

STUDENT HANDBOOK

2010-2011



Philander Smith College

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Little Rock, AR 72202

www.philander.edu

TABLE OF CONTENTS

Philander Smith College - Student Affairs Handbook.....	5
Forward.....	5
Greeting from President.....	7
Greeting from Student Affairs.....	8
MISSION	10
STUDENT AFFAIRS.....	10
MISSION STATEMENT.....	10
VISION STATEMENT.....	10
VICE PRESIDENT FOR STUDENT AFFAIRS	10
ATHLETICS.....	11
STUDENT INVOLVEMENT AND LEADERSHIP	12
OFFICE OF RELIGIOUS LIFE.....	12
CAMPUS SECURITY	12
Crime Statistics.....	13
HEALTH SERVICES	13
RESIDENTIAL LIFE.....	14
INTEGRATED CAMPUS CENTER (ICC)	14
ACADEMIC AFFAIRS.....	14
RESOURCES AVAILABLE TO PHILANDER STUDENTS.....	15
THE STUDENT CENTER COMPLEX.....	15
LIBRARY.....	16
STUDENT RECORDS.....	17
MAIL SERVICES.....	17
BOOKSTORE	17
TRANSPORTATION	17
LOST AND FOUND.....	18
PROCEDURES, POLICIES, AND REGULATIONS.....	18
COLLEGE GENERAL RULES & REGULATIONS.....	18
Rights.....	18
Obligations and Responsibilities.....	18

Rules and Regulations	19
RESIDENCY POLICY FOR FIRST YEAR STUDENTS.....	19
ACADEMIC GRIEVANCE POLICY FOR STUDENTS	19
STUDENT COMPUTING POLICY	20
HARASSAMENT POLICY	21
Discrimination Statement.....	22
Sexual Harassment.....	23
Consensual Relationships.....	24
POLICY ON PEACEFUL DEMONSTRATION AND ASSEMBLY	24
INCLEMENT WEATHER POLICY.....	26
FACILITIES USAGE POLICY	26
PARTY/EVENT REGULATIONS.....	27
PARKING REGULATIONS	30
STUDENT IDENTIFICATION CARDS.....	31
PARTICIPATING OF STUDENTS IN SPORTS.....	31
SOLICITING.....	32
SMOKING	32
FEE REQUIREMENTS.....	32
FINES.....	32
MEDICAL RECORD.....	32
CHANGE OF ADDRESS OR NAME.....	32
TELEPHONES.....	33
CODE OF CONDUCT AND JUDICIAL PROCESS.....	33
CODE OF CONDUCT	33
General Policy	33
Authority.....	35
Warnings.....	35
Sanctions.....	35
Restitution.....	35
College Disciplinary Probation	36
Suspension	36
SEARCH BY LAW ENFORCEMENT AGENTS/PHILANDER SMITH COLLEGE SECURITY OFFICERS.....	50
STUDENTS ARRESTED IN THE CITY.....	50
STUDENT ORGANIZATIONS.....	50

Registration of Student Organization	50
Termination of an Approved Student Organization	51
Presidential Ambassadors.....	51
Greek Life & Fraternal Organizations	52
STUDENT PUBLICATIONS	54
COLLEGE QUEENS.....	54
STUDENT GOVERNMENT ASSOCIATION	55
ACADEMIC ORGANIZATIONS.....	56
OFFICIAL REPRESENTATIONS OF PSC	58
The Official Coat of Arms.....	58
Legend.....	58
ALMA MATER	59

PHILANDER SMITH COLLEGE - STUDENT AFFAIRS HANDBOOK

FORWARD

This student handbook is a means of facilitating communication among the members of the college community. The materials contained in this book have been developed through a blending of ideas with students, faculty, staff, administrators, and alumni. The Student Handbook should serve as a source of necessary and useful information that will help students understand their privileges, rights, and responsibilities. It is expected to contribute significantly to the continued high level of cooperative and constructive relationships between students and the various departments of the college. Such relationships help develop positive and responsible leadership, citizenship, deepened loyalty, and promote high morale.

All students, by accepting admission to Philander Smith College, agree to abide by all regulations and policies published in the Student Handbook, the College Catalog, college bulletins and other college publications, as well as federal, state, and local laws. In addition, students are expected to exercise appropriate taste and apply reasoning during their tenure at the College. Students are expected to respect the rights and welfare of all members of the college community and their guests. They recognize that a thoughtful and reasonable search for truth can be conducted only in an atmosphere that is free of intimidation and coercion.

GREETING FROM PRESIDENT

**Office of the President
PHILANDER SMITH COLLEGE**

Dear Students:

I am pleased to present this student handbook. This document is very important in that it contains helpful guidelines that will assist you as you matriculate through Philander Smith College. It should serve as a reference book that you review on occasion, as it will at least provide general guidelines, especially for your out-of-class experience. In combination with the catalog, these books are major tools for success.



As always, the faculty and staff are here as references as well. Please use us as we can provide additional insight into the policies and procedures contained in this document.

Sincerely,

Walter M. Kimbrough, Ph.D.

President

GREETING FROM STUDENT AFFAIRS

Dear Philanderians:

On behalf of the Division of Student Affairs, we would like to welcome you. We are excited that you chose Philander Smith College (PSC) as the place to further your education. Whether you are beginning or continuing your studies here, many opportunities for involvement in campus life awaits you. The staff of Student Affairs will strive to make it our priority to ensure your stay here at PSC is a pleasant one. Many services are provided through the Division of Student Affairs. We are committed to helping you adjust to college life and enhance your stay while you complete your studies. We want to ensure your experience is a positive one.



The contents of this student handbook are designed to provide information governing the participation in student events and activities, as well as our rules and guidelines. These guidelines were created with the highest expectations that the college and students will work collaboratively to ensure that each of you is achieving the personal and professional skills needed in your pursuit of a higher education. Therefore, we encourage you to read, understand, and ask questions regarding any information needing further interpretation.

The Division of Student Affairs presents this handbook as the official operational procedures and guidelines until they are replaced or modified by the Administration of Philander Smith College.

Philander Smith College is what you, the students, make it. We challenge you to maximize usage of our services, and get involved in the activities that are designed to enhance your personal growth and your educational success. Please accept this challenge and help us as we strive to continue the legacy of Philander Smith College.

Sincerely,

Juliana M. Mosley, Ph.D.

Vice President for Student Affairs

MISSION

Philander Smith College's mission is to graduate academically ambitious students who are grounded as advocates for social justice, determined to intentionally change the world for the better.

STUDENT AFFAIRS

MISSION STATEMENT

The mission of the Division of Student Affairs at Philander Smith College is to prepare generations of life-long learners through academic support, spiritual development, and cultural enrichment to engage in professional leadership and service.

VISION STATEMENT

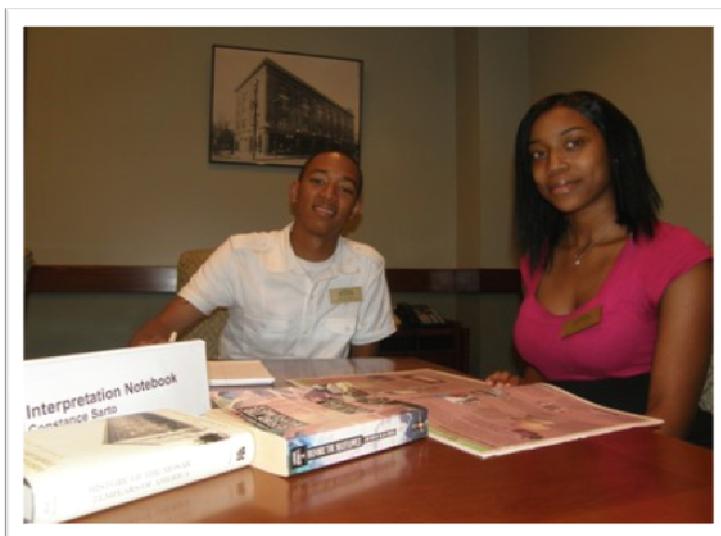
To increase retention and graduation rates through tangible co-curricular endeavors.

VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs (VPSA) is the College's chief student affairs officer. The VPSA is responsible for the coordination of students' development outside of the academic programs. In addition, he/she develops policies affecting student life and recommends adaptation to the appropriate college officials. The VPSA provides leadership as well as long-range planning and program offerings of the Division.

The Division of Student Affairs is comprised of nine major units: Office of Student Affairs, Athletics, Office of Religious Life, Campus Security, Health Services, Integrated Campus Center (ICC), Residential Life, and Student Involvement and Leadership. The Division also works cooperatively with Food Services.

A broad objective of the College is to achieve continuity in the academic curriculum and Student Affairs areas. Programs promoted enable students to develop individual characteristics through participation in self-



government, student judiciary, cultural events and social interchange. The Division of Student Affairs is an integral part of the College. Its objectives are:

- To assist students in their growth and development by providing opportunities to exercise their sense of responsibility, leadership potential and interpersonal relationship abilities.
- To stimulate students to integrate formal and informal learning, encouraging education of the whole person by emphasizing the interdependence of the concepts learned in the classroom and the discoveries made through out-of-class experiences.
- To provide enrichment experiences for students by developing student programs, encouraging student participation and providing special services for students who need individual attention.
- To encourage relationships among professors, administrators and students, that will enhance communication.
- To promote a climate in which students have access to all the educational opportunities of the college and an atmosphere in which students are challenged to higher levels of intellectual development, personal and moral maturity.
- To operate as a service agency for students, faculty, parents and others.



ATHLETICS

Athletics plays an integral role in the development of the total student, complements his/her educational experience, and contributes to the intellectual and leadership potential of Philander students. The goal of Philander's intercollegiate athletics program is to provide the support to achieve each student's maximum potential as a scholar-athlete within an atmosphere of academic excellence. Our teams compete in women's and men's basketball, women's volleyball, and women's and men's track and field.

At Philander, the overall academic success of scholar-athletes is the number one priority of the athletics program. Scholar-athletes must maintain the minimum academic standards of the College; however, the Athletic Director reserves the right to increase the standards for athletes. Every scholar-athlete must adhere to rules of appropriate sportsmanship and ethical behavior at all times. We seek to establish and maintain an environment in which a student-athlete's educational experience fosters cultural diversity and gender equity among student-athletes and athletic staff. Each student who desires to be on an athletic team is selected on a tryout basis. Once the selection process is made, all students are required to

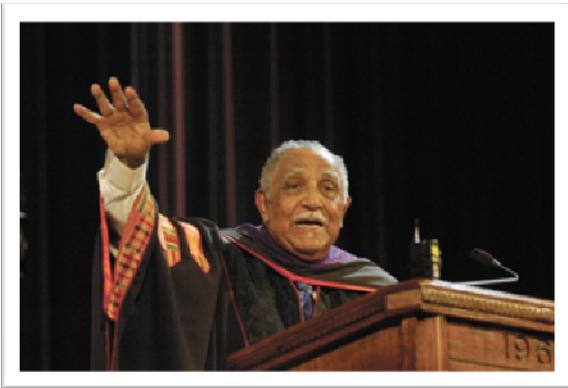
meet established criteria prior to competing (see the department for specifics, as they may change from year to year).

STUDENT INVOLVEMENT, LEADERSHIP AND GREEK AFFAIRS

Student Involvement, Leadership and Greek Affairs, located in the Student Services Center, is responsible for co-curricular leadership development of students through the management of the Pathfinders Mentoring Program; promotes all aspects of the Student Leadership Development Program; advises the Panther Programming Union and Greek Council; and oversees, advises and provides assistance to student organizations through the development, planning, and administering of programs, activities, and services related to student involvement.

