Student Handbook 2018 - 2020
Allen University

Dr. Ernest McNealey
President

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Allen University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Allen University.
**TABLE OF CONTENTS** (Information is subject to change)

Welcome From the Vice President for Student Affairs 4  
Allen University Board of Trustees 5  
Allen University Senior Executive Cabinet (SEC) 5  
Student Handbook Statement 5  
The History of Allen University 5  
The Campus 7  
Allen University Mission Statement 9  
Allen University Vision Statement 9  
Allen University Core Values 9  
Fostering Healthy Relationships at Allen University 10  
The Alma Mater 10  
The Allen University Promise 10  
The Allen University Motto 10  
The Allen University Colors 11  
General Information 11  
  
  
Student Withdrawals 11  
Bursar/Business Office 11  
The Joseph Simon Flipper Library & Media Center 11  
Cafeteria 11  
Campus Post Office 13  
Parking 13  
Athletics 13  
Dress Code 14  
Student Non-Academic Grievance/Complaint and Appeals Process 15  
Class Attendance 16  

Division of Student Affairs 16  
  
Enrollment Management 16  
  
Registrar 16  
  
(Students’ Right to Privacy Act) 17  
Admissions 18  
Financial Aid 24  
Counseling and Placement Services 33  
Residence Life and Health 41  
Student Activities 52  
Campus Police and Safety Procedures 56  
Student Code of Conduct 59  
Other Services 69  
Appendix 70
Dear Students,

The Student Handbook is designed to acquaint you with your rights and responsibilities as a student and the services, policies, and procedures that have been developed to enhance these rights and responsibilities. Additionally, this handbook serves as an aid in cultivating the kind of behavior conducive to a scholarly atmosphere that Allen University believes is paramount.

I encourage you to read this important document. It is your responsibility to know the information presented in this handbook. If you have questions or concerns, please do not hesitate to contact me.

A special welcome is to our new students. Congratulations for deciding to continue your education at Allen University. The Division of Student Affairs is committed to assisting you in adjusting to the college experience. We have dedicated student affairs professionals who will provide continuous learning opportunities for you outside the classroom.

It is always a pleasure to welcome back all continuing students. I am particularly interested in knowing how you view your experiences on campus and how I can enhance the quality of your tenure during this academic year.

My door is always open to students. I encourage you to stop by my office should you need assistance. Best wishes for a successful year!

Sincerely,

Cynthia Sellers-Simon
Cynthia Sellers-Simon, Ph. D.
Vice President for Student Affairs.
Allen University Board of Trustees
Right Reverend Dr. Samuel L. Green, Sr., Chairman
Mr. Alfred R. Berkeley, III
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Rev. Dr. Allen W. Parrott
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Rev. William Smith, Jr.

Allen University Senior Executive Cabinet
Dr. Ernest McNealey President
Dr. Charlene Spearen Vice President for Academic Affairs
Dr. Cynthia Sellers-Simon Vice President for Student Affairs
Mrs. Ruby Fielding Chief Financial & Information Officer
Mr. William Robinson Vice President for Institutional Advancement

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

The purpose of this Student Handbook is to provide students with a guide to understanding their rights, freedoms, and responsibilities as college students. It is imperative that students enrolled at Allen University 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.

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

On July 29, 1870 under the leadership of Bishop John M. Brown, the Columbia District Conference decided to purchase one hundred and fifty acres of land in historic Cokesbury, South Carolina. Thus, Payne’s advocacy of an informed clergy culminated in the founding of Payne Institute in Cokesbury, South Carolina.
During the Reconstruction Period in South Carolina, there were many discouraging times. No period in American History is more filled with problems for African Americans than this era. The desire for education among African Americans was discouraged and often violently opposed by their former masters. In spite of this opposition, at the Annual Conference of 1871, the Reverend Simon Miller presented the deed for the land and buildings. The document adopted and became the property of the African Methodist Episcopal Church, bearing the name of Daniel A. Payne.

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

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

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

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

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

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

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

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

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

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

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

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

Arnett Hall Administration Building
Coppin Hall
Chappelle
J.S. Flipper Learning Resources Center

Arnett Hall
Arnett Hall, the oldest building on the campus, was constructed in 1881. This building is listed on the National Historic Registry and was completely renovated in 2001. The campus located near the central business district of Columbia.
Chappelle Hall
Chappelle, completed in 1925, is a historic landmark. This structure was designed by John Anderson Langford (1874-1946), who has been heralded as the “Dean of Black Architects”. During the period when the Chappelle Administration Building was constructed, Langford served as the official architect of the A.M.E. Church. The durability and adaptability of the building over the years give testimony to the validity of Langford's conviction that physical structure should be both beautiful and functional. It is located at the corner of Harden and Taylor Streets.

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

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

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

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

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

The Mother Mary Ann Norris Honors House
This two-story structure located on Pine Street was restored and renovated in 2014. It houses the Honors Program.

The Humanities Cottage
This two-story structure located on Pine Street and houses the Humanities Department.

The Music Building
This structure is located on Pine Street (behind the Humanities Cottage). It houses the Music Department.

Richard Allen Apartments
This facility was renovated in 1989 and has a capacity to house 35 female and/or male students.

The Alumni House
This facility was renovated in 2014 and housing Alumni Affairs. It is located on Taylor Street across from Richard Allen Apartments.

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

**Preston Warren Williams II Residence Hall**  
This four story building is a state of the art facility where young boys become young educated men. This facility has a housing capacity of 220 male/female students and is located at the corner of Hampton and Pine Streets.

**Willie H. Johnson, Center for Educational Excellence**  
This building was renovated and houses the Registrar, Financial Aid, Fiscal Affairs, Admissions, Career Planning and Placement, University Police, Cafeteria, and University Bookstore.

**John Hurst Adams Gymnatorium**  
This building was constructed in 2000 and is located on the corner of Taylor and Pine Street and has the gym, Student Activities Center, the Hall of Fame Room and Canteen. It houses Athletic Department and Student Activities.

**Sons of Allen Chapel**  
This building houses the Allen University Concert Choir and the University Chaplin. This facility is where music classes, vespers services, along with choir practice/rehearsals are held. This building is located on Oak Street.

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

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

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

**Core Values of Allen University**  
Our core values are selected principles that govern our behavior and operation as an organized body:

- **Integrity**: Allen University seeks to practice truth and propriety in our personal and corporate practices and relationships.

- **Accountability**: Allen University accepts its responsibility to be consistent in sound
practices, loyal in reference to duties, agreements, obligations and relationships.

- **Respect:** Allen University aspires for its faculty, staff and students to live and work in harmony with peers, by respecting each individual’s right to exist, think and speak in an appropriate manner. The dignity of each one will be honored by all.

- **Excellence:** Allen University is committed to the vigorous pursuit of excellence in our educational endeavors.

- **Faith:** Allen University is a Christian Liberal Arts Institution of higher learning under the auspices of the African Methodist Episcopal Church.

**Fostering Healthy Relationships at Allen University**

As a Christian Liberal Arts institution, we seek to help our students engage in healthy, wholesome relationships that will promote and foster academic growth and positive development of the mind, body and the soul. Additionally, we seek to uphold the institution’s Christian values, beliefs, and morals by assisting students in developing a strong sense of faith in their sense of self. The university also strives to help students know and believe that they can do all things through Christ who strengthens them. In fulfilling these goals, we strive to equip students with the skills and level of confidence they will need to become who they were created to be.

In addition, the Allen University family seeks also to help change the mindset of the student to that of a critical thinker as they matriculate throughout their four years. The fulfillment of this goal will allow the graduate of Allen University to become a well-equipped candidate for earning a graduate degree in his or her chosen field of study or to attend graduate school and enter the professional work force capable of handling the challenges that they will encounter inside and outside of the workplace.

**Allen University 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.

**Allen University Promise**

As a member of the Allen University Community…
I promise to respect the Christian environment at Allen University.
I promise to respect the Allen University community; its property; and myself. I promise to demonstrate a sense of responsibility.
I promise to promote order and safety on Allen University’s campus.
I promise to exercise academic integrity by supporting the Allen University Legacy.
Acceptance of this promise commits each student of the Allen University community to behavior
that exemplifies respect and builds character.

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

University Colors
Blue and Gold

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.

**Special Note:** 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.

Bursar/Business Office (Campus Mall)
For questions or addressing issues involving your student account, the Bursar/Business Office can assist you with understanding monies applied and/or due to your student account.

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**
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

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.

