activities and programs that promotes healthy, safety, and wellness issues.
- ✓ Monitors university-wide activities to assure compliance with university policy and procedures.
- ✓ Monitors compliance to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

Medical Events and Accidents

It is the student's responsibility to report injuries or accidents on campus promptly to the Office of Residential Life and Health Service or to the Office of Student Affairs so that proper medical treatment can be advised or administered. If University officials deem necessary emergency medical technicians may be requested. If a student has a seizure or blackout while on campus the 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 Residential Life and Health Services or designee. The cost of the examination is the student's responsibility.

In instances when a student's physical/emotional or mental health may be considered life threatening, the University will require that a student be evaluated by some physician or other appropriate medical personnel.

If a student is voluntarily or involuntarily transported by ambulance to the hospital, the student must be evaluated and bring documentation (discharge papers) to Health Services (during offices hours) or to the student's Residence Director. If the student is diagnosed with a communicable disease (examples: flu, strep throat, pink eye, meningitis, etc.), required to be on bed rest for a certain amount of days, or care that requires extensive monitoring; the student may be asked to leave the residence hall until health is restored and/or physician releases student to return. This decision is made at the Residence Director's discretion.

If the student refuses to be evaluated, the student will not be allowed to return on campus. This includes living in residence and/or attending classes. The student's parent/guardian/emergency contact person will be notified that the student is in a potentially dangerous situation.

Health and Accident Insurance

The University does not provide health and accident insurance. Students should secure outside insurance for additional adequate health 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 appropriate campus office.

A person who knows or who has 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 to

protect themselves and others. Students who have communicable diseases, whether symptomatic or not, will be allowed regular classroom attendance in an unrestrictive manner if 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.

Policy on Pregnancy

Students who become pregnant should contact the Office of Residential Life and Health Services as soon as possible. The Health Service staff will refer the student to the appropriate off-campus support. A pregnant student will not be able to reside on campus after her first trimester (three months). Pregnant students may continue taking classes and engage in all other community activities. If a student prefers to take a medical leave-of-absence with the intention of returning to campus after delivery of the baby, such leaves may be requested through the Office of the Vice President for Student Affairs.

The Vice President for Student Affairs, Director of Residence Life and the Residence Coordinator should be advised of the pregnancy as soon as possible so that appropriate action may be taken should an unexpected medical emergency arise when the Health Services Office is closed.

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 drug 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, drug and mental 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

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.

Notification of Parents

The Vice President for Student Affairs (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.

Medical Withdrawal

This procedure is designed to address extenuating medical circumstances that have occurred during the semester that prevent a student from completing their studies. Extenuating Medical Circumstances are defined as nonrecurring events that are directly impacting the student or the student's minor child. Documentation for this request is required and should indicate a serious personal medical situation that prevented the student from completion of the course[s]. Please note, students are responsible for payment of meal plan charges.

- ✓ Requests must be for current semester only.
- ✓ Requests will not be considered for courses with posted grades already issued.
- ✓ Relevant documentation must be supplied. Documents will include the medical withdrawal – documentation form provided by Allen University, and a letter from the physician on letterhead (prescription pad notes are not acceptable) indicating the time period that the student would be unable to attend class.
- ✓ The University will review each request individually and a final decision will be based on the merits of the request and the documentation provided.
- ✓ Responses will be made within 2-4 weeks and the students will be notified via their University email.
- ✓ Regardless of the outcome of the decision, the student is responsible to pay any unearned financial aid. Rules and regulations governing Federal Financial Aid programs cannot be waived through this process
- ✓ If the request is denied, the student may contact the Vice President of Student Affairs to discuss their appeals process.

STUDENT ACTIVITIES

It is the mission of student activities to complement the academic program of students at Allen University and enhance the overall educational experience of students through the development of, exposure to, and participation in social, cultural, intellectual, recreational and governance programs. While the scope of student activities is broad the development of programs is founded in encouraging students to explore and participate in activities that provide opportunities for self-realization and growth in individual and group settings.

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.
- ✓ Student Activities Center and Facilities Coordination.
- ✓ Student Government Association.
- ✓ Campus Organizations.
- ✓ NPHC

Reporting directly to the Vice President for Student Affairs, the Director 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 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, in turn, are encouraged to take leadership roles and explore their interests.

Policies and regulations may be changed during the year. Announcements will be made upon adoption of the changes and/or additions.