OFFICE OF RELIGIOUS LIFE

The Chaplain is responsible for providing various opportunities for the College family to worship and experience God's love and care. As Philander Smith is a religious institution affiliated with the United Methodist Church, emphasis is placed in value formation and ethical decision-making in the Wesleyan Christian tradition. Spiritual growth, moral development, one-on-one pastoral counseling, and theological exploration are provided through Office of Religious Life. All services are confidential and are covered under the Chaplain's clergy of confidential procedures required by the United Methodist Church. Furthermore, Office of Religious Life oversees the planning of weekly Chapels that service as religious services or informational assemblies **(all first-year students are required to attend Chapel as part of their Freshmen Colloquium Course)**. In addition, The Religious Life Council collaborates with the Chaplain on Bible studies, prayer services, mission outreach, ministerial internships, and spiritual growth of the students.



CAMPUS SECURITY

The purpose of the Campus Security is to provide 24-hour staff to insure the safety and security of all persons and property on campus and to assure compliance with this code and college regulations. Security Officers have the authority to take appropriate action when violations of the regulations occur. Depending on the violation, this action may include a warning, filing a charge with the Student Affairs Office, taking students into custody and/or calling for assistance from local law enforcement agencies.

While the College is a gated community, the campus and its facilities are open to the public during business hours and in the evening for particular events, noted as such. All Philander employees and students must have a school parking decal to be permitted on campus after business hours. All guests visiting campus after business hours, who are not attending special events, must sign in and out at the Security Station. In addition the Security Station becomes the information center after business hours, weekends and holidays.

In the event of disorderly conduct, Campus Security officers have the authority to investigate, prepare and submit incident reports to the Vice President for Student Affairs and designated administrative officials for further investigation and charges, if required. As warranted, Campus Security officers may also call local authorities to handle situations beyond the scope of their jurisdiction.

CRIME STATISTICS

Philander Smith College collects data on campus crime statistics under the student right to know and campus security act passed November 1990. Crime statistics are compiled annually and reported to the Department of Higher Education. This information may be found in the Department of Campus Security.

HEALTH SERVICES

Philander Smith College provides a comprehensive health care program to all enrolled students. The Health Clinic, located in the Residential Life Center, is staffed with a full-time nurse, who provides medical treatment for minor accidents, illnesses, and preventative health care information. In addition, the college is contracted with a local physician to provide more intense medical treatment. The following policies govern the Health Clinic:

- All emergencies caused by illness, occurring during the night should be reported at once to the Residential Life Center Director, who will telephone security if required for hospital emergency care.
- Students, faculty and staff should care for their needs through the Health Clinic during office hours, which will be posted and advertised at the beginning of the school year.
- Meal permits may be obtained at the Student Health Center when a student is too ill to take his or her meals in the cafeteria. The roommate may come for the meal. On days when the office is closed, the residential life director will provide this service.
- Philander Smith College has secondary accident and health insurance policies. Your primary health insurance would be any policy you have with your parent(s). In case of an accident on or off campus, contact the nurse.

RESIDENTIAL LIFE



For the purpose of these regulations, a resident shall mean any student assigned to college housing by the Director of Residential Life or other designated college official. Resident students are governed by the provisions of the Student Handbook, Residential Handbook, and the housing contract. Violation of residential rules, college policy, and federal, state and local laws are considered violations of the housing contract and may result in cancellation of the

agreement and removal from residence. **Please see the Residential Handbook for all rules and regulations pertaining to Residential Life.**

Each student living on campus (Residential Life Center, Barracks Hall, Residential Suites) must sign a contract with the College before moving into the center. Philander Smith College reserves the right to deny housing to students who have violated College or residential regulations, who have damaged residence facilities, or who have displayed behaviors that pose a risk to themselves or others in the residence hall community.

INTEGRATED CAMPUS CENTER (ICC)

This office assists students in achieving self-actualization in the college environment, while keeping problems to a minimum. ICC is dedicated to employing a collaborative approach to meeting the needs of the students by helping them to connect to other areas of the campus. The services that will be provided by the Integrated Campus Center include the following:

- Academic Support
- Freshman Advising Program
- Career/Continued Education Counseling and Placement
- Disability Services
- Personal Counseling
- New Student Orientation

ACADEMIC AFFAIRS

Your primary goal at Philander Smith College is to be a successful student. High academic standards contribute greatly to the total environment. It wishes for you a most significant contribution to this tradition and an honest pursuit of your chosen program. A thorough understanding of certain academic information is required for an excellent beginning in the college life. **A full explanation of programs may be found in the College Catalog.**



The Vice President for Academic Affairs (VPAA) is the Chief Academic Officer. He/she is responsible for supervising the academic component of the College, planning the academic schedules, harmonizing the particular interests of the various divisions within the College, and providing organization for the smooth functioning of the academic process. The VPAA exercises full authority over Academic Affairs in regard to a student's intellectual development and maintenance of the academic standards of the College.

Students are expected to attend all classes as scheduled. Unexcused absences from a class for a total exceeding three times the number of class meetings per week will result in the students being withdrawn from that class by the instructor. The instructor may make an exception to this policy if unusual or extenuating circumstances presented in writing by the student warrant this action. If excessive absences occur during the first nine weeks of the semester, the instructor will withdraw the student from the class and will record a grade of "WP" or "WF" as determined by the student's progress at the time. After nine weeks, the instructor will record a grade of an F. The grade will not be finalized until one week has passed from the date of notification. During this time the student may appeal to the chief academic officer for reinstatement if he/she feels unusual circumstances were involved in the absences. The student may continue in class during the appeal. Under conditions of prolonged illness, active military duty and other severe hardship cases, a student, through consultation with the instructors and the chief academic officer, may be allowed to continue his/her class work if it is felt that he/she can complete the work successfully. The student may receive a grade of "I" and must complete the work within the same time line allowed for all incomplete grades.

It will be the student's responsibility to initiate the process of requesting such permission from the instructor. It will be the responsibility of faculty members to advise students in their classes, in writing on the course syllabus, of this attendance policy. Specific attendance policies for each course may be established within these guidelines at the discretion of the instructor. Students who are dropped from a class due to absences in the first five weeks of classes shall receive refunds according to established refund policies. Financial aid awards will also be adjusted according to already-established policies.

RESOURCES AVAILABLE TO PHILANDER STUDENTS

THE STUDENT CENTER COMPLEX

The Philander Smith College Student Center Complex exists for all members of the college family --- students, faculty, alumni and their guests. The Student Union is used for cultural, educational, recreational and social activities. All persons using the facilities must observe

socially acceptable standards of conduct. The Lounge/TV area is designed as a place for relaxation. This area is also occasionally used for receptions, banquets, group parties and various meetings.

Various programs and activities are planned and supervised by the Student Affairs Staff to round out and broaden the experiences of each student. The service and facilities of the Student Union are open from 9:00 a.m. to 12:00 midnight Sunday through Thursday. Fridays and Saturdays the Union will be open from 9:00 a.m. to 2:00 a.m. The facilities are for students' use, but students must be responsible for behavior and damages while utilizing the facility. Failure of our students to be responsible may result in their loss of the privilege to use the facility.

The Panther's Den, a recreational game and entertainment room, is located on the backside of the Old Dorms, facing the student parking lot. The hours of operation are posted at the beginning of each semester, but the typical times are Saturday and Sunday afternoons and Sunday- Saturday evenings.

LIBRARY

During the fall and spring semesters, the Donald W. Reynolds Library and Technology Center is open seven days a week, with evening hours Sunday through Thursday. The Library is open to the public, but only PSC students, faculty, and staff may check out materials or use the Technology Center.

The Library maintains collections of books, periodicals (in print and microform), and audio-visual material to support the academic programs of the College. Special African-American History and Computer collections are maintained for the convenience of students. The PSC Archives is collecting, organizing and preserving material covering the history of the College; the history of African-Americans in Arkansas and in the Methodist Churches of the region.

A wide-range of electronic resources are available through the Library and Technology Center Network, including the Library's on-line catalog, several subscription databases, and resources of the internet and World Wide Web.

The Library staff provides reference service in person or over the phone. Instruction in the use of Library and its resources is available on an individual or group basis. An interlibrary loan service is also available.

STUDENT RECORDS

Philander Smith College will release transcripts and diplomas only to those students who are not indebted to the college. To request the release of transcripts, the student must:

- a. Submit a written request to the Registrar for each copy of the transcript requested.
- b. If the student is still indebted to the college, the Registrar will notify the student that his/her transcript cannot be released due to the indebtedness.
- c. Telephone requests are not accepted.
- d. A fee is incurred for each requested transcript.

Processing of transcript requests normally takes 3 business days, but may require up to two weeks.

MAIL SERVICES

The mail distribution center is located in the Student Center Complex. Residential students will retrieve their mail from the Mail Room, located in the Student Center Complex, Monday-Friday from 8:30am-5:00pm. Non-residential students may request a mail box for receiving mail on campus based on availability. Incoming packages from FedEx, UPS, Airborne, and DHL are received in the Bookstore, and staged for pick-up with a signature. A notice of such package will be left in the student's private box in the Mail Room.

BOOKSTORE

Students may purchase all required textbooks from the bookstore with cash, debit card, credit card or the flexible payment option (requires financial aid approval). The Bookstore is also an excellent source for school supplies, study aids, school apparel, snacks, etc. Stamps and envelopes can also be purchased. The Bookstore accepts cash, major credit cards (Visa, MC, and American Express) for payment of purchases.



TRANSPORTATION

As a courtesy, transportation may be arranged for students to the school's contracted physician and local hospitals, as appropriate; also to the bus, train stations, and airport based on availability of staff. Please make arrangements with Campus Security. **Transportation will NOT be provided to**

malls, grocery stores, or other personal destinations; please use your own vehicles or public transportation for those instances.

LOST AND FOUND

Lost and found articles should be turned in to Campus Security for safekeeping. Unclaimed articles will be disposed of at the end of each semester. If usable articles are left, they will be given to the Salvation Army.

PROCEDURES, POLICIES, AND REGULATIONS

COLLEGE GENERAL RULES & REGULATIONS

Philander Smith College holds that the student, upon enrollment, neither loses the right, nor escapes the duties of a citizen. Enjoying great opportunities, the student-citizen has a responsibility to self, fellow students, to the laws of the land, and to the institution in which, by choice, he/she enrolls. The rights and responsibilities of students include:

RIGHTS

- The right to expect an education of the highest quality.
- The right to develop their potential to the best of their ability.
- The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students. This right is best exercised through the fullest use of the appropriate facilities provided through student government and school officials.
- The right to a campus environment characterized by safety and order.
- The right to a fair hearing when disciplinary action is applied to an individual or a group.



OBLIGATIONS AND RESPONSIBILITIES

- The obligation to be fully acquainted with published regulations and to comply with them in the interest of an orderly and productive community.
- The obligation of knowing that one's conduct reflects not only upon self but also upon the institution and its citizenry.

- The obligation to follow the tenets of common decency and acceptable behavior commensurate with the aspiration implied by a college education.



- The obligation to respect the rights and property of others.

RULES AND REGULATIONS

All rules of Philander Smith College will apply to any student currently enrolled at Philander Smith College and/or representing the college in any capacity.