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

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

### Men’s Athletics
- Basketball
- Cross Country
- Track and Field
- Wrestling
- Football

### Women’s Athletics
- Basketball
- Cross Country
- Track and Field
- Volleyball
- Softball
- Competitive Cheerleading

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

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

### Cheer Squad
The mission of the Allen University Cheerleaders is to motivate and activate the team spirit within the Allen University community. Good conduct and willingness to follow policies and regulations are prerequisites for those who care to support the intercollegiate sports program.

### 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

**Note**: 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.

**Student Non-Academic Grievance/Complaint 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 with the involved person or persons. The complaint must be filed within ten (10) days of the event unless there are extenuating circumstances.

2. The respondent shall schedule a meeting with the student within ten class days of the filed grievance, complaint, 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 shall be notified in writing of the decision within ten class days after the last consideration of the
5. Written documentation of the student’s complaint or grievance shall remain in the Office of Student Affairs for one academic year. At the end of the academic year the documentation shall be destroyed.

Students should be aware that their faculty advisors, Counseling Services, Residence Life and Health, the Student Government Association, and the Director of Student Activities 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.

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.

Students’ Right to Privacy Act

Federal laws protect the rights of all students. Allen University observes these laws that provide that the institution will maintain the confidentiality of each student's official education record, as related to access to or the release of information. Reference: Family Educational Rights and Privacy Act (FERPA) of 1974, Sec. 438, Publ. L.90-247, Title IV as amended, 88 Stat. 571-574.

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

1. Allen University recognizes the privacy rights of all students from the time of their official registration at the University. The University permits each student who is or has been in attendance at the University to inspect and review his/her educational records.

2. Educational records include only those records maintained by the Office of Enrollment Management that are directly related to students. All educational records are kept in the Office of Enrollment Management and may be inspected on normal working days by appointment when the University is in regular session, except during registration periods.

3. Students who wish to inspect and review their educational records must request an appointment in writing to the Office of Enrollment Management. For students who are currently enrolled, appointments will be scheduled no later than five working days after receipt of the request for an appointment. For students who are no longer enrolled, appointments will be scheduled no longer than fifteen days after receipt of the request.

4. A minimum fee per page will be charged for unofficial copies of educational records and copies of information disclosed from educational records. The Office of Enrollment Management will deny a request for copies under the following conditions:
   A. Improper or insufficient identification; or
   B. Non-payment of fees.

5. The University recognizes the right of a student to seek correction of information the student believes to be inaccurate, misleading, or in violation of his/her privacy rights. If a request for correction is denied, the student will have a right to a full and fair hearing. If the student is dissatisfied with the findings of the hearing, he/she will have the right to place a statement in his/her educational records concerning his/her disagreement with the findings of the hearing and/or commenting on the disputed information.

6. The University requires that a student give prior written consent for the disclosure of any personally identifiable information from his/her educational records, except when the disclosure is to administrative officials of the University and their staff, empowered by the president of the University to review such records in the execution of their duties, and when
prior consent for disclosure is not required by law.

7. The University shall disclose directory information from the educational records to any member of the public who submits a legitimate request. Directory information includes

- Name of student;
- Name(s) of parent(s) or other family member(s) of each student;
- Student addresses;
- Personal identifiers, such as social security number;
- All other information, which would make the identity of the student easily traceable.

8. Any student who does not wish to have his/her directory information disclosed should notify the Office of Enrollment Management during registration at the beginning of each semester.

9. The University prohibits all third parties receiving information from student educational records from disclosing such information to any other party without prior written consent of the student(s) involved.

10. The Office of Enrollment Management will maintain a record of requests/disclosures for each individual student folder.

11. The University recognizes the right of a student to waive any or all of his/her rights under Act 438 and the right of a student to revoke a waiver at any time, provided that the privacy rights of a student apply only to entries made in his/her educational records after revocation. Parents of students under the age of 18 do not have to request permission or obtain waivers from the students to examine the educational records.

12. The Dean of Enrollment Management is responsible for the effective administration of this policy, seeing to it that access to educational records is afforded to students without undue delay and that all requests are handled promptly within the guidelines of this policy. The Dean of Enrollment Management will maintain such records to show compliance with Act 438.

Office of Admissions

Admission Policy

Allen University is a historically black university, which was founded in 1870 to provide higher educational opportunities for blacks who were denied access to state universities in South Carolina and nationally. However, the University currently provides educational opportunities to applicants of all racial groups who meet the admission criteria listed below.
The following criteria are applicable to all applicants:
1. Must submit either a transcript that reflects graduation from a regionally accredited high school or GED certificate approved by the originating state department of education.
2. Must have a 2.0 grade point average (GPA) on a four point (4.0) scale.
3. Must complete and submit a University’s application for admission.
4. Must submit either SAT or ACT score, if applying for scholarship(s)

ADMISSION CONTACT
Office of Admissions
Allen University
1530 Harden Street
Columbia, SC 29204

Application
Applicants may complete and submit their application online via the Allen University Website at https://selfservice.allenuniversity.edu/Admissions/ApplicationSelectEnabledForm.aspx. Once properly submitted, the University will send the applicant an email notification of receipt.

OR

Paper Application
To receive a hard copy of the paper application, applicants may contact the Office of Admissions to have an application packet sent via the mail or he/she may download and print a copy via the Allen University Website by going to www.allenuniversity.edu.

Note: It is important that all information is entered legibly and all appropriate sections are completed in their entirety. Applications that are unsigned cannot be processed.

Transfer Students
A transfer applicant is a student who has attended another regionally accredited post-secondary institution (whether or not credit was earned) after completing high school. Transfer applicants for admission must submit the following documents:

- Completed undergraduate application
- Official transcripts from all post-secondary institutions attended (you must also submit a final, official transcript for all coursework in progress up until the time of enrollment, prior to beginning classes at the University)
- Official high school transcript (from a regionally accredited high school) if fewer than 30 semester hours of university-level work have been attempted in a regionally accredited university or university
- Course description of all courses being submitted for transfer credit
- To be considered for admission, the transfer applicant should have earned a minimum cumulative 2.0 GPA from a regionally accredited university or university.
- All applicants for transfer admission must be eligible to return to the last institution attended as a degree candidate. An official transcript from each institution attended must be sent directly to the Office of Admissions.

Allen encourages transfer students to apply for admissions. University policy allows incoming students to receive credit for up to 50% (not to exceed 60 credit hours) of previous coursework
towards an Allen University degree, pending review of official transcript. (See admissions policy for guidelines).

**International Students**
Along with the application packet an international applicant must submit the following:

1. Application fee is $3000.00 (non-refundable).
2. A Statement of Financial Support (It's the responsibility of the student to locate financial resources to cover expenses while in the United States). **A statement from your financial institution verifying the amount in US dollars to be used for your educational purposes. A student will need a minimum of $21,000 (in US dollars) per year.** All documents must be current.
3. Photocopies of original certificates or transcripts are not accepted. Applicants must submit either original certificates or have the issuing council send this office the official statement of results. (Official – Cannot accept faxed certificates).
4. The Test of English as Foreign Language (TOEFL) is required of all applicants coming from non-English speaking countries. **(Officials Scores): Internet Based Test-60; Computer Based Test -165; Paper Based Test -525**
5. An Official High School or University Transcript. Only official copies will be accepted or a school official can e-mail your information directly to an Admissions staff member.
6. Other: Copy of Immigration documents (Visa, Passport, I-20 Permanent Resident Card)
7. The first portion of your tuition must be paid by **July 15th (entering fall semester) or November 15th (entering spring semester)** in the amount of $3,480.00. The remaining balance is due **one weeks after school starts $3,480.00.** If your tuition is not paid, your courses will be dropped and SEVIS will be updated effectively immediately regarding your enrollment status.

**ADVANCED PLACEMENT (AP)**
In order for the application may be processed in time for registration, the Office of Admissions recommends that transcripts be sent at least six (6) weeks prior to the beginning of the semester in which the student plans to enroll. Transcripts will be evaluated prior to the end of the first semester. The following criteria are used to determine acceptability of prior university course work for advanced standing:

1. The final grade for the course(s) must be a “3” or higher, and must have been earned within ten (10) years prior to the date of transfer.
2. The course(s) must have been taken at a regionally accredited institution.
3. The course(s) must be applicable to the program in which the student plans to enroll.
4. The course(s) must be university-level. Course(s) remedial/developmental in nature will not be accepted.

