



STUDENT HANDBOOK



Effective: August 1, 2016

PHILANDER
FORWARD▶

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.

WELCOME FROM THE PRESIDENT

Dear Philandarian:

It is my great privilege to welcome you to Philander Smith College (PSC)! Whether you are a new student, traditional student, non-traditional student, residential student, or a commuter student, we are all on a journey together in this community of scholars, preparing you for excellence in academics, service and leadership. Your membership in the Philander Smith College community is one you should hold with great pride. How exciting it is to anticipate the limitless possibilities which will unfold during your Philander experience!

As a member of this community, this student handbook will serve a very useful purpose as you navigate some of the challenges associated with being a college student. The student handbook will provide you with direction and information on services and resources that support your successful matriculation and completion of your degree at Philander. We have a supportive network here for you, and we expect that you maximize your success by accessing these services and constantly expanding your success network.

I invite you to use resources like this handbook and our website to familiarize yourself with our expectations in the PSC community. We welcome your questions and feedback in this community. You will quickly discover that PSC's administration, faculty, and staff are dedicated to moving Philander Forward and building bridges for your success!

Again, welcome to Philander Smith College! I hope that you will take advantage of every opportunity afforded to you as a Philandarian. Also, I hope that you will share our excitement about the unique opportunities that PSC provides to all of its students.

Sincerely yours,

Roderick L. Smothers, Sr., Ph.D.
President

MISSION

Philander Smith College is a small, privately supported, historically Black, four-year liberal arts institution related to the Board of Higher Education and Ministry of the United Methodist Church. The college offers four degrees: the Bachelor of Arts, the Bachelor of Science, the Bachelor of Business Administration, and the Bachelor of Social Work.

The college's mission is to graduate academically accomplished students, grounded as advocates for social justice, determined to change the world for the better.

Philander Smith College, the only United Negro College Fund member institution in Arkansas, strives to provide a quality education for all regardless of race, religion, sex, national origin or ethnic background.

HISTORY

Officially founded in 1877, Philander Smith College is the result of the first attempt west of the Mississippi River to make education available to freedmen (former African-American slaves). The forerunner of the College is Walden Seminary, named in honor of Dr. J. M. Walden, one of the originators and the first Corresponding Secretary of the Freedmen's Aid Society. Miss Helen Perkins served as Principal of the institution during the early years.

In 1876, the General Conference of The Methodist Episcopal Church authorized the creation of an annual conference for Negro preachers in the state of Arkansas with the power to promote schools. The new body was named the Little Rock Annual Conference (later the Southwest Annual Conference). In 1877, this annual conference designated Walden Seminary as its official educational institution. The Seminary was located at Eighth Street and Broadway in the Wesley Chapel Methodist Church. The first Conference Trustees of the new school, elected in 1878, were the ministers I. G. Pollard, W. O. Emory, G. W. Sams, W. H. Crawford, A. J. Phillips, and L. W. Elkins. Laymen elected were A. L. Richmond, William La Porte and Frank Carland.

On January 1, 1879, the Seminary was moved from Eighth and Broadway to Tenth and Center Streets in a suite of rooms on the second floor of Kendrick Hall. The first floor of the hall was used as a store.

In 1882, while soliciting funds, Reverend Thomas Mann met Mrs. Adeline Smith, widow of Mr. Philander Smith of Oak Park, Illinois. The late Mr. Philander Smith had been a liberal donor to Asiatic Missions and had developed an interest in the work of the church in the South. In making her gift to Reverend Thomas, Mrs. Smith designated \$10,500 for Walden Seminary. The trustees accepted the gift and gave it special recognition by changing the name of the struggling Walden Seminary to Philander Smith College. A new site for the school had already been purchased at Eleventh and IZard Streets. The gift from Mrs. Smith and the funds raised by both the Freedman's Aid Society and the Little Rock Annual Conference were significant contributions toward the construction of Budlong Hall, the first brick building on the new site of Philander Smith College.

On March 3, 1881, Philander Smith College was chartered as a four-year college. The trustees at the time were ministers Bishop J.W. Wiley, L.W. Elkins, W.O. Emory, S. Johnson, Thomas Mason, I.G. Pollard, R.S. Rust, and G.W. Sam. Laymen of the trustees included Frank Carland, William La Porte, and K.L. Richmond. The cornerstone for Budlong Hall was laid in May of 1883, and the building was dedicated on September 2, 1883. In the same year, a manual training department was added. In 1884, a new dormitory for girls was built on the southeast corner of Eleventh and Izard Streets, and the building was named Adeline Smith Hall, in honor of Mrs. Smith. On May 14, 1890, the cornerstone was laid for a large addition to Budlong Hall.