Campus Security Officers, as well as any official of the college, are hired and are empowered to enforce these regulations

and all applicable laws on campus and properties owned, rented, or leased by the college. Security Officers have the power to execute warrants; to stop, identify and interrogate individuals as well as to use handcuffs when necessary; and the power to issue parking tickets, detain, and make arrests.

The following are general rules and regulations. In addition to these general rules and regulations stated below, students are encouraged to obtain and familiarize themselves with the following: College Course Catalog, Motor Vehicle Regulations, Residential Life Center Regulations, Financial Aid Regulations, and all other governing policies and procedures of the College.

Students of Philander Smith College are expected to comply with the laws of the State of Arkansas, policies, procedures, and regulations of the college, and accepted customs of civilized society in their conduct.

RESIDENCY POLICY FOR FIRST YEAR STUDENTS

All freshmen who live more than a thirty (30) mile radius from the college must live on campus. The exceptions are:

1. Students with children
2. Non-traditional students (age 24 or older, or married)
3. Students with extenuating circumstances (ex. Severe medical illness, taking care of an ailing parent, serving as guardian to minor siblings, etc.--to be judged on an individual basis)

ACADEMIC GRIEVANCE POLICY FOR STUDENTS

Please see the College Course Catalog for current procedures and guidelines to appeal grades.

STUDENT COMPUTING POLICY

Philander Smith College reserves the right to restrict the use of its computing facilities and limit access to its networks when faced with evidence of violations of college policies or standards, of contractual obligations, or of federal, state, or local laws. Violations of the law may be reported to the appropriate civic authorities. When student violations of College policies or standards warrant disciplinary action, the Office of Student Affairs will administer the process. Such interventions, however, do not preclude initiation of disciplinary action. Access to computing facilities may be restricted or denied during educational or remedial interventions, pending disciplinary adjudication, or as the result of disciplinary action.

Prohibited Behavior

1. Electronic communication - which includes but is not limited to e-mail, network news, chat sessions, and social networks (ie. FaceBook, My Space, and Twitter) - can result in problems when used carelessly. The following behaviors are considered policy violations with respect to electronic communication:
 - Transmitting intimidating, harassing, or threatening electronic communication;
 - Forging electronic communication;
 - Transmitting any form of unauthorized bulk or junk e-mail (mass e-mailings, unsolicited junk e-mail, propagation of chain e-mail);
 - Inappropriate postings to electronic newsgroups which are often associated with subscriber complaints.
2. Behaviors that inhibit or have the potential to inhibit the ability of others to utilize shared computing resources are considered policy violations. Such behaviors include but are not limited to:
 - Exceeding limits for resource usage.
 - Engaging in any activity designed to intentionally compromise computer security (hacking) at PSC or any other site;
 - Using time-sharing systems to run network servers (including Web servers, IRC servers or BOTS) and game servers (such as MUDD);
 - Providing access to PSC resources to individuals outside the College community;
 - Sharing one's college computer account with any other person, in any way. Users may not give their passwords to others, allow remote or password-free logins to their accounts, or permit another individual to use their account after personally logging in. Account holders are responsible for all actions performed with their accounts.
3. Copyright laws apply to all information available electronically. Copyright violations include but are not limited to:

- Reproduction of copyrighted materials, trademarks, or other protected material in any electronic form without express written permission from the material's owner;
 - Distribution or duplication of copyrighted software without appropriate licensing agreements, or use of software in a manner inconsistent with its license;
 - Distribution or reproduction, in any digital form, of copyrighted music, video, or other multimedia content without the express written permission of the material's rightful owner.
4. Individuals are prohibited from using their computer accounts in association with any commercial (for-profit) purpose or enterprise.

In providing and maintaining its electronic communication infrastructure, Philander Smith College complies with applicable federal, state, and local laws; and it requires that users do the same. PSC also enforces its own policies and standards pertaining to the electronic communication environment.

PSC makes every effort to observe the privacy of software, files, and materials stored on or transmitted by college computer equipment. When faced with evidence of violations of college policies or standards, of contractual obligations, or of federal, state, or local laws, PSC may consider such software, files, and materials stored on or transmitted by college computer equipment to be property of the college and may inspect them without notice. When taken, this action does not supersede the intellectual property policies of the college;



rather, it allows for the management of the electronic communication environment. PSC also has the right to deny, limit, or terminate access to material posted on or transmitted by its computers. In addition, the college reserves the right to limit, restrict, or deny computing privileges and access to its information resources for those who violate PSC Student and PSC Security Policies.

HARASSMENT POLICY

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

accessibility, equal opportunity and interrelationships. Students should know that the college is concerned about harassment. The institution is prepared to take preventive and corrective action to deal with an individual(s) who engage in such actions or conduct. Philander Smith College, for the purpose of this policy, defines harassment according to the categories listed below:

DISCRIMINATION STATEMENT

It is against Philander Smith College's policy to harass and/or discriminate against any person because of race, color, gender, religion, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. The College intends to provide an environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or other offenses. Discrimination/harassment of any sort, whether verbal, physical, visual, or sexual, will not be tolerated. Discrimination/harassment is a very serious offense that can result in the imposition of severe disciplinary measures, including suspension and expulsion. Harassment is a form of persecution that can cause anguish and humiliation and is incompatible with our Christian heritage. It is unacceptable under any circumstances and will not be tolerated.

Discrimination/harassment can take many forms. It may include but is not limited to, the use of words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature. Speech or other expression constitutes harassment if it:

- a. Is intended to insult or stigmatize an individual, or an identifiable group of College-related individuals on the basis of age, ancestry, disability, national or ethnic origin, race, religion, gender, or sexual orientation.
- b. Is addressed directly to (although not necessarily in the presence of) the individual(s) whom it insults or stigmatizes.
- c. Make use of words or nonverbal symbols that convey hatred or contempt for human beings on the basis of age, ancestry, national or ethnic origin, race, religion, gender, or sexual orientation.

Harassment may also include nonverbal acts that would also be punishable as, for example, vandalism, physical assault, or destruction of property. Other examples of harassment include insults or "jokes" referring to an individual's group-based attributes; placement of offensive written or visual material in another person's work or living area; offensive messages sent through voice or e-mail; and undesired physical contact, physical violence, or threat of physical violence. Such actions are prohibited not only by the College, but also by Section 703, Title VII of the Civil Rights Act of 1963 and Title IX of the Education Amendments Act of 1972, and may have legal consequences.

The Disciplinary Committee will handle cases of harassment involving students. Sanction(s): Up to and including suspension or expulsion. Incidents may be reported to Campus Security or the Office of Student Affairs.

SEXUAL HARASSMENT

It is against College policy to sexually harass or to discriminate against any member of the College community on the basis of sex. Such actions are prohibited not only by the College, but also by Section 703, Title VII of the Civil Rights Act of 1963 and Title IX of the Education Amendments Act of 1972. Violation of these Acts may subject the College and/or individuals to disciplinary action and may have legal consequences. **Sexual Harassment will not be tolerated in any form.**

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is made explicitly or implicitly, a term or condition of an individual's employment or classroom evaluation; or
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the status of the individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or classroom performance, or creating an intimidating, hostile, or offensive working or academic environment.

The College seeks to encourage the prompt reporting of such harassment and its resolution through either informal or formal procedures. In addition, the College will take steps toward and encourage the development of employee/student rights to be free from sexual harassment and the procedures available for reporting. Programs will also be developed and aimed at preventing sexual harassment. Examples of sexual harassment may include, but are not limited to the following:

- Non-sexual slurs about one's gender
- Contrived work or study assignments and assigning more onerous or unpleasant tasks predominately to employees or students of one gender
- Repeated unwanted touching, patting or pinching
- Repeated inappropriate social invitations or requests for sexual favors
- Repeated unwanted discussions of sexual matters
- Use of sexual jokes, stories, analogies or images which are not related to the subject of the class or work
- Touching, fondling or prolonged stares at another's body
- Display or use of sexual graffiti or sexually-explicit pictures or objects
- Sexually suggestive jokes, comments, e-mails, or written or oral communication

Individuals who are aware of or have experienced an incident of sexual harassment should promptly report the matter to Campus Security, the Office of Student Affairs, or other senior level College officials.

A grievant whose complaint is found to be both false and to have been made with malicious intent will be subject to disciplinary action, which may include, but not limited to, demotion, transfer, suspension, expulsion or termination of employment.

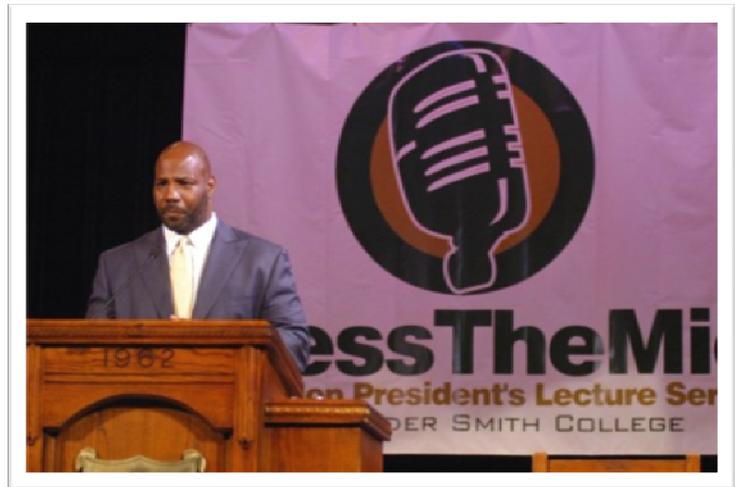
CONSENSUAL RELATIONSHIPS

For productive learning and the work that it supports to occur, members of the campus community should pursue their responsibilities guided by a strong commitment to principles of mutual trust, respect and confidence, as well as professional codes of conduct. Relationships between faculty members and students, supervisors and employees or staff and students may involve power differentials that create conflict of interests, trust and professional ethics, and abuse of power. It should be understood by all members of the campus community that consensual relationships that occur in the context of educational or employment supervision and evaluation are generally deemed unwise because they present serious ethical concerns.

Employees, whether faculty or staff, shall not engage in consensual relationships with students whenever the employee has a “position of authority” with respect to the student.

POLICY ON PEACEFUL DEMONSTRATION AND ASSEMBLY

Philander Smith College acknowledges the rights and privileges of students or groups of students to gather on College property for the purpose of peaceful assembly. The College expects the rights and privileges of all persons to be respected at such gatherings.



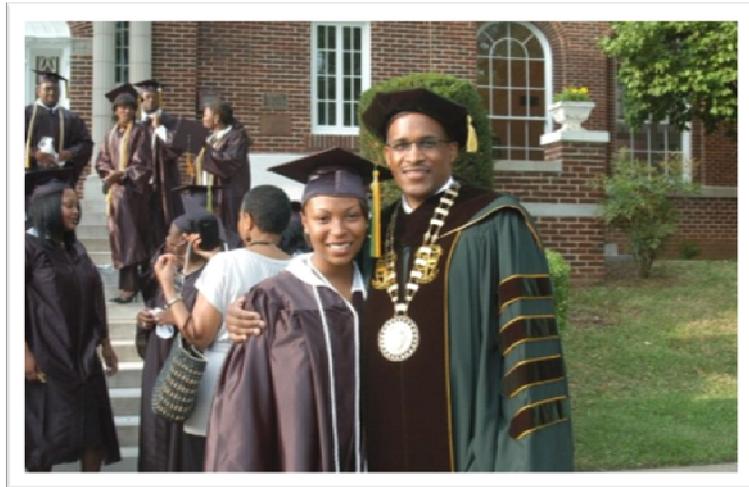
“Peaceful assembly” is defined as any purposeful gathering on campus, in or outside a College building or facility, by one or more persons whose conduct is peaceful and is in accordance with the College rules, practice, and law. Peaceful assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, and similar meetings or gatherings that do not threaten or violate policies and rules; interfere with the conduct of College business, regular schedules, or events; infringe on the rights of others; endanger the health and safety of others; or damage or destroy property.