STUDENT GOVERNMENT ASSOCIATION

Student Government was established to provide leadership to the student body; and to appoint students to serve on governance committees. Participation in student government enables students to witness firsthand, the intricacies of governmental operations. Emphasis is placed on the effective coordination of traditional and innovative administrative policies.

STUDENT ORGANIZATIONS

Student Organizations provide students with the opportunity to explore their academic, professional, political, social, cultural, recreational, spiritual, and community service interests. As students get involved, they are able to develop interpersonal, organizational, and leadership skills in a supportive yet challenging environment. The Office of Student Activities is a major resource for students who seek opportunities to get involved in the myriad of activities on campus; it also facilitates the student organization recognition process and maintains updated contact information

for all recognized student groups. Student organizations that are officially recognized by the University have the following privileges:

- ✓ Ability to reserve rooms and other campus facilities
- ✓ Ability to post approved flyers in designated locations on campus
- ✓ Opportunity to collaborate with the Office of Student Activities for major events

The University reserves the right to recognize or not recognize organizations whose values, purposes, and presence are contradictory to the values of Allen University. A few of the basic requirements for recognition are to:

- ✓ Complete a new or a renewal application form.
- ✓ Provide a copy of an approved and/or updated organizational constitution.
- ✓ File an updated membership roster.
- ✓ Maintain an on-campus advisor, who must be a full-time member of the Allen University faculty or staff. On-campus advisors serve as the liaison between the organization and the University. The on-campus advisor must approve and attend all activities, programs, and University requirements for membership.

The recognized student organizations at Allen University fall into one of several categories

- ✓ Academic and Professional
- ✓ Cultural and Social
- ✓ Fraternities and Sororities
- ✓ Honor Societies
- ✓ Religious
- ✓ State and Regional
- ✓ University-Wide

Student Organizations with competitive and selective membership processes must ensure that applicants seeking membership comply with the following: (a) are students in good academic, financial and disciplinary standing, (b) have the required minimum cumulative grade point average, and (c) are matriculated with a full-time status, having completed at least 12 credit hours at Allen University.

Academic and Professional Organizations

Academic and Professional Organizations provide useful opportunities and leadership experiences for the students in their respective fields. These special interest groups focus on programming and education within their respective disciplines. Departments may have additional requirements for membership into these organizations.

Cultural Clubs and Social Organizations

Cultural Clubs and Social Organizations provide a social outlet for international students and bring U.S. and international students together. These organizations also present programs and seminars about the cultures, traditions and areas of need in the global community.

Honor Societies

Honor Societies have been established to recognize and perpetuate excellence in various disciplines. Honor societies aim to promote scholarship and research, encourage a high standard of character, conduct practical application of and recognize high attainment and achievement in

their related fields.

Religious Student Organizations

Religious Student Organizations and choirs involve themselves with civic work, services and social functions and emphasize religious concepts, ideas and beliefs held by each group.

State and Regional Organizations

State and Regional Organizations encourage social cohesiveness among students from the same geographical location, and motivate students to get involved in campus activities, social action and community service programs.

University-Wide Organizations

University-Wide Organizations encompass many areas of campus life, dedicated to serving the entire University. They serve a number of different purposes and appeal to a variety of interests. Membership is open to all students.

Some of the student organizations recognized by Allen University include the following:

- Accounting Association
- Ambassadors
- AU Steppers
- Chic Republic
- International Student Organization
- Marketing Students Association
- Men of Definition
- National Black MBA Association
- Phi Beta Lambda
- Pi Gamma Mu Honor Society
- Poetry Club
- Pre-Alumni Council
- Student Activities Board
- Student Government Association
- Voices of Praise

Fraternities and Sororities

Fraternities and Sororities are primarily committed to academic excellence and community service. Membership in these organizations is through a competitive selection process that includes (1) a GPA requirement, (2) a certain number of semester hours, (3) participation in community service, (4) meeting all University financial and disciplinary obligations. Students cannot participate in the intake process unless they are in good academic, financial and disciplinary standing, have the required minimum grade point average of 2.5 (University Requirement) may differ from the respective organization and 30 credit hours (sophomore status and beyond) earned at Allen University and matriculate with a full-time status.

Fraternities and Sororities and other organizations with competitive selection processes and intake requirements, must have an on-campus advisor and a graduate advisor (or an advisor

affiliated/appointed by the sectional/regional/national leadership or organization). Securing advisors is the sole responsibility of the organizations. The Director of Student Activities must be notified immediately whenever an on-campus or graduate advisor resigns. If the organization cannot secure an on-campus and/or graduate advisor, the Allen University recognition will be temporarily suspended until a new on-campus and/or graduate advisor can be secured by the organization and approved by the Office of Student Activities.