**READMITTED STUDENTS**
Students who were not enrolled for one (1) academic term must complete a new application for admission prior to re-entry. The University reserves the right to refuse re-admission to any applicant who has demonstrated unacceptable academic work or conduct that does not meet the core values of the University. Students with financial obligations must resolve those obligations before they are allowed to register for classes.

Students who have attended another university or university during the interim must submit official transcripts of all work to the Office of Admissions as part of the re-application process.
A student on academic suspension may appeal for re-admission through the Satisfactory Academic Progress Appeals Committee. Students suspended for other reasons must obtain clearance from the Office of Academic Affairs, Business Office, and the Office of Student Affairs, as applicable.

NON-DEGREE SEEKING STUDENTS
Allen welcomes an applicant who is not a candidate for a degree, but wishes to take certain courses. These “special students” are required to complete the general admission procedures. A special student may become a degree candidate at a later date, provided all admission requirements have been met.

TRANSIENT STUDENTS
A student enrolled at another institution of higher education may apply for admission to Allen University. Transient students are required to submit an application for the academic semester in which they wish to enroll. Additionally, the student must submit the appropriate official of their home institution.

COURSE AUDITS
A person seeking to audit a course is not required to submit test scores or official transcripts. Approval is required from the Division Chairperson, the instructor involved, and the Director of Admissions. No collegiate credit is given for auditing courses. Audited courses are charged at the same rate as courses taken for credit.

EVENING PROGRAM

PROGRAM OVERVIEW
Curricula and course offering face-to-face platform are designed for convenience of working adults, and all professionals who possess an A.A., A.S., and A.A.S. degree, high school diploma, GED, or anywhere in between. Special benefits are available for veterans of the armed services who are eligible for the Post 9/11 GI Bill, and financial aid is available for every admitted student who qualifies.
Available programs of study include degrees in Business Administration, English, Math, and Religion, with coursework offered.
Qualified faculty with earned advanced degrees in each discipline provides instruction, and students enjoy the academic support of the Evening Program.

ADMISSIONS REQUIREMENTS
Applicants must meet the following criteria:
- 24 years or older (waived, if active duty military)
- Work or professional experience (required)
- A 2.0 or “C” average for high school course work

APPLICATION PROCEDURES
Prospective students are urged to apply early—no later than May 1st for consideration for the fall semester or November 1st for the spring semester. However, applications are accepted on a space
available basis through the end of registration. To enroll in the Bachelor’s Degree Program, students will need access to a computer.

APPLICATION PROCESS

- Must submit either a transcript that reflects graduation from a regionally accredited high school or GED certificate approved by the originating state department of education.
- Must submit original transcript for all university/universities attended, if applicable.
- Must complete the financial aid application (online: http://www.fafsa.ed.gov)

The application procedures are as follows:

NEW FRESHMEN AND EARLY ADMISSION APPLICANTS

1. Request an application from the Office of Admissions, Allen University, 1530 Harden Street, Columbia, SC 29204. Telephone number (803) 376-6023 or apply online at www.allenuniveristy.edu.
2. Return the completed application forms to the Office of Admissions with a non-refundable application fee of $25.00 (certified check or money order).
3. Request that the high school principal, guidance counselor, or registrar mail to the University an official transcript through their junior year to include cumulative grade point average, class rank, if applicable, state’s examination scores and a listing of enrolled courses during the senior year.
4. Tentative admission will be granted prior to the completion of high school, but it will be subject to the student's receipt of a valid state issued diploma from a state or regionally accredited high school, or its equivalent (GED). A complete and official transcript of all high school work must be received before admission is final.
5. Request that SAT and/or ACT scores be sent to Allen University: The Code numbers are SAT (5056) and ACT (3834). Should these tests not be offered at a local high school, contact the University Entrance Examination Board, Box 592, Princeton, New Jersey 08540 for further information on testing dates and sites. Applicants are accepted on a first-come, first-served basis, until the freshman class is full.

TRANSFER STUDENTS

1. Request an application from the Office of Admissions, Allen University, 1530 Harden Street, Columbia, SC 29204. Telephone number (803) 376-6023 or apply online at www.allenuniveristy.edu.
2. Return the completed application forms to the Office of Admissions with a non-refundable application fee of $25.00 (certified check or money order).
3. Request that official high school and university(s) transcript(s) of academic records be mailed to the Office of Admissions. All transcripts must be received in the Office of Admissions before admissions consideration will be given.

NON-DEGREE STUDENTS

1. Request an application from the Office of Admissions, Allen University, 1530 Harden Street, Columbia, SC 29204. Telephone number (803) 376-6023 or apply online at www.allenuniveristy.edu.
2. Return the completed application forms to the Office of Admissions with a non-refundable application fee of $25.00 (certified check or money order).
3. Request that official high school and university transcripts of academic records be mailed to the Office of Admissions.
4. Request that General Education Development Examination (GED) scores be sent directly from the state testing center to the Office of Admissions

READMITTED STUDENTS
1. Submit to the Office of Admissions a completed application for readmission to the university.
2. Applicants for readmission who have attended another university or university during their absence from Allen University must submit official transcript(s) of such work to the Office of Admissions before consideration will be given.
3. Previously enrolled students are eligible for readmission provided they made satisfactory academic progress while enrolled at the University or were eligible to return to the last university/university in which they were enrolled. Students who do not meet these conditions may appeal to the Satisfactory Academic Progress Committee.

TRANSIENT STUDENTS
1. Request an application from the Office of Admissions, Allen University, 1530 Harden Street, Columbia, SC 29204. Telephone number (803) 376-6023 or apply online at www.allenuniversity.edu.
2. Return the completed application forms to the Office of Admissions with a non-refundable application fee of $25.00 (certified check or money order).
3. Transient students must present an Academic Course Approval letter or form from the institution that they are attending indicating approval to take course(s) listed.
4. Return completed Consortium Agreement (if applicable) and a copy of an Academic Course Approval form from their home institution to the Office of Student Financial Aid.

SUMMER SCHOOL ADMISSION
New students entering Allen University for the first time in a summer term and who expect to continue to study toward a degree must submit an application specifying the summer term and meet the requirements for admission.

Notice of Acceptance
The Office of Admissions will notify applicants of action(s) taken on their applications within two weeks after all requirements have been met. The University cannot guarantee a place in the class for applicants who have not paid the admission fee. Allen University reserves the right to reject any applicant when, in the opinion of the Admissions Committee: (1) the student's credentials do not indicate a probability of success; (2) the University does not offer an appropriate curriculum that will satisfy the applicant's proposed professional objective; or (3) the student enrollment capacity of the University has been reached, and it is necessary to impose enrollment limitations. The University also reserves the right to consider factors other than the basic characteristics of academic competence to grant admission.

Information for Veterans and Eligible Dependents
The Office of the Registrar certifies educational benefits for veterans and eligible dependents.
To ensure receipt of benefits, eligible VA students must inform the Registrar of their intention to register for classes and supply the number of credit hours for which they will enroll each semester. After this information has been submitted to the Registrar, it is then submitted to the U.S. Department of Veterans Affairs for processing and payment. Beginning students should apply for a certificate of eligibility at their nearest Veterans Affairs office at least six (6) weeks prior to the expected date of enrollment or student may apply online at www.gibill.va.gov. All students receiving VA Educational Assistance payments from Veterans Affairs are responsible for immediately notifying the University's VA Certifying Official of any changes in their degree program, excessive absences, and/or credit hour load during the semester. Veterans’ records are released upon request when accounts are up-to-date. At the request of the U.S. Department of Veterans Affairs, copies of a Veteran’s transcript will be forwarded to the Office of Veterans Affairs.

PROVISIONS FOR DISABLED AND SPECIAL NEED STUDENTS

The University makes provisions to accommodate disabled and special need students. Facilities to accommodate students with physical handicaps include Chappelle Hall, Gibbs Hall, Campus Mall, Arnett Hall, Preston Warren Williams, and Wilma Deloris Williams. Services are available through the Counseling and Placement Services.

The Admissions Retention Policy

Allen University will maintain records that fall under only applicants’ records. Applicants’ records include information about the applicant's name, gender, birth date, home address, telephone number where parents or legal representative may be reached, emergency numbers. Other types of applicants records include admission forms, release of information form; VISA and passport information.

Retention of applicants’ records. All records on active applicants should be maintained for the duration of the current admission. If the applicant enrolls and validation of enrollment is final, the records must be sent to the Registrar's Office a month after validation. Records on applicants who did not enter the University will only be retained for one year.