The College requires that persons engaged in such assemblies on campus conduct themselves in a manner that will not impair the health or safety of any individual, disrupt the normal conduct of College affairs, or damage and destroy property. Any act by student demonstrators that interferes with the rights of others, disrupts or impairs the normal functioning of the College, damages or destroys property, or impairs health or safety is grounds for suspension or dismissal from the College.

Persons planning or initiating such assemblies to be conducted on the College campus are requested to identify their groups and to state their purposes in advance to the appropriate College personnel through the Office of Student Affairs. These procedures are binding on all parties:

- a. Issue must be presented in writing to the Vice President for Student Affairs or President who will be given 48 hours for reaction to said issues.
- b. If the response from the Vice President for Student Affairs or President is not acceptable by the petitioners, they are to express in writing their interest to the designated administrator.

Areas may be reserved, if available, for the accommodation of such assemblies. Arrangements for any assembly which involves the use of College buildings not available for general use must be made with the appropriate person. The organization sponsoring a speaker or conducting an assembly assumes the responsibility



for maintaining the College's policies on peaceful assembly and student freedom of expression. Staff assistance is available in the planning of such events in ways to eliminate or minimize the possibility of disruption. The PSC Campus Security may be required to assure that the rights of all concerned are protected.

Demonstrations are prohibited in classrooms during hours they are scheduled for use, or at any locality when conducted in a manner which interferes with the educational function of the College. Demonstrations are further prohibited in any special use facility. Demonstrators refusing to vacate such premises when directed by the instructor in charge or by authorized staff are subject to immediate disciplinary action.

In regard to on campus students actions and demonstrations that tend to endanger lives, public or private property or to violate local, state or federal laws, each student will take the consequences of his or her own actions as an individual before the law, as well as referred to the appropriate college disciplinary body. The cost of any damage to public or private property must be borne by those legally responsible. All members of the college community

must share the responsibility for maintaining a climate in which diverse views can be expressed freely and without harassment.

INCLEMENT WEATHER POLICY

The College will remain open as scheduled whenever possible. The President or a designated administrator will determine whether the College will be closed due to inclement weather or other conditions which have made roads impassable. Students should listen to local radio stations, watch the local television affiliates, check the College's website, and register for E2Campus, the college's mass notification system, for closing information.

FACILITIES USAGE POLICY



- An event form must be completed and returned to the Calendar and Special Event Coordinator at least three (3) weeks before the event is to be scheduled and must have the signatures of the following people: on campus advisor for the student organization; Pan-Hellenic advisor (if Greek event) and the Vice President for

Student Affairs.

- Student organizations may not have events lasting past 12am on weeknights and 2am on weekends.
- Rental fees—No rental fees are charged to student organizations that are registered with the Vice President for Student Affairs office with the exception of the Kendall Building, Mims and Tate gyms where some fees may apply. However, some conditions do apply for events from off campus individuals or groups that are sponsored by on campus organizations.
- Kendall policy—When using the kitchen in the Kendall Building a deposit of \$75 is required. This \$75 kitchen deposit is refunded if the kitchen is left clean and free of all items brought in for the event.
- Ticket or concession sales—If tickets or concessions are being sold for an event, 10 percent of the total sales will be paid to Philander Smith College within two business days of the event.

- Maintenance fees—A maintenance fee of \$15 per hour (minimum 5 hours) will be charged for weekend events unless an agreement for cleaning is signed by the on campus advisor. If the agreement is signed by the campus advisor, the organization will be responsible for leaving the facility clean. If the maintenance department finds that the facility has not been cleaned, the organization must pay a \$75 fee. Set-up requests that include laying protective tarpaulin in the athletic facilities or erecting the movable walls in the Nugent Center will be charged for two workers.
- Technician fees— A PSC certified technician must be employed at a rate of \$15 per hour by the organization when use of the technical equipment in the Kendall Building or Harris Auditorium is requested. The technician must be present in the building for the entire event and will be paid for the entire time he/she is present. An organization may choose to have a member of the organization go through the certification training in order to run the equipment at no charge to the organization.
- Security—Security will be provided for all events, however, extra security must be hired by the organization if the Vice President for Student Affairs determines extra security is needed for the event.
- The on campus advisor for the organization must be present for the entire time the facility is in use by the organization.
- If a fee is charged for an event, the fee must be paid at least 48 hours before the event is scheduled to take place.

PARTY/EVENT REGULATIONS

The procedural policies that follow govern the requirements for sponsoring a party, talent shows, step shows, comedy events, etc.:



1. A campus event form must be completed and approved by organization's advisor, Office of Student Affairs, and Coordinator of Campus Events at least three (3) weeks prior to the event, to gain permission for that event to be held on campus.
2. All PSC students must present a valid college ID card before entering the event. Parties and other social events may be open to persons outside the PSC community if those persons have a valid college ID, driver's license, or have been listed on a guest list (submitted to Campus Security prior to the start of the event). Exceptions can only be made by the Office of Student Affairs.
3. The event shall not begin until the organization's advisor or some other authorized person approved by the Office of Student Affairs and the appropriate security personnel are present.

4. Security is required to attend all events. If the event is open to PSC students only, then a Campus officer is required for the duration of the event. If the event is open to other students or guests, two Little Rock Police officers (unless otherwise stated by the Chief of Security) must be secured (at the organization's expense) to serve as security. A PSC officer will also be assigned to patrol the facility, parking lots, and offer assistance to the LRPD officers.
 - a. Little Rock Police Department (LRPD) must be hired to work a half hour after the weekend party concludes to help clear non-students off the PSC campus. The party must end at (1:30 a.m. with LRPD working until 2:00 a.m. or party ends at 2:00 a.m. with LRPD working until 2:30 a.m.)
 - b. A Philander Smith College security officer will be assigned to work the party for the purpose of checking IDs and using metal detector scanners to check for weapons.
 - c. The K-9 Unit will occasionally be brought on campus to search vehicles.
5. Parties shall be held on Friday and Saturday nights and must be scheduled to end no later than 2:00a.m. Other social events may be held on Friday and Saturday with an ending time of 2:00a.m., and may be scheduled during a school night with an ending time of 12:00a.m. (Midnight). These times can only be adjusted with special permission granted by the Office of Student Affairs.
6. Organizations are responsible for their guests. Therefore, any organization that desires their guests to attend social events must be responsible for the proper conduct of the guest(s).
7. For all parties separate parking lots will be assigned for PSC students and guests. When Tate Recreation Center is the facility in use, guests must park in the Library/Kendall lot. When Mims Gym is the facility in use, guests must use the Titus/Mims front lot. For either facility, PSC students may park in the Student Parking lot or other local lots, excluding those designated for guests.

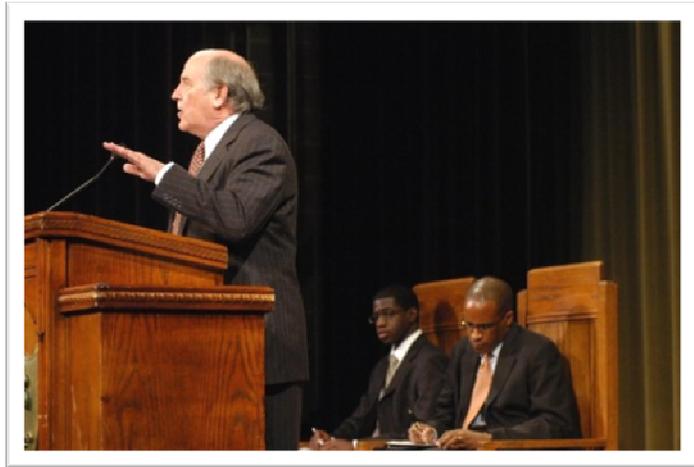


8. The use of alcohol or illegal drugs is strictly forbidden at any college function on or off campus. Students involved in such are subject to immediate suspension or expulsion from the College.
9. If an event involves the paying of admission, the solicitation of funds or the sale of any items, the organization must clear this with the Coordinator of Student Involvement and Leadership or the VP for Student Affairs.
10. Each organization must submit to the Office of Student Leadership and Involvement a complete financial statement on a form furnished by this office. Each organization

will be expected to adhere to these standards. All funds must be deposited in the campus Business Office. Failure to cooperate may result in curtailment of future events or suspension of the organization.

PARKING REGULATIONS

Students are responsible for their own vehicle. Violations by students will result in disciplinary action by the college and the vehicle permanently barred. All students must show proof of liability insurance. We advise all students to have collision and theft insurance and working alarms on their vehicle. The College will not allow disabled cars on flats or cars “jacked up” to be on campus; after fair warning vehicles will be towed at the owner’s expense. Also, Security officers shall control and regulate traffic and ensure compliance with traffic rules and regulations. Improper parking and operation of vehicles in a reckless or unsafe manner will be cited and ticketed. Continued violations will be cause for indefinite barring of vehicles. All students with vehicles must abide by the following:



1. All student vehicles must be registered with Campus Security and receive a parking decal (vehicles must be registered during school registration period or within 24 hours of its arrival to campus).
2. All residential students must park in the student parking lot located behind the old dorms. Non-residential students may park in the Kendall, Titus, and BA lots during class hours only.
3. No parking is permitted in the fire lines (curbs are painted red and indicate towing areas).
4. Student parking is not permitted on the one-way street in front of the Cox Administration Building at any time (for staff only). Please adhere to the signs posted that indicate “No Student Parking Beyond This Point” and “No Student Parking.”
5. Violation of fire lanes will result in an automatic tow of the vehicle, at the owner’s expense.

Parking violations will result in the following steps (during any given academic year):

1. First parking violation will be a “Warning ticket.”
2. Second parking violation will result in a \$50.00 dollar fine added to your school bill.

3. Third parking violation will result in the towing of the student's vehicle at the owner's expense.
4. Fourth parking violation will result in the student's loss of privileges to have a motor vehicle on the campus and/or right to obtain a parking pass for another vehicle. (The student will receive written notification of this offense and the student's vehicle is subject to an additional tow if not removed from the campus by stated deadline.)

STUDENT IDENTIFICATION CARDS

All students are required to possess and carry a valid student identification card which is used to pick up mail; for health services; for the library; for the bookstore; for the cafeteria; to enter the Residential Life Center; to pick up refund or work study checks; to gain admission to events/activities sponsored by the College or student organizations; to establish the student's right to use College facilities; and to identify students when requested by College authorities and officials. The card remains the property of the College and may be reclaimed if used by another person other than the student whose name



appears on the ID card. It must be surrendered when the student withdraws or is dismissed from the College or upon request of College authorities. Students are required to carry their ID cards with them at all times.

Identification cards for new students are made during new student registration and the cost is included in the activity fee. ID cards for returning students are

validated upon payment of fees during registration. Replacement ID cards may be obtained from Campus Security for a fee of \$10.00 each. The fee will be charged to the student's account and must be paid prior to the last day of the semester.