Pan-Hellenic council Fraternities and Sororities

The National Pan-Hellenic Council was organized on May 10, 1930 at Howard University. The council is now composed of (9) organizations and promotes interaction, engagement and exchange of information through cooperative programming and collaborative initiatives for its affiliate organizations. Membership intake occurs during the fall and spring semesters and must meet the requirements outlined by the Office of Student Activities. The following fraternities and sororities are recognized Pan-Hellenic organizations at Allen University:

Alpha Kappa Alpha Sorority, Incorporated – MU Chapter
Alpha Phi Alpha Fraternity, Incorporated - Gamma Gamma Chapter
Delta Sigma Theta Sorority, Incorporated – Gamma Pi
Kappa Alpha Psi Fraternity, Incorporated – Beta Rho
Phi Beta Sigma fraternity, Incorporated – Alpha Omicron
Omega Psi Phi Fraternity, Incorporated – MU Sigma
Zeta Phi Beta Sorority, Incorporated – Lambda Chapter
Sigma Gamma Rho Sorority, Incorporated – Beta Iota Chapter

CAMPUS POLICE

Allen University is a private/urban institution located in the City of Columbia, South Carolina. The Allen University Campus Police Department is the campus law enforcement service agency for the campus and those areas under the University's authority. All of the Officers in the department have been entrusted with the duty and responsibility to serve and protect the Allen University campus and the surrounding community. The department utilizes shift coverage in increments of 8 hours per shift. It is the duty of every officer in this department to undertake the task of providing the campus and the surrounding community with a safe and peaceful environment. The Campus Police Officers are duly sworn state constables with statewide arrest authority as established by the South Carolina Law Enforcement Division (All Officers are trained and certified at the South Carolina Criminal Justice Academy). The Allen University Campus Police Department promotes and preserves a safe and secure campus environment by delivering quality service and community safety service in a professional and sensitive manner.

Campus Police and Safety

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

- ✓ Campus Police Office is open twenty-four hours a day.
- ✓ Campus Police will use the Student Handbook as a guide for securing the residence hall doors at 12:00 midnight.

- ✓ All residence halls will be closed at 12:00 midnight. Entrance after closing will be permitted upon presentation of an Allen University ID.
- ✓ There will be no loitering permitted in or about any residence hall after it has closed.
- ✓ Students will not be allowed to park on the main campus.
- ✓ Student parking in designated areas is permitted with an AU valid decal. Freshman are not permitted to have cars on campus.
- ✓ The police 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.

The Campus Police contact number is (803) 223-4544.

Procedure for Reporting Incidents, Crimes and 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:

- ✓ If any of the above occurs in the residence halls, immediately contact your residence hall director or campus security.
- ✓ If any of the above occurs on campus outside of the residence halls, contact campus police at (803) 223-4544 immediately.
- ✓ If any of the above occurs away from the campus, call 911 immediately.

Allen University has launched the Yellow Jacket RAVE campus messenger system from AT&T. Campus-wide alerts, breaking news and severe weather information can be distributed through this system. All students are encouraged to register for this service. Go to <http://alerts.allenuniversity.edu> or www.getrave.com and create your account.

Emergency Response and Behavioral Intervention Team

There is a Behavioral Intervention Team which includes Campus Police, the Vice President for Student Affairs, Residential Hall Directors, Counseling Services, and other staff. The Behavioral Intervention 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. Each student is also encouraged to sign up for the RAVE Emergency Notification System.

STUDENT CODE OF CONDUCT

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

Allen University students are expected to show proper respect to University faculty, staff, and administrators and maintain democratic, friendly attitudes towards their fellow students. A student who willfully violates this Code of Conduct will be subject to sanctions suited to the circumstances.

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

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

Violations

Violations of the Student Code of Conduct sections listed below could lead to separation (suspension, expulsion, or civil and criminal procedures) from the University, dismissed from the residence halls, if applicable, any other appropriate sanctioning, and transcript notation that the student was withdrawn for disciplinary reasons. All sanctions can be imposed administratively.

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 equipment or make or cause to be made a false alarm.

Destruction of Property

No student shall willfully or maliciously deface, mutilate, burn, destroy or otherwise damage a dwelling place, building or property on University premises; nor shall any student willfully conceal, mutilate, or destroy any property belonging to another student. Subject to suspension, expulsion, or civil and criminal procedures.