Retention of program policies and procedures. Program policies and procedures should be maintained until no longer required or until the policy and procedure is replaced by a new policy or procedure. The University must also comply with record retention requirements established by our state and federal agencies that have jurisdiction over specific aspects of our program (if any) South Carolina Commission on Higher Education.

October 30, 2017

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.

Students must begin the financial aid process (FASFA) beginning 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.

<table>
<thead>
<tr>
<th>Financial Aid Counselors</th>
<th>Position Title</th>
<th>Phone Number</th>
<th>Case Load</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Antoinette Crawford</td>
<td>Financial Aid Counselor</td>
<td>(803) 376-5740</td>
<td>A-F</td>
<td><a href="mailto:acrawford@allenuniversity.edu">acrawford@allenuniversity.edu</a></td>
</tr>
<tr>
<td>Ms. Deslyn Haywood</td>
<td>Sr. Financial Aid Counselor</td>
<td>(803) 376-5930</td>
<td>G-M</td>
<td><a href="mailto:dhaywood@allenuniversity.edu">dhaywood@allenuniversity.edu</a></td>
</tr>
<tr>
<td>Mrs. Erika Lotts</td>
<td>Financial Aid Counselor</td>
<td>(803) 376-5792</td>
<td>N-Z</td>
<td><a href="mailto:elotts@allenuniversity.edu">elotts@allenuniversity.edu</a></td>
</tr>
<tr>
<td>Ms. ‘Lola Kennedy</td>
<td>Director</td>
<td>(803) 376-5991</td>
<td></td>
<td><a href="mailto:lkennedy@allenuniversity.edu">lkennedy@allenuniversity.edu</a></td>
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Scholarships

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 (SCTG): South Carolina Tuition Grant 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. Currently, the amount of the grant is up to $3,200.00 for the academic year. Students who fail to enroll full time during the fall semester forfeit their eligibility for the entire 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. To be eligible to receive SC Tuition Grant funds, students must complete their FAFSA by June 30th and earn at least twenty-four (24) credit hours for the academic year. South Carolina Tuition Grant funds in the spring semester will be split into two disbursements per the new South Carolina Tuition Grant Regulation.

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 full-time students may receive awards as follows:

- Meet all general eligibility criteria
- Earn a 3.0 LIFE GPA by the end of each academic year (including all grades earned at eligible institutions excluding remedial, continuing ed, non-degree credit courses)
- Earn an average of 30 non-remedial credit hours by the end of each academic year (including all grades earned at eligible institutions excluding remedial, continuing ed, non-degree credit courses)

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 per 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.

<table>
<thead>
<tr>
<th>RECOMMENDED SCHOLARSHIP WEBSITES</th>
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<tbody>
<tr>
<td>• fastweb.com</td>
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<tr>
<td>• Scholarships4students.com</td>
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<tr>
<td>• College-Scholarships.com</td>
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<tr>
<td>• Scholarshipamerica.org</td>
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<tr>
<td>• Collegenet.com</td>
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<tr>
<td>• ScholarshipExperts.com</td>
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<td>• Petersons.com</td>
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<td>• Studentscholarshipsearch.com</td>
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Policy & Procedures for Satisfactory Academic Progress

HEA Sec 484(c), 34 CFR 668.16(e), 34 CFR 558.34

Federal and state regulations require financial aid recipients to maintain Satisfactory Academic Progress (SAP) towards a recognized degree, HEA Sec 484(c), 34 CFR 668.16(e), 34 CFR 558.34. SAP applies to all undergraduate students who may or may not receive most types of federal, state, and institutional financial aid administered by the university. At the conclusion of each term or payment period, Allen University (AU) review all currently enrolled AU students to verify they are meeting the SAP requirements.

The University's SAP policy includes both qualitative and quantitative measures. Failure to meet any one of the SAP standards for two consecutive terms will result in suspension from the university and financial aid. Depending upon the time of the review the student’s financial aid award will be cancelled for the current and/or future semesters and he or she will no longer be eligible for continued enrollment at Allen University. For example, the time frame between when the spring term grades are available and the start of the summer term is only a few days. However, if students are not meeting their SAP at the end of the spring term, they will be ineligible for financial aid for the summer term, regardless if they already have a financial aid award and are enrolled or attending classes. Please be aware, once enrolled for a term students accept responsibility for any charges assessed regardless of their financial aid status.

Summer School is considered a period of enrichment. Therefore, students are encouraged to attend summer school to improve their academic status. Students who have been placed on suspension may attend summer sessions, pending a successful administrative appeal. However, said students are not eligible for financial aid. In addition, students who are on financial suspension will also be placed on academic suspension from the university. Students who are on academic suspension will also be placed on financial aid suspension from the university. Students not meeting their SAP requirements will be notified accordingly in writing or via email within 10 working days of grades posting for that term.

All periods of a student's enrollment, whether or not the student received aid, are included in the SAP review. In addition, all credit hours transferred to AU for the current enrollment level, incompletes, withdrawals, and repeated courses are included and counted towards a student's maximum time frame and completion rate. Students who meet cumulative SAP standards will be removed from probation. Those who do not meet cumulative SAP standards but achieve the standards included in their academic plan each semester(s) will remain on probation. Students who appeal their suspension status must follow the SAP Appeals process.

Transfer students who were in good academic standing at the college they previously attended will be eligible for enrollment and financial aid. They will fall under the same satisfactory academic progress standards as current students.

Note: Any exception to this policy will be handled based on the information provided and on a case by case basis.
STANDARDS

Maintain compliance with 34 C.F.R. § 668.16(c), General Provisions.

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

<table>
<thead>
<tr>
<th>Total Semester Hours Attempted</th>
<th>*Minimum Cumulative Grade Point Average (GPA)</th>
<th>Required Completion Rate for All Credit Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30</td>
<td>1.50</td>
<td>50%</td>
</tr>
<tr>
<td>31-60</td>
<td>1.80</td>
<td>50%</td>
</tr>
<tr>
<td>61-90</td>
<td>2.0</td>
<td>67%</td>
</tr>
<tr>
<td>91-Above</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

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

Qualitative Standards (cumulative grade point average)

The qualitative standards are the student’s cumulative grade point average (GPA). All grades attempted will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and remedial/developmental coursework. Qualitative standards required to retain federal, state, and institutional sources of financial aid for full-time students is determined by the standards in the chart above. Additionally, all students must earn a cumulative GPA of at least 1.00 by the end of each semester or they will be suspended for one semester subject to review of circumstances.

Note: Students who appeal and are placed on an Academic Plan must meet different standards described later in this policy.

Quantitative Standards

Course Completion Rate

Quantitative standards measure the rate at which the student is completing their degree. This rate is calculated by dividing the number of earned credit hours by the number of attempted hours. (Earned /Attempted = Completion Rate). Attempted credit hours include those for degree-related courses, Transitional Studies courses, remedial courses, withdrawals, repeated courses, incomplete and failed courses. All transfer hours accepted by Allen University will be counted in calculations for both earned and attempted hours. Summer hours are included. If the calculation results in a decimal, the institution will use standard rounding rules. For example, if the result is 66.5% the course completion rate will be rounded to 67%.

Maximum Time Frame

Regulations state that undergraduate students must complete their program within 150% of the published length of their program of study. For example, the minimum number of credit hours required for an undergraduate degree at AU is usually 120 credit hours. Therefore, undergraduate students are allowed to attempt a maximum of 180 credit hours (120 x 150% = 180) while pursuing their degree and continue to receive financial aid. The required number of credit hours may vary based upon degree and when the student started their program of study; therefore, the maximum number of credit hours that a student may attempt will also vary in some cases. The 180 credit hour
maximum time frame still applies, regardless of the number of times a student changes majors or if he/she is pursuing multiple majors or degrees. The hours included in the evaluation will only include the hours for their current major, regardless of how many times they change majors. Students may appeal their status, if their aid is cancelled and they are pursuing multiple majors or degrees. If at the time when SAP is reviewed at the conclusion of the spring term or any other term it is determined that a student has exceeded the maximum number of attempted credit hours based upon their degree, the student is no longer eligible for financial aid.

Note: Attempted hours include all registered hours per semester whether or not the student earns a grade or receives credit. Attempted hours include withdrawals, incompletes, repetitions, and transfer credits. Any exception to this policy will be handled based on the information provided and on a case by case basis.

Satisfactory Academic Progress (SAP) Action Cycle

When the initial SAP action is taken against students, they return to the University under a warning status. The second SAP action taken is suspension. Students who return after suspension or dismissal must meet the terms of their academic plan or meet cumulative SAP standards. Students who subsequently meet Satisfactory Academic Progress standards will restart the Satisfactory Academic Progress cycle.