PARTICIPATING OF STUDENTS IN SPORTS

Since all sport activities are voluntary and the college strives to provide safe premises and adequate control over all sport activities, Philander Smith College **can not/will not assume liabilities** for injuries received in competition beyond that to be paid by the insurance in which all students are required to participate.

SOLICITING

Solicitations and sales for profits are prohibited without approval. The Vice President for Student Affairs must approve fundraising projects after submission through the Office of Student Involvement and Leadership. Persons from off the campus must receive clearance from the Vice President for Student Affairs.

SMOKING

In keeping with Philander Smith College's commitment to promote and protect the safety of our students, faculty and staff, smoking is prohibited in all campus buildings. This policy also applies to contractors and visitors. Any exception to this policy shall be designated by the College's Administration.

FEE REQUIREMENTS

All students are expected to pay fees as agreed to by the student and the college. Fee requirements are listed in the general catalog. Students failing to comply may be administratively withdrawn from the college programs. Students will not be allowed to reside in the Residential Life Center with a balance from the previous semester.

FINES

All fines must be paid during the current semester in the Business Office. All fines must be paid prior to move-in date or students will be denied access to the Residential facilities. **No exceptions!**

MEDICAL RECORD

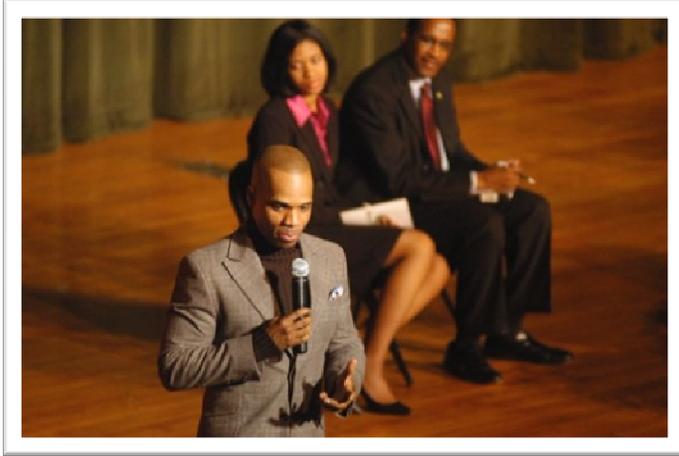
Medical (shot) records are required of each student upon their admittance to Philander Smith College. Medical forms are housed in Student Health Clinic and must be completed before admission to the residence halls.

CHANGE OF ADDRESS OR NAME

All students are required to keep the Registrar's Office informed of his or her current residence, mailing address and telephone number. A student whose name is legally changed because of marriage or other reasons should also notify the office to prevent possible errors. Legal documentation of a name or social security number is required.

TELEPHONES

Telephones have been installed for your use. The abuse of the telephone with obscenity,



harassment, and fraudulence by misuse of stolen calling cards or other means is illegal. Students found guilty of the abuse or misuse of the telephone systems are subject to college discipline action and/or the local law enforcement agency. The laws of Arkansas provide that it is unlawful for any person or persons to make any comment, request, suggestion or proposal over a telephone, which is obscene, lewd or lascivious with

intent to abuse, threaten, or harass any party at the called number.

A person is guilty of misuse when he or she abuses the College's and/or another persons calling card or credit card or when they charge third party calls without consent. Students who use the 911 number for unfound reasons will be turned over to the local authorities for prosecution. The 911 number is for emergency use only and should not be used for any other reason. If a student is found guilty of any of the above, the sanction will be residence hall eviction and/or suspension from the college.

CELLULAR TELEPHONES AND PAGING DEVICES

Cellular telephones and paging devices are **not allowed** in classrooms on the Philander Smith College campus unless they are placed on vibrate or silent mode, or are turned off during class. Lock your phone in your vehicle or leave it at work/home.

CODE OF CONDUCT AND JUDICIAL PROCESS

CODE OF CONDUCT

The Code of Conduct promotes academic achievement and a tradition of excellence regarding student behavior and citizenship. The basic philosophy underlying the conduct code is respect for persons, property of others, and campus community standards. While intellectual growth and positive citizenship are promoted and encouraged, the College also strives to ensure that acceptable standards of behavior are communicated to, understood, and upheld by the students of Philander Smith College.

GENERAL POLICY

The student disciplinary system has three primary purposes/goals: to change and redirect unacceptable student behavior, protect the college environment, and protect the rights of students involved in the disciplinary process.

Specifically, the college endeavors to change and redirect student behavior that is unacceptable in the college community. To meet this goal, the College makes extensive use of warnings, fines, sanctions and disciplinary committees so students are judged and provided feedback by their peers, as well as staff and faculty. Educational sanctions are imposed so students are provided with alternatives to unacceptable behavior.

Student and student organizations' conduct on the College premises or at College-sponsored events are subject to College disciplinary action. The College may enforce its own disciplinary policies and procedures when a student or student organization directly, seriously, or adversely impairs, interferes with, or disrupts the overall mission, programs, or other functions of the College.

Disciplinary proceedings may be instituted for students or student organizations that have allegedly violated the Code of Conduct policies and procedures stated in this handbook. The proceedings are conducted in a manner that ensures fairness and is not restricted by the rules of evidence governing criminal and civil proceedings. Philander Smith College, as a private institution, is not required to maintain "due process" as defined for public institutions. However, the process must be fair and reasonable and not arbitrary or capricious.



The entire conduct process is educational rather than punitive and is based on student development theory models and principles. The College may, at its discretion, choose to investigate and rectify violations of PSC policy in a manner not specified in the PSC Student Handbook.

Each violation of the Code of Conduct or any other College policy, procedure, or regulation is handled on a case-by-case basis. The action taken depends entirely upon the severity of the violation, the extent of the student's involvement, intent, disciplinary record, attitude, and any other factors relevant to the specific situation. More than one disciplinary measure may be imposed for a single infraction. At its discretion, the College may choose to impose different sanctions.

Students and student organizations in violation of the rules, regulations, and/or policies of the College face sanctions ranging from a reprimand to expulsion from the College. PSC

students and student organizations also are expected to comply with all federal, state, and local laws and may be subject to both College and criminal penalties for violations of the law.

Good Standing

Students must be in good standing with the college (no current disciplinary sanctions and have a minimum GPA of 2.0) in order to participate in any student organization, be an official representative of the college, attend college sponsored trips or conferences, etc. Please note: the minimum GPA requirements may be higher than 2.0, which would take precedence.

AUTHORITY

The college reserves the right to take necessary and appropriate action for on and off campus behaviors, and protect the safety and well-being of the campus community. Such actions may include, but are not limited to the immediate removal of a student from the campus premises. The authority for such decisions rests with the Vice President for Student Affairs or designee.

Search by College Official

Philander Smith College is a private institution; therefore, all patrons are subject to search and seizure. Since college officials are held accountable for the Residential Life Center and the welfare of its students, designated college officials and/or employees may conduct a search of college property to include classrooms and the Residential Life Center to protect the interest of students and staff. A person is guilty of failure to comply when he or she knowingly or having reason to know that a person is a college official, fails to comply with a reasonable request of such college officials in the performance of his or her duty. **The sanction for failure to comply may result in immediate suspension.** Also, vehicles entering the campus may be searched by Security.

WARNINGS

Warnings can be issued in either an oral or written form.

SANCTIONS

There are various sanctions that may be imposed on students for violation of the **Student Codes of Conduct**. The **magnitude of the sanction** will depend on the **seriousness of the offense**. The Vice President for Student Affairs has the authority to impose sanctions for all offenses with recommendations from the College Disciplinary Committee in cases they hear.

RESTITUTION

Restitution is reimbursement for damage to, destruction of, or misappropriation of college property which results from conduct in violation of this code.

- a. Restitution may be ordered by the Vice President for Student Affairs, Resident Hall Director, or the Disciplinary Committee in connection with the sanction, which may be imposed in accordance with code for damage to, destruction of, or misappropriation of property as defined above.
- b. When restitution is ordered in connection with a sanction, it will constitute as a condition of reinstatement or restoration of privileges to a student.
- c. When restitution is ordered in lieu of sanction, failure to make restitution may subject a student or an approved student organization to any sanction that could have been imposed in accordance with this code for damage to, destruction of, or misappropriation of property.

COLLEGE DISCIPLINARY PROBATION

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

- a. To participate in any student organizations or extracurricular activities, choir travel, etc.;
- b. To represent the college in any chosen, elected, or other position (SGA, student delegation to conventions or conferences, etc.);
- c. To work assignments independently or in concert with other sanctions;
- d. In some cases, students will not be permitted to remain in residential facilities;
- e. To hold any position held prior to Probationary Period.

The student is subject to any other restriction or requirement deemed necessary by the Vice President for Student Affairs. Upon termination of the period of College Disciplinary Probation, the lost privileges and eligibility are restored automatically, provided the student has complied with all of the terms and conditions of the probation and no warning letters were sent to the student as a reminder.

SUSPENSION

Separation from the college for a period set by the Vice President for Student Affairs or the Disciplinary Committee that shall:

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

Interim Suspension

A student may be temporarily suspended when he/ she has violated the Code of Conduct or when there is reasonable cause to believe that substantial risk or injury exists to any member of the college community (including property), if the student remains at the college. The Vice President for Student Affairs will suspend the student forthwith, for the

interim pending a hearing before the Disciplinary Committee. Upon the student's request, a hearing may be granted within five school days of the effective date of the interim suspension.

Indefinite Suspension

Per the approval of the college President, The Vice President for Student Affairs of the college may suspend a student forthwith for an indefinite period of time when there is cause to believe the student's misconduct:

- a. Is so grave as to demonstrate disregard for the rights of others; and/or
- b. Affects the college's pursuit of its educational function and purposes.

Any student suspended from the college for disciplinary reasons will not be permitted on campus during the period of such sanction without prior written approval from the Vice President for Student Affairs.

CONDITION OF SUSPENSION AND REINSTATEMENT

Any student suspended from the college:

- a. Shall be denied all privileges afforded as a student;
- b. Shall be required to leave forthwith (as stipulated) if it is found by the Disciplinary Committee that the student's continued presence on the college property constitutes a clear danger to the college or threatens to disturb the normal educational functions of the college and to remain away so long as that threat or danger continues except that the individual:
 - I. May petition to the Vice President for Student Affairs for entrance to the college for a specific purpose.
 - II. Has the right to petition to the Vice President for Student Affairs to remove or reduce the terms of this condition.
 - III. Will petition for reinstatement to the college before being readmitted and is subject to reinstatement probation.
 - IV. May be required to meet certain conditions upon reinstatement that are recommended by the Disciplinary Committee to the Vice President for Student Affairs, including one or all of the following:
 - a. Ineligibility to participate in any major activity;
 - b. Periodic contact with a designated college staff member or counseling center;
 - c. Others

Failure to Observe Terms and Conditions

Failure to observe the terms and conditions (Suspension or College Disciplinary Probation) will result in immediate suspension for not less than one semester. No warning will be given. Students are expected to follow the terms of their Probation/Suspension. **No Exceptions!**

EXPULSION

Expulsion implies that a student is to never return to the institution (**permanent dismissal from the college**) and will:

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

Violation of Civil Law

If a student is charged with off campus violation of a civil law, the college may delay taking disciplinary action until the student has been judged guilty in a court of law, unless the student is incarcerated and unable to comply with academic requirements. The following actions may be taken:

- a. The college may reinstate the student if he/she is acquitted or the charges are withdrawn
- b. The college may initiate its hearing and disciplinary proceedings against a student who violates a civil law which may be a violation of the above.