Civil Offenses

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 conduct action when their conduct violates the University Student Code of Conduct.

Group Assault

No student shall inflict any act of violence through a mob, gang affiliation or group of students. Subject to suspension or expulsion without hearing or appeal.

Disorderly Conduct

No student shall verbally assault any member of the faculty, administration, staff, visitors to campus or other members 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. Subject to social probation or suspension.

Disruptive Behavior

No student shall behave in a manner that is disruptive to the lives of other individuals and of the University intending to or having the effect of limiting the ability of any individual or the University to perform functions or assigned duties effectively. Subject to social probation or suspension.

Profanity/Abusive Language

No student shall use profanity or abusive language. Subjective to social probation or suspension.

Disregard for Authority

No student shall disregard directions or requests of any University official. Subjective to social probation or suspension.

Excessive Noise

No student shall use excessively loud noise or noisy speech on University premises. Subjective to disciplinary procedures.

Forgery

No student shall forge someone else's signature for any purpose. Subjective to disciplinary procedures.

Fraud

No student shall deliberately deceive another individual or the University to secure unfair or unlawful gain. Subjective to disciplinary procedures.

Defamation

No student shall make false statements regarding another individual or the University. Subjective to disciplinary procedures.

Gambling

No student shall engage in games of chance or skill for money or property. Subjective to disciplinary procedures.

Hazing

No student shall participate in any form of hazing on or off campus. Subjective to suspension, expulsion, and criminal procedures.

Public Indecency

No student shall engage in lewd sexual acts in public which includes, but not limited to, exposure of sexual organs, indecent caressing or fondling of oneself or others, or appearance in a state of partial or complete nudity. Subjective to social probation and suspension.

Sexual Activity

No student shall engage in any sexual activity, heterosexual or homosexual, on campus. Subjective to disciplinary procedures.

Plagiarism

No student shall plagiarize or represent as one's own the ideas or words of someone else. Subjective to disciplinary procedures.

Sale of Property

No student shall sell any property that does not belong to him/her. Subjective to suspension or criminal procedures.

Theft or Misappropriation

No student shall seize, receive or conceal property without the knowledge of the property's owner. Subjective to suspension, expulsion, or civil and criminal procedures.

Acts of Violence:**Allen University Policy on Acts of Violence**

There will be **zero tolerance** for any act of violence to include any act whereby a student strikes another student, faculty member or any employee of the University. Such an act will be punishable with immediate suspension or expulsion from the University. The suspension/expulsion will not be subject to a committee hearing or deliberation; therefore, appeals are not granted.

Policy on Weapons

Weapons of any sort are prohibitive on the University property. Subjective to suspension or expulsion. The suspension/expulsion will not be subject to a committee hearing or deliberation; therefore, appeals are not granted.

Policy on Smoking

No student shall smoke on University premises. Subjective to discipline procedures.

Policy on Drugs

No student should 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 local, state or federal statutes and regulations, unless prescribed for that student by a medical doctor. Subjective to expulsion and criminal procedures. Expulsion will not be subject to a committee hearing or deliberation; therefore, appeals are not granted.

Alcoholic Policy

No student should possess, consume or be in the presence of any alcoholic beverage while on campus or while representing the University off-campus. No student shall entertain any guest who possesses any alcoholic beverage on campus; nor shall alcoholic beverage containers be used for decoration in the residence hall. Subjective to social probation or suspension.

Policy on Sexual Assault

No student shall participate or engage in sexual harassment or assault of another student, faculty or staff. Allen University complies with Title IX.

Criminal Sexual assault is any act that constitutes a sexual assault or interpersonal violence of another person will not be tolerated and is a violation of the university's Code of Student Conduct,

and may result in sanctions ranging from probation to expulsion. Disciplinary action on the part of the university does not preclude the possibility of criminal charges against the individual.

Sexual Harassment is unwanted or offensive sexual behavior that has the purpose or effect of creating a hostile or stressful living, learning, or working environment, or whenever toleration of such conduct or rejection of it is the basis for a personnel or academic decision affecting an individual. Examples of behavior that may constitute sexual harassment include, but are not limited to, sexual advances, any form of retaliation or threat of retaliation against an individual who rejects such advances, sexual epithets, jokes, or comments, comment or inquiry about an individual's body or sexual experiences, unwelcome leering, whistling, brushing against the body, sexual gestures, and displaying sexually suggestive images. A single incident of sexual assault or other serious sexual misconduct may be sufficiently severe to constitute sexual harassment. Disciplinary action include suspension or expulsion, civil and possible criminal sanctions.