Treatment of course withdrawals, incomplete(s)/not reported, repeated courses and remedial courses

Withdrawals (W): Courses dropped before the conclusion of the add/drop period that no longer appear on the student's enrollment record or transcript will not count as a course attempted. Courses dropped after the add/drop period for which the student receives a W grade, will count as a course attempted.

Incompletes (I) or Not Reported (NR): Courses in which a student has earned an incomplete grade or the instructor of record has not reported a grade at the time in which SAP is reviewed will be included in the attempted hours. However, as there is no current grade in the system, these courses will not be included in the cumulative GPA determination at such time.

Repeated courses: For courses repeated, only the most recent 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.

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 assigned 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.

**Note:** 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 placed on 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.

Readmission after Suspension or Dismissal

Students who wish to be readmitted after suspension or dismissal must apply for readmission to the Admission's Committee by completing an appeal. The privilege of requesting readmission does not imply an obligation on the part of the University to grant the request. The University reserves the
right to deny readmission on the merits of the individual case or, if students are readmitted, to indicate the conditions under which they are to be readmitted. Those students who have been readmitted and who have attended another institution while on suspension or dismissal at Allen University must submit official transcripts of such work to the Office of Admissions before readmission consideration will be granted. The maximum time frame guidelines will be applied to these students.

How to Re-establish Eligibility

Students who have been on suspension cannot merely skip a semester to regain eligibility. No financial aid will be disbursed during subsequent semesters for students on suspension. In order to regain eligibility for financial aid and enrollment, the student may submit a written appeal (see Appeals Process below) in accordance with the appeals process and the Admission’s Committee approves the appeal. The student is then placed on probation with an academic plan.

Students who wish to attend summer school may do so with a successful administrative appeal to the Admission’s Committee. However, said students are not eligible for financial aid.

The Appeal Process

A student may appeal the decision for withholding enrollment and financial aid eligibility by following this process:

2. Complete the Satisfactory Academic Progress Appeal Form. In a typed statement clearly explain the circumstances which prevented you from meeting the Satisfactory Academic Progress requirements:
   a. What occurred; why did you fail to meet the SAP requirements?
   b. How have you resolved these circumstances so that they will not continue to affect your academic performance in the future? What is your plan of action to ensure your academic success?
3. If you have exceeded the maximum time frame, explain the number of hours accumulated. You must also submit a degree plan.
   • Your degree plan must verify your major and
   • It must list the specific courses and number of hours remaining for your major and degree completion.
4. Submit your completed appeal packet and all supporting documents by the published deadline for the term for which you are appealing.
   • Appeals without supporting documentation will be denied. Please see the chart below for examples of supporting documentation.
   • If a professional is providing a letter to support your appeal, it must be signed, dated and on letterhead.
• All letters must include contact information (address and phone number) for the committee to contact you if they determine follow-up is necessary. However, you must document your circumstances in writing. Do not expect for the committee to use this contact information to call and document your circumstances for you.

Some examples of appropriate supporting documentation are as follows:

<table>
<thead>
<tr>
<th>Family Circumstances</th>
<th>Medical Concerns</th>
<th>Work Circumstances</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Marriage Certificate</td>
<td>• A copy of medical bills</td>
<td>• Letter from Employer:</td>
</tr>
<tr>
<td>• Birth Certificate</td>
<td>• Letter from Doctor:</td>
<td>o Verifying unemployment</td>
</tr>
<tr>
<td>• Divorce Papers</td>
<td>o Verifying illness</td>
<td>o Verifying hours worked</td>
</tr>
<tr>
<td>• Court Documents</td>
<td>o Verifying treatment</td>
<td></td>
</tr>
<tr>
<td>• Police Reports</td>
<td>o Supporting your ability to</td>
<td></td>
</tr>
<tr>
<td>• A copy of plane tickets</td>
<td>handle an academic course-load</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Death</th>
<th>Emotional Concerns</th>
<th>Accident</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Death Certificate</td>
<td>• Letter from a counselor / therapist:</td>
<td>• Original police report</td>
</tr>
<tr>
<td>• Obituary</td>
<td>o Verifying treatment</td>
<td>• Medical documentation</td>
</tr>
<tr>
<td>• Memorial Service Bulletin</td>
<td>o Supporting your ability to</td>
<td>• Car repair bills</td>
</tr>
<tr>
<td></td>
<td>handle an academic course-load</td>
<td></td>
</tr>
</tbody>
</table>

Submitting incomplete documentation will result in a denial of your appeal or a delay in processing an appeal. Please make sure to include student’s name, student identification number (SID), current address, phone number, and email address on all appeal documents.

Students on suspension are not eligible to continue enrollment or receive financial aid. However, if students spend time in the dorms, they will be charged for the amount of time they lived in the dorm and/or ate in the café if their appeal is denied. Financial aid cannot be retroactively reinstated if an appeal is approved after a semester has ended or if an appeal is incomplete and the documents are submitted after a term ends.

Students may call (803) 255-4999 to make an appointment with their financial aid counselor to discuss their appeal. Students’ counselor will not be able to approve or deny a appeal, nor do financial aid counselors sit on the committee which reviews appeals. The counselor will only be able to clarify any questions about this document and provide other financial aid options.

There are SAP appeal deadlines for each semester. If appeals are not submitted in their entirety by the semester deadline, the appeal may not be reviewed until the following semester.
Appeal deadlines are as follows: **July 15**\(^{th}\) (Fall), **January 3**\(^{rd}\) (Spring), **April 15**\(^{th}\) (Summer Session I), and **June 15**\(^{th}\) (Summer Session II)

Only submit complete appeal packets with supporting documentation, do not submit documents individually.

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

Appeals will be reviewed in approximately three weeks by the Admission Committee. Students will be notified of the decision by mail or email within 24 hours of the decision. Decisions rendered by the committee are final.

**COUNSELING AND PLACEMENT SERVICES**

The Counseling and Placement Office offers a variety of counseling and placement services that are geared primarily toward (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.

**COUNSELING SERVICES**

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

**Purpose**

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

**Goals:**

1. To provide a support system to help students overcome obstacles interfering with their academic progress.
2. To assist students in coping with crises or other immediate needs in their lives.
3. To assist students in developing goals and clarifying values as they may relate to life.
planning.
4. To consult with faculty who are assisting students with emotional difficulties.
5. To participate in preventative programs concerning the health and safety of students, e.g., rape crises, stress management.
6. To provide access for referral source to community agencies when needed.
7. To consult with other mental health professionals concerning the emotional well-being of AU students.
8. To provide short-term counseling services to students with emotional or psychological problems.
9. To assist students in making adjustment to college.
10. To provide needs assessment.
11. To promote and explain counseling services to students.

Currently enrolled students at Allen University are eligible to receive counseling services. AU students can make appointments by phone or in person during regular Counseling Services hours (8:30 am-5:00 pm). Students are responsible for making their own appointments. In the case where a student needs extra encouragement to come in, faculty, staff or parents may call or come with the student to make the appointment. Attending counseling sessions is voluntary.

Students referred by faculty and staff will be called concerning the referral. The Counselor determines whether or not a student needs to continue in counseling after the four sessions. If it is necessary for a student to continue in counseling beyond the fourth session he/she should discuss the reasons for this decision with the director of counseling. The Counselor should discuss the reasons for continued counseling sessions and decide if the student should be referred to community agencies if the student wants to continue Counseling Services.

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

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

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

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

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

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

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

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

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

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

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

Responsibilities of Records Keeping
1. The counselor records the data on the student obtained from the Counseling Intake Form in the student’s folder.
2. The counselor is responsible to enter a record of all counseling contacts and consultations in the student’s folder.

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

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

Counseling Staff will also provide consulting services to University personnel upon request to assist staff in working with students on issues related to suicide. University faculty and/or staff members who are concerned about questions relating to suicide may call the counseling office at any time.
REPORTING: Because suicidal attempts may result in death, the early identification of persons at risk for suicide is essential. Help should be sought when individuals are talking about suicide or have taken any actions that could be construed as leading to a possible suicide attempt. To make a report, please contact the Counseling Services Office at 803.255.4746 immediately.