HEARINGS AND DISCIPLINARY PROCEEDINGS CHARGES

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

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

The Vice President for Student Affairs (or designee) will have the authority to deal with problems of discipline.

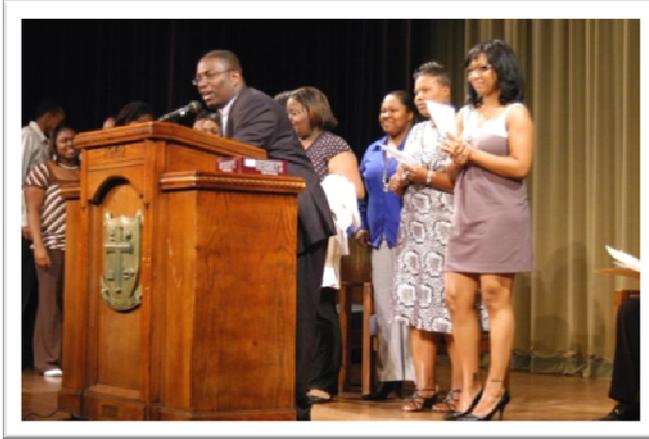
Philander Smith College recognizes the student's right as an adult member of society and as a Citizen of the United States of America or other countries. The college further recognizes the student's right within the institution to freedom of inquiry and to the reasonable use of services and facilities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

In the interest of maintaining order on the campus and guaranteeing the broadest range of freedom to each member of the community, some rules have been laid down by the students and other members of the college community acting in concert. These rules reasonably limit some activities and prescribe certain behavior that is harmful to the orderly operation of the institution and the pursuit of its legitimate goals. **All enrolled students are held accountable to these rules that are printed in this Student Handbook.**

If any student is accused of a violation of any of these rules and he denies guilt, he is guaranteed a speedy and fair hearing before the Disciplinary Committee. When a student is accused of violating a section of the collegiate code of conduct, a complaint or charge is issued against the student through the Judicial Affairs Office. The college will issue such

charge as soon as possible and forward correspondence to his or her last known address or deliver such charge by carrier.

ADMINISTRATIVE FORMAL HEARING FORM



Students are given 24 hours from the time the Charge Letter is hand delivered to choose the type of hearing desired. If the student receives the Charge Letter and the 24 hours expire after 5:00 p.m., the student must have the form in the Director for Judicial Affairs Office by 8:00 a.m. the following day. If the Hearing Form is not returned within this time frame, a hearing date will be set with the

Disciplinary Committee with the time and date given to the student's presence. A student who fails to return the Hearing Form within the specified time will relinquish all rights to an appeal.

The student, many times, prefers to admit guilt and have an Administrative Hearing. Under this stipulation, the student(s) cannot be granted an appeal. The Administrative Hearing is only for students who admit guilt. This is a closed hearing with the Judicial Affairs Officer or Vice President for Student Affairs. The Vice President for Student Affairs may have an administrative staff person present during the hearing. Administrative Hearing results may or may not be reported to the student's parents.

Hearings

The purpose of a hearing is to arrive at a decision regarding the student(s) behavior. Such decisions affect the student and his/her relationship with the institution. Administrative discipline is an educational process where educators and administrative staff determine the hearing procedures.

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

- a. Disciplinary procedures are private, confidential and involve only the student and the appropriate committee; therefore, they are closed to the public.
- b. The Chairperson of the Disciplinary Committee or his/her designee presides over the hearings. All Disciplinary Hearings will be held within five business days of the charge, at a place and time designated by the Chairperson. Emergency meetings will be called as necessary.

- c. Only pertinent information is allowed at the hearing. The Chairperson should not allow any extraneous material to be presented.
- d. The accused is informed in writing of the decision or sanction and the student's right to appeal.
- e. All institutional personnel who should know the outcome of the hearing will be notified. Copies of all letters pertaining to the hearing are filed in the Judicial Affairs Office.
- f. An accused will be entitled to be accompanied by one representative of the student's choice (upon request). That representative must be a member of the Philander Smith College student body, faculty or staff.
- g. The accused or his/her representative will be entitled to present his/her defense to call and cross examine witnesses (upon request).
- h. The accused has the right to be present during the presentation of all evidence against him/her and the right to challenge any of the evidence (upon request).
- i. In proceedings involving more than one accused student, a separate hearing, if requested, will be granted.
- j. After all evidence has been presented, the committee will then weigh and discuss the evidence and determine if the accused is innocent or guilty of the charge violation.
- k. After the committee reaches a decision, the chairperson notifies Disciplinary the student with a written notice of the decision that includes a citation of appeal procedures. All appeals must be made within forty-eight (48) hours or two business days from the date of the decision.
- l. The sanction imposed by the Disciplinary Committee or Vice President for Student Affairs will become effective upon receipt of the sanction.
- m. If the accused fails to appear for the hearing without notifying the Judicial Affairs Office, the evidence in support of the charges may be presented and considered. The hearing may be postponed for a period of time (48 hours) if requested by the accused for a good and valid reason.

There are several offenses which carry suggested sanctions no less than suspension. These are **stealing, physical injury to a student or employee of the college, vandalism, and destruction of college property.**

APPEALS

The request for an appeal must be made in writing to the Disciplinary Appeals Committee within forty-eight hours (48) or two business days after the date of notification of the Sanction resulting from the action of the college Disciplinary Committee. An appeal may be granted if one or more of the following reasons are justified in the written request:

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

The Disciplinary Appeals Committee will inform the student and the Judicial Officer the of his/ her decision to grant an appeal within forty-eight hours (48) or two business days of receipt of request. The student will be permitted to attend the Appeals Committee Hearing. The Disciplinary Appeals Committee's recommendation may be one of the following:

- a. Sustain the action of the Disciplinary Committee
- b. Determine alternative or reduced sanction, to include exoneration from charges if new evidence is produced that would warrant such action(s).
- c. Reduce the sanction based on "too punitive for offense."

Students may request an appeal through the Judicial Affairs Office. However, until the appeal has been ruled on by the Disciplinary Appeals Committee, the imposed sanction(s) will take immediate effect. The Vice President for Student Affairs or Judicial Officer will notify the student in writing regarding continuance of classes and other activities. Neither the student nor the college may have legal counsel present at the hearing. **Following the procedures listed above, a second appeal may be made to the Vice President for Student Affairs only in cases where suspension and expulsion are the pending sanctions, whose decision, in consultation with the President, is final.**

JUDICIAL OFFICES AND COMMITTEES

The following officers and committees will have responsibility of adjudicating issues of students conduct in violation of the code.

- a. The decisions of the Disciplinary Appeals Committee will be final in all cases, with the exception of those pending suspension or expulsion. In those cases, the Vice President of Student Affairs, in consultation with the President of the College, will have final responsibility and authority for the discipline of all students of the college.
- b. The Vice President for Student Affairs will, under the direction of the President, be responsible and have requisite authority for promulgation of rules governing student conduct, discipline and interpretation of student rights and responsibilities.

Disciplinary Committee

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

- a. Two faculty and two staff members;
- b. Three students;
- c. One faculty and/or staff member will serve as chairperson
- d. Each member will have one vote and decisions will be by plurality vote;

The Chairman must decide if a quorum is present (five members) and that quorum should be voted upon by the committee members gathered.

Disciplinary Appeals Committee

The Disciplinary Appeals Committee will review and decide on all previously ruled disciplinary cases brought before the committee on appeal. This committee will be composed of five members of the Disciplinary Committee, who did not participate in the hearing and ruling of said appeal case.

- a. A minimum of two students shall make up committee;
- b. One faculty and/or staff member will serve as chairperson
- c. Each member will have one vote and decisions will be by plurality vote;

The Chairman must decide if a quorum is present (five members) and that quorum should be voted upon by the committee members gathered.

Committee Appointments and Eligibility

The faculty, staff, and student members and chairperson will be selected by the Judicial Officer or Vice President for Student Affairs to serve for not more than two years. Students must be approved by the Vice President for Student Affairs. All committee persons must note that all information shared is confidential.

During the summer session, student members will be appointed by the Office of Judicial Affairs. A student member will have:

- a. no record of disciplinary action;
- b. at least a 2.50 cumulative grade point average;
- c. current status as an enrolled full time student.

The Vice President for Student Affairs or Judicial Officer may handle all cases during the summer administratively.

INFRACTIONS, VIOLATIONS, AND SANCTIONS

Alcoholic Beverages

- Consuming Alcoholic Beverages on College Property--- Alcoholic beverages are not permitted on our campus and students shall not drink, dispense or possess alcoholic beverages on the college property or at college functions. College property shall include, but is not limited to, the following: classrooms, residence hall rooms, offices, administration building, all open spaces on campus, the dining hall and snack bar, all hallways, stairwells, lounges, bathrooms, and all sports areas on and off campus in which events take place.

Suggested Sanction: Disciplinary Probation, Community Service, Referral to the Integrated Campus Center for completion of Drug and Alcohol counseling (must present certification of completion to Judicial Officer)

- Possession of alcoholic beverages in opened or unopened container anywhere on college property, including cars and other vehicle

Suggested Sanction: Disciplinary Probation, Campus Community Services, Referral to Integrated Campus Center for completion of Drug and Alcohol counseling (must present a certificate of completion to Judicial Officer)

- Being under the influence of alcoholic beverages on college property

Suggested Sanction: Disciplinary probation, community services, referral to the Integrated Campus Center for completion of Drug and Alcohol counseling (must present a certificate of completion to the Judicial Officer)

- Providing/Distributing Alcohol to Minors---Any individual or organization that provides or distributes alcohol to an individual under the age of 21 years.

Suggested Sanction: Suspension from the college for individuals and organizations for one year.

Drugs

Note: Individuals that are involved in drug related violations are subject to criminal action, and it is the duty of the college to report these individuals to the legal authorities.

- Possession and Use of Narcotics or Drugs in Any Form---This means the possession without a prescription of any illegal drug, such as marijuana, marijuana butts, cocaine, crack cocaine, heroin, narcotics, barbiturates, and any other substance that is illegal in the State of Arkansas and the United States of America and are contrary to state and/or federal law.

Suggested Sanction: Suspension for one year, with return contingent on completing a certified drug and alcohol abuse program stating that student is able to return to school. Additional sanctions may be imposed by the Vice President for Student Affairs.

- Distribution and/or Sale of Narcotics or Drugs---This means the illegal distribution, and/or sale of narcotics, including prescription drugs without a valid medical prescription, on the person or in the possession of a student on any college property and/or at events sponsored by the college; also involves such related incidents that are subject to prosecution under local, state, and federal laws.

Suggested Sanction: Disciplinary expulsion.

- Possession of Drug Paraphernalia---The illegal possession and/or use of drug paraphernalia, including but not limited to roach clips, scales, sandwich baggies and their corners, syringes, chamber pipes, homemade pipes using screens, water pipes, and any other equipment, products and materials that can be directly linked to usage of controlled substances. Drug paraphernalia is defined as all equipment, products, materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, or concealing, or used to facilitate injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body.

Suggested Sanction: Disciplinary Hearing and or sanctions levied by Disciplinary Committee. Mandatory referral to **Integrated Campus Center** for counseling. Student must complete a drug abuse program with documentation of completion from certified program.