As members of the University community, all individuals are expected to comply with and abide by the University policies and guidelines, including Title IX, federal, state, and local laws, whether on-campus or off campus.

Possible Sanctions

The following list of sanctions by no means is exhaustive. Students should be aware that any conduct adversely affecting the educational mission of the university, or its relationship with the surrounding community or members of the university community, will be addressed in the appropriate manner.

The following list of sanctions is illustrative rather than exhaustive.

- ✓ Immediate expulsion from the university with permanent notation on transcript of disciplinary action.
- ✓ Immediate suspension from the university for a period of time.
- ✓ Immediate suspension from the university with permanent transcript notation.
- ✓ Loss of eligibility for university funded scholarships or funds, including part-time work.
- ✓ Cancellation of residence hall contract.
- ✓ Disciplinary probation.
- ✓ Loss of membership on teams, clubs, and officially recognized organizations.
- ✓ Mandated institutional (community) service.
- ✓ Monetary fines.
- ✓ Restitution.
- ✓ Letter of censure or reprimand.
- ✓ Letter of apology.
- ✓ Letter of warning.

When a student fails to comply with the sanctions imposed, additional and more severe sanctions may 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.

Group Offenses

- A. University recognized organizations, living organizations, societies, clubs and similar

organized groups are responsible for compliance with university regulations. Upon satisfactory proof that a group has encouraged, or did not take reasonable steps as a group to prevent, violations of university regulations, the group may be subjected to permanent or temporary suspension of charter, social probation, and/or denial of use of university facilities or other like sanctions.

B. Determination that a group is liable to sanction under the foregoing Section A and determination of the sanction to be imposed shall be made via the disciplinary process through an administrative disciplinary meeting or at a hearing held for that purpose. The president or principal officer of the group will be afforded reasonable notice of the time and place of the hearing and of the nature of the charges. This officer or any other member of the group may attend and be heard at the hearing.

Student Conduct Process

The Student Conduct Process extends 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.”

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 process to be followed when there is a violation of any part of this Code.

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 Division of Student Affairs administers the Student Code of Conduct System.

The Vice President for Student Affairs or designee is authorized and responsible for the total operation of the Student Code of Conduct System. This responsibility includes formulating and implementing, in cooperation with other appropriate University bodies, policies and procedures for the judicial consideration of conduct violations and the imposition of sanctions in an efficient, consistent, fair, legal, and educationally meaningful manner.

Student Non-Academic Grievance/Compliant and Appeal Process Policy Statement

Allen University recognizes the importance of providing a prompt and efficient procedure for resolving nonacademic grievances or appeals fairly and equitably. A nonacademic grievance or appeal alleges discrimination by a university employee on the basis of race, color, sex, religion, national origin, age, disability; it may also involve personal behavior or university policy.

Accordingly, students are encouraged to use the nonacademic grievance or appeal process without fear of reprisal for initiating the process or for participating in its resolution.

A non-academic grievance or appeal is an allegation by a student concerning (1) a university employee (from among the faculty, staff, or administration), (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

The procedures below will be followed to resolve a nonacademic grievance or appeal:

1. The student shall file a written grievance or complaint to the Office of the Vice President for Student Affairs about the action that 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 and including further action to be taken, if any, shall be attached to the written grievance.
2. The respondent shall schedule a meeting with the student within ten class days of the filed grievance, complaint, 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 to be taken, if any, 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 to be taken, if any, shall be attached to the written appeal.
4. The decision of the Vice President for Student Affairs shall become the final campus decision on the grievance or appeal. A written reply by the Vice President for Student Affairs to the student indicating the results of the meeting and including further action to be taken, if any, shall be attached to the written grievance or appeal. The student and appropriate university officials 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 or grievance shall remain in the Office of Academic Affairs and Student Life for one academic year. At the end of the academic year the documentation shall be destroyed.

Students should be aware that their faculty advisor, Counseling Services, and the Student Government Association may be resource areas where students may receive assistance with 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
1530 Harden Street
Columbia, South Carolina 29204
(803) 376-5744

Student Complaint Form

Date: _____

Student Name: _____

Contact Number: _____

Major: _____

Classification: _____

Date & Time of Visit: _____

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

Student Signature _____ **Date** _____

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

See Attached Statement

Expected Results:

Action Taken:

Recommendation(s):

_____/_____
Division Chair's Signature Date

_____/_____
Vice President's Signature Date