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

Once the immediate emergency has past, contact Counseling Services at 803.255-4742 for assistance in notifying instructors, advisers, and/or conducting other necessary University business. The following services may be offered as needed:

1. Academic schedule adjustments
2. University withdrawal
3. Notice to faculty and advisors concerning class absences
4. Other appropriate University services/personnel

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

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

Disability Services
The purpose of Disability Services at Allen University is to provide opportunities for equal access in university programs, services, and activities. Academic Affairs and Student Life is responsible for facilitating the program, planning, management, and evaluation of Disability Services.

Process
The Disability Services process includes the following:

1. Identifying and initiating action strategies for qualified students with disabilities who request accommodations.
2. Identifying and maintaining an active community resource referral system.
3. Assisting in the delivery of quality educational experiences for students with disabilities.
4. Complying with federal regulations in regards to students with disabilities.
5. Complying with Americans with Disabilities Act and Section 504 of the Rehabilitation Act (refer to section 3A.SSm Compliance).
6. Recording information regarding students with disabilities in their student information file.

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

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

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

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

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

How to Obtain Services
Students will make an appointment to meet with the Director of Counseling and Placement Services. The director will:

- **Review records and documentation:**

  The student is responsible for providing current documentation of their disability and the need for accommodations. All documentation must be on letterhead from medical personnel.
• The following information should be documented and completed within the last three years. Documentation may include a current Individual Educational Plan (IEP).

1. Administered by one of the following:
   - Licensed psychologist or neuropsychologist
   - Licensed school psychologist
   - Psychiatrist
   - School psychologist I, II, III (administered while student was enrolled in the school district where school psychologist was practicing)

2. Physical Disability
   - Diagnosis and date of diagnosis by a medical doctor
   - Dates of treatment and treatment provided, or appropriate report
   - The functional impact of the disability in an educational setting
   - Evaluator’s signature and credentials

3. Review total needs of the student:
   - Reasonable and appropriate accommodations specific to individual needs based on the psychoeducational assessment or medical documentation

4. Arrange accommodation
   - Upon student request, the RC communicates with instructors to heighten their awareness of the student’s needs and his or her request to seek appropriate accommodations.
   - The university provides counseling services to students as needed and provides students with tutorial assistance as needed.

Accommodations
The university will provide effective and reasonable accommodations in a timely manner to ensure access to the university’s services, programs, and activities. These accommodations may include, but not limited to, the use of students’ personal tape recorders during lectures, enhancements of text, adaptive equipment, note takers, and additional time to complete assignments.

Modification of examinations may also be permitted to overcome limitations of perception of expression imposed by the disability; for example, the duration of examinations may be increased to allow students with neuromuscular problems to write out answers. The purpose of these modifications is to provide access for qualified students with a disability to participate equally and fairly with other students, not to change the criteria by which the academic performance of students is measured. Accommodations will not be provided if they fundamentally alter the nature of the program or if they would be unduly burdensome either financially or administratively. The University is not equipped at this time to provide services to the blind, wheelchair bound and mentally educable persons. Students requesting accommodations should identify their needs as early as possible to the Retention Coordinator.

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

Grievance Procedures for Denial of Accommodations
The University encourages students to resolve their complaints informally. The informal grievance procedures are designed to accomplish a quick resolution that is most expeditious and effective. Whenever the informal process does not result in satisfactory resolution, the university’s formal grievance procedure is also available.

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

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

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

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

- clearly state the facts giving rise to the disagreement.
- describe the efforts to informally resolve the disagreement.
- state the remedy sought by the grievant.
- be signed and dated

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

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

**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 every student includes the following:

- How to prepare a resume
- 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 to start your account.

**RESIDENTIAL LIFE AND HEALTH SERVICES**

**Residential Life**

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 spiritual 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 Housing

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 have visitors within the hall, and the **responsibility** for the behavior of those guests.

· 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 at Allen University 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 Assistant Residence Coordinators. 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 takes into account 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.
**Student Hall Council**

Each residence area has a dormitory 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

a. 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 deposit 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 deposit.

b. 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 according to the payment date of their room deposits 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 will be credited the room deposit to their account and will be held for the succeeding semester if the student reapplies to the college. Room deposits will not be held for more than one academic year.

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

c. 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 in to the residence hall and will continue until the resident officially checks out of the residence hall.

d. Reasonable requests for room changes and reassignments may be made to the Residence Coordinator during the week after the completion of registration.

e. Residents that which 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.

f. All freshmen who reside outside of a 50-mile radius of the university are required to live in the residence halls.

g. 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.

h. Each residence hall room is furnished with 2 beds, mattresses, 2 chairs, 2 study desks, 2 mirrors, 2 dressers and closet space for each room resident. Our suites are furnished with 4 of the mentioned. No resident may move additional furniture into rooms from public areas or other rooms to the residence halls or remove items which are provided by the University.

i. 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 at all times. All rooms must be kept clean, neat and in sanitary condition. Rooms may be decorated to suit the taste of residents, but walls and doors may not be defaced or spray painted by residents.

j. Residents wishing to accommodate overnight guests must get clearance from their Residence Coordinator prior to the guest arriving. A modest charge may be made for such accommodations.

k. Visiting hours for all guests are, Sunday-Thursday, 5:00pm-10 p.m. and Friday-Saturday 5:00pm-1:00am. Residents will be held liable for the conduct of their guest. Residents must follow the Visitation Rules and Regulations; check in/out procedures, quiet hour policy, etc.

l. Daily quiet hours are observed in each residence hall from 10:00p.m.-10:00a.m. Sunday-Saturday and 24 hours during exam periods.

m. Residents and guest must enter residence halls through the main/front entrance only.

n. 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. Do not prop doors open!!
o. 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.

p. 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.

q. 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.

r. **For Regular Mail, FEDX, UPS, and DHL:** Address your mail as follows:
   
   Gail Brown
   1530 Harden St.
   Columbia, S.C. 29204

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 the purpose of 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 the occupants of a particular area.

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 HALLS Charge list**

- Smoking or burning incense in resident(s) room $50.00
- Trash in rooms 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 telephones and equipment $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
• Room deposit $150.00
• ID card replacement $75.00
• Use of endangered fire arms (fire crackers, explosive devices, etc.) $500.00

**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 services 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.

**Policy**

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

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

**Hospitalization Policies & Procedures**

Allen University is committed to the safety and well-being of its students and to the integrity of the living and learning environment. Our goals therefore are to maintain the health and safety of each individual in our community and to enable all enrolled students to participate fully in the life of the University.

**Student Emergencies**

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 a physician or other appropriate medical personnel.

If a student voluntarily or involuntarily is transported by ambulance to the hospital, the student must
be evaluated, and bring documentation (discharge papers) to Health Services (during office 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**

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

**Emergencies**

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

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

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 in order to protect themselves and others. Students who have communicable diseases, whether symptomatic or not, will be allowed regular classroom attendance in an unrestrictive manner as long as they are physically able to attend classes, college activities and do not pose a proven threat for transmission of the disease or condition. The University reserves the right to require a medical or psychological examination of any student whose medical condition poses a potential threat to others. The chief administrative officer or designee will review the medical record report and may deny permission for a student to participate in a program, course, or activity.

**Communicable Diseases**

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

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

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

Health Risks

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

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

● **Amphetamines** – Physical dependency, heart problems, infections, malnutrition and death may result from continued high doses of amphetamines.

● **Narcotics** – Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death.

● **Depressants** – These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions and accidental overdoses.

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

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

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

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

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

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.
- Students will receive a credit to their account to be used within 12 months from the decision date.
- 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 Dean of Students 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.

**Note:** 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 a voice for the students. 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 any and all student organizations. 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
Destructive Divas (AU Dancing Yellow Jackets)
Healthy AU
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
Royal Court
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 is comprised of 7 officers (Including the Chief of Police). The department operates 24 hours per day, 365 days per year, and 7 days per week. 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. The department is committed to the professional growth of its officers, support staff, and the continual development of its relationship with faculty, staff, students, and Residential Life.

The Campus Police Department also provides data on the University’s (Consumer information) website relative to the Annual Report and Crime Statistics. The report is compiled to provide important information concerning the incidents of crimes on the Allen University campus and in nearby areas. The data has been integrated in a statistical format for better understanding. The intent of the information is to increase community awareness. Further, it is our hope that such knowledge will provide a basis for the enhancement of institutional and personal crime prevention strategies. It is clearly recognized that well thought out crime prevention strategies provide the best measure of protection from the criminal elements.