- Accessory to Drug Use, Possession or Sale

Suggested Sanction: Disciplinary suspension for one year. Mandatory referral to Integrated Campus Center for drug counseling, documentation of treatment from certified facility. Other sanctions may be levied by the Vice President of Student Affairs.

Prohibited Conduct

- Prohibited conduct means conduct which is annoying, offensive, threatening, disruptive, destructive, and deliberate. It also includes derogatory, vulgar and abusive language, loud and excessive noise levels, horse playing, practical jokes, and general annoyances.

Suggested Sanction: Verbal or written reprimand (depending on gravity of offense). Other sanctions may be mandated by Judicial Officer for repetitive violations including but not limited to Disciplinary Committee.

Moral Offenses

- Lewd, indecent, or obscene behavior or expression. This includes but is not limited to, indecent exposure, voyeurism (Peeping Tom), indecent language on a telephone, indecent language to an administrator, faculty, staff or another student.

Suggested Sanction: Disciplinary probation, mandatory referral to Integrated Campus Center for counseling, and /or suspension, based on gravity of offense.

Obstruction or Disruption of College Activities

- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities.

Suggested Sanction: Disciplinary Probation and/or **suspension**, depending on the gravity of incident. Judicial Officer may institute additional sanctions.

Theft, Destruction, and Possession of Stolen Property

- No person will take, steal, burn, destroy or otherwise damage any property, on the college campus or any college property. A person is guilty of possession of stolen property when he or she knowingly possesses stolen property with the intent to deprive the owner of the property. Illegal and/or unauthorized possession of, or sale of property of the college, an organization affiliated with the college, a member of the college community or a campus visitor.

Suggested Sanction: Disciplinary suspension and/or restitution.

Failure to Comply

- Failure to comply with a request or directions of a college official acting in the performance of their duties, failure to present college ID when requested by college officials, failure to evacuate buildings during fire alarms. Failure to comply with all sanctions of the Philander Smith College Disciplinary Board.
- The willful failure of a student to allow College officials entry into his/her vehicle (as owner, operator, or registrant), resident hall room, or any other facility on Philander Smith College campus on grounds of reasonable suspicion.

Suggested Sanction: Probation and/or disciplinary suspension. Depending on seriousness of the offense, the Judicial Officer may modify sanctions.

Attempted Offenses

- An attempt to commit an act on Philander Smith College property, or involving members of the college community that would be in violation of the Student Code of Conduct or local, state or federal laws.

Suggested Sanction: Reprimand (written or verbal), community service, and any sanction set forth by the Judicial Officer.

Pets and Animals

- Pets are not allowed unless they are fish in an approved aquarium or other container in buildings, the residence hall, classrooms, offices, etc., except with approval from the Vice President of Student Affairs.

Suggested Sanction: Removal of pet by student; reprimand.

Hazing

- Any student found guilty of hazing (physical or mental harassment). Hazing is illegal in the State of Arkansas and on our campus.
- Regarding Greek Life, the executive body of any Greek organization, meaning the president, vice president, secretary, treasurer, intake officer, who are found to be guilty of hazing or harassment in any form, are subject to immediate suspension from Philander Smith College for not less than two (2) years. **No exceptions!** Greeks must show respect to other students at all times.

Suggested Sanction: Suspension for not less than two (2) (academic) years (for individual student and organization). Any student that allows him/herself to be hazed will be suspended. Expulsion may also be sanctioned.

Physical Abuse

- Any encounter in which physical contact occurs between two or more persons, an encounter with blows or other personal violence, which includes rape, sexual assault, pushing, shoving, and other acts of physical abuse, between two or more persons, or conduct which threatens or endangers the health or safety of another, including assault and battery on or off campus.

Note: If weapons, or objects which are used as weapons or which may be construed as weapons, are used in an altercation, the student will automatically be suspended from the College.

(Fighting) Suggested Sanction: Disciplinary suspension for one semester and/or one year disciplinary probation.

(Assault) Suggested Sanction: Disciplinary suspension for one year and/or restitution if necessary.

(Sexual Offense) Suggested Sanction: Disciplinary expulsion.

Misrepresentation

- A student is guilty of misrepresentation when he/she falsifies any official college document or transcript.

Suggested Sanction: Disciplinary expulsion.

Forgery

- Alteration, destruction, or misuse of College documents, records (including altering ones work timesheet), identification, or other property, including selling, altering, and transferring ones ID card.

Suggested Sanction: Probation, disciplinary probation, disciplinary suspension, or disciplinary hearing, to be determined by the seriousness of offense.

Fraud

- Fraudulently obtaining, manufacturing, altering, falsifying, or using an ID card, meal sticker, vehicle registration, or any official College document, giving a false name, date of birth, social security number or other identification to a College official with the intent to deceive.

Suggested Sanction: Disciplinary probation and/or suspension.

Telephone Fraud

- Misuse or abuse of telephone lines or services, including fraudulently placing long district telephone calls.

Suggested Sanction: Disciplinary probation for one semester and for residential life students, the loss of residential life privileges for one semester.

Unauthorized use of College Facilities

- Unauthorized use or occupancy of or unauthorized entry into or exit from college facilities. Unauthorized use includes but is not limited to allowing unauthorized guest to stay in the residential halls without permission and for extended period of time; failure to exit buildings at scheduled closing times.

Suggested Sanction: Disciplinary probation and possible suspension for one semester, depending on gravity of offense. For Residential Life Students the loss of housing may apply, depending on seriousness of offense.

False Alarms

- Turning in a false fire alarm or bomb alarm, by any means including phone calls or a warning device. Theft, removal of, or tampering with fire extinguishers or safety equipment or exit signs.

Suggested Sanction: Verbal or written warning, depending on seriousness of offense, loss of housing privileges and/or disciplinary probation or suspension.

Arson

- Willfully starting a fire in college buildings or on college property; recreational activities which include the use of fire such as bonfires and cookouts must be

approved by the Vice President of Student Affairs and must be in compliance with local and state fire codes.

- Fire setting---Deliberately lighting a fire without authorization.
- Those fire set with the intention of destroying property.

Suggested Sanction: Disciplinary suspension, restitution, and/or expulsion

Weapons and Firearms

- The possession of any weapons, such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, BB guns, and other firearms; bowie knives, daggers, switchblade knives, metallic knuckles, explosive, such as dangerous chemicals on college property or at college events is specifically prohibited unless authorized by the Vice President of Student Affairs. This also includes the use of weapon or some other object as a weapon on college property or at college-sponsored events.

Suggested Sanction: Disciplinary expulsion.

- The possession or use of items that resemble guns, knives, or other weapons, such as but not limited to water guns, cap guns, and starter pistols.

Suggested Sanction: Disciplinary probation, community service, counseling by Integrated Campus Center

- Possession or use of firecrackers.

Suggested Sanction: Disciplinary suspension.

Damage to or Defacing of College Property

- Destruction, damage, or defacement of College property, and property belonging to an individual, including, but not limited to: defacing, structures and facilities, littering, unauthorized biking and skateboarding in appropriate areas (such as on sidewalks, in buildings, in other pedestrian areas, etc.), and painting residence hall room without authorization or contrary to painting guidelines when permission is given.

Suggested Sanction: Restitution, disciplinary probation, and/or community service.

- Deliberate or willful vandalism of or damage to property belonging to the College or to an individual, personal or real.

Suggested Sanction: Restitution and disciplinary suspension.

Gambling

- No student will gamble for money or other valuables on college property or in any college facility.

Suggested Sanction: Disciplinary suspension.

Academic Dishonesty

- The College reserves the right to withdraw any student who fails or refuses to abide by the rules and regulations governing student life at the College. Academic dishonesty includes, but is not limited to, misconduct during testing periods and inadequate acknowledgment of source materials of term papers and other materials that show evidence of plagiarism. When an instructor has evidence that a student has been dishonest in any academic work, he/she will take one of the following Sanction actions and inform the Vice President for Academic Affairs in writing.

Sanction:

- a. Give the student a failing grade on the academic work related to the dishonesty; and/or
- b. Suspend the student from that class.

A student accused of misconduct in a class, and who received either of the penalties, may appeal the decision by following the steps outlined in the Academic Grievance Policy. (When the student is dropped or suspended from a class for disciplinary reasons, fees paid will be not be refunded).

Conversion

- A person is guilty of conversion when she or he, after having lawfully or unlawfully obtained possession of the property of another, wrongfully transfers, detains, substantially changes, damages, destroys or misuses the property without the permission of the owner.

Suggested Sanction: Disciplinary suspension.

Misuse of College Supplies, Documents or Services.

- A person is guilty of misuse of college supplies, documents or services when he or she forges, alters, uses without authority, possess college supplies or documents without authority.

Suggested Sanction: Disciplinary Hearing

Student Dress and Appearance

- Inappropriate dress is prohibited in all areas of Philander Smith College campus. Example of inappropriate dress includes but is not limited to hats in buildings (male and female), pants sagging, do-rags (allowed only in Residential Life Center).

Undershirts can be worn in layers only (in conjunction with another top). Scarves may be worn in a fashionable manner to coincide with an outfit. Pajamas, house shoes, shower shoes, must not be worn outside the residence halls.

Note: The Vice President of Student Affairs has the authority to determine if wardrobe is permissible and may require changes at any given time.

SEARCH BY LAW ENFORCEMENT AGENTS/PHILANDER SMITH COLLEGE SECURITY OFFICERS

A college security officer or an agent of any law enforcement agency for federal, state, county, or city government may serve a college official or an individual student with a warrant to conduct a search or in accordance with the law to determine if a law has been violated when there is probable cause to believe a violation of law has occurred. Evidence obtained through such may be used in college adjudicatory proceedings or in a court of law. Drug dogs may be used at any given time under the discretion of the administration to search residential halls and vehicles.

STUDENTS ARRESTED IN THE CITY

Students arrested should contact their parent(s) for assistance. The security staff will contact the parent(s) of the student, provided accurate information is available. The institution will not be responsible for signing or bailing said student(s) out of jail.

STUDENT ORGANIZATIONS

All student organizations operate at the will of Philander Smith College. Therefore, all organizations must adhere to the policies, rules and regulations of the college. All student organization activities must be cleared through the Office of Student Involvement and Leadership.

Off campus activities must be approved by the organization's advisors, Office of Student Involvement and Leadership and Vice President for Student Affairs or the College President. Violation may result in the suspension of individual members involved or suspension of the entire organization for up to two years.

REGISTRATION OF STUDENT ORGANIZATION

All organizations must register in the Office of Student Involvement and Leadership by the second week of the academic year annually.

Students interested in participating in a registered student organization as a general member must be in good standing with the college (no current disciplinary sanctions and have a minimum GPA of 2.0, unless otherwise stated according to the organization's requirements). Students holding an officer position must maintain a minimum GPA of 2.5 or better. Students' membership and participation will be terminated by the organization's

advisor, Coordinator of Student Involvement and Leadership, or the Vice President for Student Affairs for failure to meet stated criteria.

More information regarding the regulations for student organizations can be found in the PSC Student Organization Handbook (Office of Student Involvement and Leadership).

Student Organizations' Activities

Philander Smith College subscribes to the idea that every experience or activity endorsed or promoted by the College must contribute to the total development of the student and thereby be a learning experience. The educational program, therefore, is not limited to the academic curriculum but includes all the experiences and activities supervised by the institution.

An effort is made to provide an integrated, vital educational environment in which each student may be stimulated to grow in a manner that will reflect an increasing achievement of moral spiritual values as well as intellectual growth.