At any level, the commission of crimes within the Allen University community is unacceptable. It is important to note that the data gathered herein punctuates the fact that incidents of crime within the Allen University community are significantly less than the University’s surrounding areas. Our success in maintaining a proactive stance and relatively low crime rate is a reflection of our constant vigilance and persistent efforts. These efforts have been a collaborative approach incorporating the concept that effective policing within the University is a partnership that combines traditional law enforcement with community involvement. Community orientated crime prevention programs, improved law enforcement strategies and campus security procedures have each played important roles to deter crime on campus. Questions concerning the report may be addressed to me at the Allen University Campus Police Department on the Allen University Campus, located at 2300 Taylor Street, Columbia, S.C. 29204. Any suggestions for improvements are welcomed.

**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 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.
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.

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 or expulsion) 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.

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.

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.

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.

Profanity/Abusive Language
No student shall use profanity or abusive language.

Disregard for Authority
No student shall disregard directions or requests of any University official.

Excessive Noise
No student shall use excessively loud noise or noisy speech on University premises.

Forgery
No student shall forge someone else’s signature for any purpose.
Fraud
No student shall deliberately deceive another individual or the University to secure unfair or unlawful gain.

Defamation
No student shall make false statements regarding another individual or the University.

Gambling
No student shall engage in games of chance or skill for money or property.

Hazing
No student shall participate in any form of hazing on or off campus.

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.

Sexual Activity
No student shall engage in any sexual activity, heterosexual or homosexual, on campus.

Plagiarism
No student shall plagiarize or represent as one’s own the ideas or words of someone else.

Sale of Property
No student shall sell any property that does not belong to him/her.

Theft or Misappropriation
No student shall seize, receive or conceal property without the knowledge of the property’s owner.

Other Policies:

Allen University Policy on Pregnancy
Students who become pregnant should contact the Office of Residential Life and Health as soon as possible. The Residential Life and Health staff will refer the student (and the father if necessary/student) to the appropriate off-campus support to assure that the mother has a comprehensive prenatal care plan in place and the department has the most up-to-date contact and physician information in case of an emergency. Allen University is committed to helping the pregnant student have a healthy, comfortable and supportive living environment throughout the pregnancy, if she wishes to continue at Allen.

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 Academic Affairs and Student Life.
For pregnant students who would prefer to live off campus for the duration of the pregnancy, the student is eligible for an automatic exemption from on-campus housing. For the sake of parenting, it is important that the student make necessary arrangements for housing for the infant prior to delivery. Allen's facilities are limited to single-student housing and are unable to accommodate infants or children in residence.

**Note:** The Vice President for Student Affairs, Director of Residence Life and the Residence Hall Directors need to 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.

**Allen University Policy on Acts of Violence**
There will be **zero tolerance** to any act of violence to include any act whereby a student lays his or her hands on another student, faculty member or any employee of the University or commits any heinous act. Necessary to safeguard personal and University welfare, such act will be punishable with **immediate suspension** from the University. Said act will not be subject to a conduct committee hearing for deliberation of punishment.

**Allen University Policy on Weapons**
No student shall possess or use, in any way, firearms, explosives or weapons of any kind (including, but not limited to, slingshots, air guns, metal knuckles, razors, Tasers, toxic chemicals or other dangerous weapons).

**Allen University Policy on Smoking**
No student shall smoke on University premises.

**Allen University Policy on Drugs**
No student shall possess, manufacture, sell, distribute, or use narcotics, barbiturates, amphetamines, LSD, or other hallucinogens or any other drugs classified as illegal, dangerous or controlled substances by local, state or federal statutes and regulations, unless prescribed for that student by a medical doctor. No student shall possess drug paraphernalia in connection with any prohibitive substance.

**Allen University Alcoholic Policy**
No student shall possess, consume or be in the presence of any alcoholic beverage while on campus or while representing the University off-campus; nor shall a student return to the campus under the influence of alcohol. 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.

**Allen University Policy on Sexual Assault/Harassment**
No student shall participate or engage in sexual harassment or assault of another student, faculty or staff. Allen University complies with Title IX and all of its provisions explained on the University website.

Allen University encourages all members of the University community to be aware of both consequences of sexual assault and the options available to victims/survivors. For more information, contact the Vice President for Student Affairs at (803) 376-5744. The University encourages reporting all incidents of sexual assault to Campus Police at (803) 223-4544. For other resources and assistance, contact the Counseling Center at (803) 376-5736.
**Student Conduct Process**
The Student Conduct Process extends and applies the general principles of the Statement of Students’ Rights and Freedoms within the Academic Community to specific actions and responsibilities of students and student organizations at Allen University. It accepts the proposition that “academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society,” and that “free inquiry and free expression are indispensable to the attainment of these goals.”

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

The purpose of this document is to set forth the specific authority and responsibility of the University in maintaining social discipline. It describes the process to be followed when there is a violation of any part of this Code, while assuring that due process safeguards are implemented to ensure fundamental fairness.

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

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

The Vice President 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. The Office of the Vice President for Student Affairs may further delegate its responsibility to various judicial bodies and administrators. The Office of the Vice President for Student Affairs may delegate a three member alternate committee to conduct judicial hearings in the essence of time for hearings to be conducted expeditiously.

**Due Process**
Any member of the University community may make a complaint for a violation of the Student Code of Conduct to a University official.

The Office of Student Affairs or the Chair of the Judicial Committee will notify the student charged
with an alleged violation and set a date, place, and time for a meeting with the Vice President for Student Affairs or the Judicial Committee. This meeting shall be held within **seven (7) calendar school days** of the date the violation was referred to the Vice President for Student Affairs.

At the conclusion of the meeting, the Vice President for Student Affairs shall decide whether the alleged violation is to be presented to the University Hearing Panel for a hearing. The Vice President for Student Affairs may decide what sanctions should be applied in the absence of a hearing.

Prior to the hearing with the University Hearing Panel, the Office of Student Affairs shall forward the following to the student cited for the alleged violation within **three (3) calendar school days** of the date of the meeting:

- a. written notice of the date, place, and time of the hearing, and alleged violation;
- b. written explanation that the student shall have the opportunity to appear in person, make a written and/or oral statement, present witnesses who may make written and/or oral statements, and evidence; and,
- c. written explanation that the student may elect not to appear and/or present witnesses or evidence, in which case the hearing shall be conducted in the student’s absence.

The hearing shall follow these procedures:

- a. a quorum of three (3) hearing panel members should be present to hear a case;
- b. the student and all members of the University Hearing Panel shall introduce themselves;
- c. the Chairperson shall inform the student of the alleged violation and ask the student to explain his/her involvement in the alleged violation;
- d. the student shall have an opportunity to make a written and/or oral statement, present witnesses who may make written and/or oral statements, and evidence;
- e. all members of the University Hearing Panel shall have the opportunity to ask questions of the student, as well as the student may ask questions;
- f. the student shall be excused so that members of the University Hearing Panel may discuss the student’s involvement in the alleged violation and what sanctions should apply; and,
- g. the student shall be brought forth again before the University Hearing Panel and given its conclusions.

These procedures shall apply to the meeting with the University Hearing Panel:

- a. confidentiality shall apply to all involved in the meeting or hearing, and all present shall hold all statements, information and comments in strictest confidence;
- b. neither parents nor legal representation for the student are permitted to attend the meeting or hearing; and,
- c. no photographic or phonographic recording may be made of the meeting or hearing.

The Office of Student Affairs shall notify the student in writing of the sanctions to be applied as a result of the meeting or hearing within **three (3) calendar school days** of the date of the meeting or hearing. /The Office of Student Affairs also shall notify the student in writing of the Appeal Procedures as described below.
**Note On Exception:** There will be no hearing (University Hearing Panel) or no meeting if the violation of the Student Code of Conduct is of a nature that an immediate suspension of a student is necessary to safeguard personal and University welfare.

**Reserved Powers**
In all institutions involving the security of a large number of persons, key officials are empowered with emergency and/or reserved powers to act upon matters requiring immediate action.

When, in the opinion of the Vice President for Student Affairs, the welfare of the University will be adversely affected while awaiting the outcome of the judiciary or review process, he/she is empowered to resolve the matter in the most expeditious manner. The Vice President for Student Affairs shall notify the Hearing Committee and other appropriate persons of the action taken.

**Appeal Procedures**
In the event the student disagrees with the sanction given as a result of the meeting with the University Hearing Panel, or the immediate suspension, the student shall have the right to appeal. Such student should request an appeal in writing to the Vice President for Student Affairs, and within **five (5) calendar school days** of the written notice of the sanction. Such letter shall specifically set forth the reason for believing that the sanction was improper.

The Vice President for Student Affairs shall decide if a meeting of any involved persons is necessary prior to making a decision on the appeal. The Vice President for Student Affairs will make a decision on the appeal and shall state his/her conclusions in writing to the student within **five (5) calendar school days** of the written notice of the appeal.

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

**Sanctions**
Sanctions that may be imposed for violations of the Student Code of Conduct are as follows (which will be documented on a Findings Letter – a written statement of the behavior on record that may be used as evidence in case of further violations):

**Written Warning**
A written warning is intended to provide an opportunity to change behavior.

**Counseling Referral**
A requirement may be made for a student to participate in a minimum number of counseling sessions on campus and/or off campus.

**Residence Life/University Disciplinary Probation**
Students who have been placed on disciplinary probation are ineligible to hold an official campus elected position or to represent Allen University in any capacity during the period of their probation.

**Restitution**
Students who are fined for conduct violations must pay the charge in full within 15 business days to
the Business Office.

**Restriction**
Student will be prohibited from enjoying or participating in extracurricular activities for a specified period of time.

**Residence Life/University Suspension**
Student will be temporarily suspended from the residence hall or University for a specified period of time.

Any student suspended for disciplinary reasons must vacate University property within the time frame articulated by University authorities, not to exceed 24 hours of being presented with the notice of suspension in person or by certified mail, and may not return to campus or University property during the term of suspension without the prior written permission of the Vice President for Student Affairs, or designee.

**Residence Life/University Expulsion**
Student will be permanently expelled from the residence hall or University.

Any student expelled for disciplinary reasons must vacate University property within the time frame articulated by University authorities, not to exceed 24 hours of being presented with the notice of suspension in person or by certified mail, and may not return to campus or University property during the term of suspension without the prior written permission of the Vice President for Student Affairs, or designee.

**Conditions**
Student’s University privileges may be limited for a specified period of time.

**Community Service**
Students may be assigned to perform community service.

**Appeals Policy**
A. Any student may appeal a non-academic sanction to the appropriate University official.

1. An appeal shall be limited to a review of the proceedings before the University adjudicatory body and any evidence which first became available after the adjudicatory proceedings; and
2. An appeal shall not result in a more severe sanction.
3. The imposition of sanctions may be stayed pending appeal depending on the circumstances surrounding the case.

B. Appeals are not automatic; the University official appealed to will review the request for appeal on the three criteria listed below and may accept the appeal or deny it, thus affirming the decision made by the original body or official. An appeal of sanctions for non-academic incidents must be submitted no more than 5 days after the date on the findings letter.
1. The original hearing was not conducted in conformity with established procedure.
2. There is new evidence or fact not brought out in the violation.

Procedures
In the event the student disagrees with a finding of responsible or sanction of any original hearing, the student may request an appeal in writing as outlined in the findings letter within five University business days from the date the decision is issued. In case of an appeal, original sanctions (except suspension) are normally put into effect only after a decision is made. The request for appeal will be by letter, appellate officer, and shall state the reason(s) for believing the decision of the original finding(s) to be improper.

The following procedures are to be followed in the filing of an appeal to the appellate officer (Vice President for Student Affairs):

Once the appeal letter has been received, the appellate officer will decide if a meeting is needed. The appeal decision can be made with or without a meeting.

Within three to five (3-5) business days, the Appellate Officer shall:

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

The Appellate Officer shall determine whether or not there are grounds to grant an appeal hearing and notify the student of the decision within forty-eight hours after receipt of the appeal notice from the student. If an appeal conference is granted, the notice shall indicate the time and place of such conference.

In general, a student is entitled to appeal only once. If a student’s request for an appeal is denied, the student is not entitled to any further appeal of the decision in his or her case. Only in very unusual circumstances, and then only upon the determination of the Vice President for Student Affairs, will a student be entitled to request a second appeal of the decision in his or her case. The sanction imposed does not become effective until all available appeals have been exhausted or rejected by the student within the time periods designated for appeals, except in cases where the Vice President for Student Affairs determines that the student’s continued presence on the campus constitutes a clear and present danger to the student and/or others in the University community. Persons who are not directly involved in an appellate review of a decision or in the enforcement of a sanction shall not have access to the record or results of a hearing without a legitimate educational need to know and the authorization of the charged party/parties.
It is noted that in instances where a student fails to comply with the sanctions imposed, **additional and more severe sanctions will be imposed without the benefit of a hearing**, and the student will not be entitled to an appeal of the decision to impose additional sanctions. Further, a student may not appeal on the basis of not having received proper notice, unless he/she notifies the hearing officer or panel prior to the beginning of the hearing that sufficient notice was not received, and, in the judgment of the hearing officer or panel, there is reason to believe that proper notice may not have been given.

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

**Responsibilities of Records Keeping**
1. The counselor records the data on the student obtained from the Counseling Intake Form in the student’s folder.
2. The counselor is responsible to enter a record of all counseling contacts and consultations in the student’s folder.

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

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

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

**REPORTING:** Because suicidal attempts may result in death, the early identification of persons at risk for suicide is essential. Help should be sought when individuals are talking about suicide or have taken any actions that could be construed as leading to a possible suicide attempt. To make a report, please contact the Counseling Services Office at 803.255.4746 immediately.

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

Once the immediate emergency has past, contact Counseling Services at 803.255.5802 for assistance in notifying instructors, advisers, and/or conducting other necessary University business. The following services may be offered as needed:
Once an individual has been identified as at risk for suicide, the individual is expected to cooperate with University personnel in taking any necessary measures to reduce the likelihood that a suicide attempt will be made. The student may be required to enter into a behavioral contract with University Counselor to establish conditions under which that student may continue enrollment at Allen University.

**Involuntary Psychiatric Withdrawal**

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

**Other Services:**

**Chaplaincy Services**

The Office of Chaplaincy Services is designed to cultivate the spiritual development of students, faculty, and staff. This office develops and maintains a standard plan for religious/spiritual programs according to an annual assessment of student needs and coordinates schedules of religious activities and events.

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

The Cultural, Academic and Religious Series shall be held every Tuesday from 11:00am until 11:50am. The series is mandatory for all students, faculty and staff to attend at Allen University for fellowship, spiritual, political, intellectual awareness and engagement. Students are required to dress appropriately for each program and to be on time.
APPENDIX
Allen University
Student Complaint Form

Date: _______________
Student Name: ___________________________________________________________
Contact Number: _________________  Campus Address: ______________________
Major: ___________________________  Classification (circle one): Fr.  So.  Jr.  Sr.

Complaint: __________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
Attachments and/or Addendums: (please list attachments): ____________________________
_________________________________________________________________________
Expected Results: __________________________________________________________________

Action Taken:
☐ Referred to VP of Human Resources
☐ Referred to VP for Academic Affairs
☐ Referred to VP for Student Affairs
☐ Referred to Campus Police

______________________________  _____________________________  ________________
Student’s Signature  Date

______________________________  _____________________________  ________________
University Official’s Signature  Date
Student Complaint Form – Addendum

Student Name: ____________________________

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Allen University
Request for Medical Withdrawal

Students requesting to withdraw from all courses for medical reasons past the normal deadlines should complete this form, attach appropriate documentation, and submit the form and documentation to Allen University Counseling Center. Withdrawals past the normal deadline will be recommended only if the student provides clear, specific medical documentation using the checklist below. The Counseling Center is located in the Basement of Arnett Hall.

Student Information
Name ____________________________________ Telephone __________________________
AU Email ____________________________________________________________________

Course Information
Year 20___
Semester:
☐ Fall
☐ Spring
☐ Summer

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<tr>
<th>Course Prefix</th>
<th>Course #</th>
<th>Section #</th>
<th>Instructor</th>
<th>Last Day Attended</th>
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Student Checklist:
☐ I have provided medical documentation signed by a physician.
☐ The medical documentation I have provided includes a specific recommendation from the physician to withdraw due to medical (health) reasons.
☐ The medical documentation I have provided verifies that the dates of the medical condition correspond to the semester in which I am requesting a medical withdrawal.
☐ The medical documentation I have provided indicates a request for withdrawal from all courses. If not, the medical documentation provided indicates a specific rationale as to why my condition does not require a complete withdrawal.

Student Signature ______________________________ Date_________________

Director of Counseling’s Recommendation:
☐ The documentation submitted meets the guidelines to receive a medical withdrawal.
☐ Assign a grade of “W” for the course(s) listed above.
☐ Change the grade(s) for the course(s) listed above to “W.”
☐ Not Approved. Referred to vice president for final decision.

Director Signature________________________________ Date_________________