TERMINATION OF AN APPROVED STUDENT ORGANIZATION

This is the discontinuation of the registration of the registered student organization for a designated period of time, including the loss of all privileges as enumerated in this Code. For this cause, any student organization may be terminated for a specified period of time and have loss of privileges as enumerated in this Code.

Non-Sanctioned Campus Organizations

Participation or membership in non-sanctioned campus organizations is against college policy and violators will be subjected to college disciplinary action. The campus accepts no liability for unlawful acts committed by non-sanctioned organizations.

Senior Class Organization

For the purposes of planning Senior activities (Baccalaureate, Commencement, Senior Chapel, Senior Week, Class Trip, and College Gift), students with more than 90 credit hours will elect officers and hold regular meetings throughout the academic year. The elections must be conducted no later than September 30th annually. Candidates running for office must possess, at time of election, and maintain a minimum cumulative grade point average of 2.5.

PRESIDENTIAL AMBASSADORS

The mission of the President's Ambassadors is to represent Philander Smith College as a student extension of the President's office before prospective students, donors, alumni, celebrities, and other special guests, act in a leadership role to facilitate effective communication between the President's office and the student body, and maintain academic excellence. A minimum cumulative grade point average of 3.0 is required for membership.

GREEK LIFE & FRATERNAL ORGANIZATIONS

Students interested in participating in the intake process for any sorority or fraternity must have completed at least 30 semester hours of college work (at least 15 must be at Philander Smith College); have a minimum cumulative GPA of 2.50, must be free of disciplinary charges, satisfy the Business Office of financial obligations (financial aid, bank loans, etc.), and follow all procedures of the member organization in accordance with the guidelines established by its national office. Current members must maintain a minimum 2.5 GPA for each subsequent semester after their intake. **Note: Wherein more stringent guidelines for membership exist with the national organizations, their requirements will supersede that of the College.**

Alpha Phi Alpha Fraternity, Inc.; Beta Chi Chapter of Alpha Phi Alpha Fraternity was established at the College in 1938.

Kappa Alpha Psi Fraternity, Inc.; Beta Tau Chapter of Kappa Alpha Psi Fraternity was established at the College in 1947.

Omega Psi Phi Fraternity, Inc.; Pi Sigma Chapter of Omega Psi Phi Fraternity was established at the College in 1941.

Phi Beta Sigma Fraternity, Inc.; Phi Chapter of Phi Beta Sigma Fraternity was established at the College in 1928.

Alpha Kappa Alpha Sorority, Inc.; Gamma Alpha Chapter of Alpha Kappa Alpha Sorority was established at the College in 1940.

Delta Sigma Theta Sorority, Inc.; Gamma Gamma Chapter of Delta Sigma Theta Sorority was established at the College in 1942.

Sigma Gamma Rho Sorority, Inc.; Alpha Zeta Chapter of Sigma Gamma Rho Sorority was established at the College in 1941.

Zeta Phi Beta Sorority, Inc.; Tau Chapter of Zeta Phi Beta Sorority was established at the College in 1947.

Philander Smith College does not recognize the legitimacy of little sister\brother or sweetheart groups (a group being defined as more than one individual) associated with its fraternity\sorority chapters. The use of the Greek-letter organization's name and insignia in the operation of such groups is strictly forbidden.

Furthermore, the College disclaims any and all responsibility in connection with the formation, operation, and activities of such auxiliary groups. Chapters found in violation of this stated policy shall be suspended pending full investigation and severing of all formal ties between the chapter and the alleged group. **The creation, support, and/or encouragement of an auxiliary organization will result in a chapter being suspended for five (5) years.**

National Service Fraternity

Alpha Phi Omega. Pi Alpha Chapter of Alpha Phi Omega was established on November 14, 1965.

Other Student Organizations

A list of all registered and college recognized student organizations can be found in the Office of Student Involvement, Leadership and Greek Affairs.

STUDENT PUBLICATIONS

The Panther Express (Electronic Student Newspaper) - Under the leadership of a staff person, students are afforded an opportunity to electronically publish a student newspaper on the College's website bi monthly. A student staff is organized and utilized in the actual development of the paper. It is a communication tool used for students. (Please note: This publication has not been produced for several years and is not considered an active publication.)

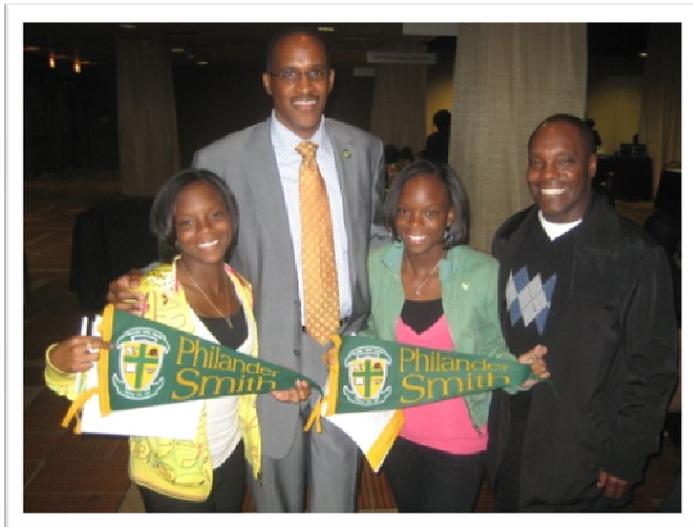
The Philanderian (The Annual Yearbook) - Under the leadership of a staff person, students are afforded the experiences of photography, writing, organizing, and developing an annual yearbook. (Please note: This publication has not been produced for several years and is not considered an active publication.)

COLLEGE QUEENS

Miss PSC – Qualifications

Candidates for Miss PSC:

- A. Must be born female.
- B. Must be single. She must remain in this status during her reign.
- C. Must have earned a minimum of 60 quality academic hours at the beginning of the fall semester of her reign.
- D. Must have been enrolled at Philander Smith College at least one academic year prior to her candidacy.
- E. Must have attained a 2.75 cumulative grade point average during her tenure at PSC and maintain a minimum GPA of 2.75 to remain in her position.



- F. Must be in good social standing and never have been convicted before any disciplinary committee at anytime before or during her candidacy and/or her reign.
- G. Must be in good financial standing with Philander Smith College and all financial obligations cleared in the Business Office.
- H. Must have been approved by the Office of Student Affairs and the Vice President for Student Affairs verifying items A-G.
- I. No student may serve as Miss Philander Smith College for more than one elected term.
- J. Must be enrolled as a full-time student at Philander Smith College at the time of her candidacy and during her reign.

MISS PHILANDER SMITH COLLEGE HANDBOOK

The Miss Philander Smith College Handbook is an independent document and available on the college's website.

HOMECOMING QUEEN - Qualifications

The applicant for Homecoming queen must be a senior with a cumulative grade point average of 2.50 or above. The candidate must have 90 semester credit hours posted on her transcript at the time the application is submitted and must have completed 30 hours at Philander Smith College. The candidate cannot have a disciplinary record and met all financial obligations to the College.

STUDENT GOVERNMENT ASSOCIATION

The agency of student government at Philander Smith College is the Student Government Association (SGA). SGA president and vice president are elected by students, with all other Cabinet members appointed by the elected officials. Many aspects of student life are coordinated and/or planned by this group. Some aims of the SGA are to promote a sense of personal responsibility in student life; to promote wholesome relationships, between students and faculty, and with the administration; to stimulate student interest and activities toward constructive efforts which will enrich the life of the College community; and its supreme end is always to help make a better and greater institution through the creatively constructive contributions of students.

Qualifications for Student Government Officers:

- A. Candidates for President and Vice President:
 - a. Must be a current full-time student at Philander Smith College.
 - b. Must have a minimum cumulative grade point average of 2.5.

- c. Must have earned a minimum of 45 credit hours.
 - d. Must be in good social standing and never been sanctioned before any disciplinary committee at anytime before and during candidacy, and/or tenure in office.
- B. Candidates for all other offices and positions:
- a. Must be a current full-time student at Philander Smith College.
 - b. Must have a minimum cumulative grade point average of 2.5.
 - c. Must be in good social standing before and during candidacy, and/or tenure in office.

STUDENT GOVERNMENT ASSOCIATION'S CONSTITUTION

The SGA Constitution is an independent document and available on the college's web site.

ACADEMIC ORGANIZATIONS

To help stimulate personal growth, various clubs are sponsored by the Academic Divisions of the College. These include the Art Guild, the Biology Club, the Forensics Club, the Little Theater Guild, the Modern Language Club, the Business Club, the Student National Education Association, the Writers Club, the Psychology Club, Academy of Science, Political Science Club, and Phi Beta Lambda.

NATIONAL HONOR SOCIETIES

Alpha Kappa Mu

Alpha Kappa Mu is a national scholastic honor society covering all academic fields. The Pi Sigma Kappa Chapter of Alpha Kappa Mu was established at Philander Smith College during the 1939-40 school year. To be eligible for initiation, a student must have a cumulative average of at least 3.3 on a 4.0 point scale and must have completed at least sixty hours of College credit. The organization, Alpha Kappa Mu, presents a special Honor Service each semester to tap new members and honor students whose names are included on the Dean's list.

Beta Kappa Chi

In April 1944, Rho Chapter of Beta Kappa Chi was established at Philander Smith College. This organization represents the highest distinction in the field of pure science in Colleges and Universities that are members of the United Negro College Fund program.

LYCEUM PRESENTATIONS

These programs usually take the form of music and dramatic presentations by outstanding artists and lectures. Attendance is expected of all students.

HONORS CONVOCATION

The Alpha Kappa Mu National Honor Society and its Pi Sigma Kappa Chapter salute outstanding scholars of the campus annually. The program features outstanding speakers, the presentation of plaques to four point (4.0) students and rewards other honor roll students with certificates.

OFFICIAL REPRESENTATIONS OF PSC

The Official Coat of Arms



LEGEND

- The Cross symbolizes our Christian Origin and Heritage.
- The Hammer and Anvil indicate Industry and Hard Work. They were essential to the Smiths when family names were of great significance.
- The Rose is an Emblem of Love. Philander is derived from the Greek word which means love.
- The Lamp stands for Learning and Truth as expressed in the Motto.
- The Open Book Stands for Knowledge.
- The Latin, "Veritas Est Lux," means "Truth is Light."

ALMA MATER

Dear Alma Mater, tried and true
We'll win respect and love for you
We pledge our hearts to you each day
To do our best at work, at play.

Dear PSC when from your fold,
We'll lift the dear old green and gold.
O'er Alma Mater vigil keep,
Her high ideals we'll strive to meet.

When college days are at an end,
Our hearts will ever toward you bend,
With loyalty we'll always be,
A part of you, dear P.S.C.

College Colors: Green and Gold

Motto: "Ye shall know the Truth, and the Truth shall make you free." John 8:32

Philander Smith College is an Equal Opportunity/Affirmative Action Institution. The College, in compliance with the Higher Education Act of 1965 and other Civil Rights laws, offers equal opportunity for admission and employment. Additionally, all programs and activities of the college are provided to all students without regard to race, color, gender, national origin, religion, age, physical disability, or sexual orientation. Students are responsible for their knowledge and adherence of the information contained in this Student Handbook and other official communications issued by the College regarding regulations, policies and requirements affecting the student's status at the College. The College reserves the right to change, without notice, any regulation given in this Handbook.