The first baccalaureate degree from Philander Smith College was conferred in 1888. The outstanding representative of this class was Dr. Rufus C. Childress, who was for many years assistant supervisor of Negro schools in Arkansas. Dr. Childress also served as secretary of Philander Smith College's Board of Trustees for some 30 years.

During the administration of the College's first president, the Reverend Thomas Mason, there was steady and substantial growth. During the later part of President Mason's administration, Philander Smith College included the following: a Grammar School; a Preparatory School; a Normal School (to train teachers for public schools); the College (offering the Bachelor of Arts, Bachelor of Philosophy, Bachelor of Science, and Master of Arts degrees); the School of Music; and the Department of Carpentry and Printing. With the exception of the College departments, all other departments were gradually dropped. The only honorary degree conferred was the Master of Arts degree.

During the administration of President Cox (1896-1924), the successor to the Reverend Mason, the College was expanded to include a physical plant, and improved also were academic programs. The expansion of the physical plant included the completion of the north wing of Budlong Hall and the purchase of property on the northeast corner of Tenth and Izard Streets on which a girl's dormitory was erected. The new dormitory was named Webb Hall in honor of the Webb family of Oak Park, Illinois. Forty acres in the Fulk Addition area of the city were purchased at the cost of \$42,000 for a new site for the institution. This property was later sold.

In 1925, the George R. Smith College of Sedalia, Missouri, burned. In 1933, the George R. Smith College was formally merged with Philander Smith College, following the joint actions of the Board of Education of the Methodist Episcopal Church, the Trustees of the Southwest and Central West Annual Conferences, and the Trustees of Philander Smith College. The transaction was formally ratified in a joint executive session on May 23, 1933, and on October 23 of the same year, a merger celebration was held.

In July, 1948, purchased was the site of the Little Rock Junior College, which was adjacent to the south end of Philander Smith's campus. This site comprised one city block, and on it was located an administration building. Included were classrooms, a library, a gymnasium, and a chemistry laboratory. On March 30, 1949, after an extensive program of academic improvement, Philander Smith College was fully accredited by the North Central Association of Colleges and Schools.

1950s to the Present

In 1951, under the administration of Dr. Marquis LaFayette Harris, dedicated was Kelly Hall, which became the official residence of the president of Philander Smith College. Construction

was completed in February, 1952, and the residence was occupied on March 3, 1952. In the same year, a new science building was also constructed. Following an academic study in 1957, revealed was the need for a financial outlay of \$3,500,000 to sustain a high quality undergraduate educational program at the College. On March 12, 1958, a \$3,500,000 capital funds campaign was officially launched. Of this amount it was estimated that \$1,500,000 would be needed to purchase new land and to construct and furnish new buildings. The remaining \$2,000,000 would be needed to enlarge the endowment of the College.

In 1958, further expansion of the physical plant was planned, and the College purchased 2 ½ city blocks of Urban Renewal property, which was adjacent to the campus. In September, 1959, the College completed and opened a new dormitory for men, a new dormitory for women, a student union, a cafeteria, and a dining hall. In 1959, construction was begun on the M. L. Harris Library and Fine Arts Center. In 1960, the College took steps to acquire additional city blocks of Urban Renewal property adjacent to the campus in order to further enlarge the main campus.

On June 1, 1961, Dr. Harris was succeeded by Dr. Roosevelt David Crockett as president. During Crockett's administration, notable improvements were made in the physical plant and in academic programs. In addition, the M. L. Harris Library and Fine Arts Center were completed and opened in January, 1962. Progress was made towards the acquisition of the six blocks of Urban Renewal property. In 1963, the College constructed and opened a \$3,000,000 housing project and shopping center which came to be known as Village Square, Inc. The Square consisted of five three-story brick buildings containing 240 apartments and a two-story brick building which served as a shopping center for the area. These buildings covered approximately three city blocks south of the main campus.

On January 1, 1965, Dr. Ernest Thomas Dixon, Jr. succeeded Dr. Crockett as president. During the Dixon administration notable improvements continued to be made in the physical plant and the academic program. During this year, the final payment was made for the additional land adjacent to the campus. With this purchase, the College owned more than 10 city blocks of land.

In the late 1960s, under Dr. Hazzard's administration significant improvements were continued in strengthening the College's academic programs, the physical plant, the faculty, and student services. In addition, evidence shows the addition of eight new classrooms in the M. L. Harris Fine Arts Building; a new addition to the women's dormitory which also included the Kresge Foundation Health Center; faculty offices; student living quarters; and a student lounge. There were also other improvements, including the following: renovations in the administration building; a new maintenance building; a new office complex including offices for faculty; and air conditioning of all offices, classrooms, and the library. By May 6, 1979, the new Mabee-Kresge Science Building was erected.

Dr. Grant S. Shockley became the Eight President of Philander Smith College on January 1, 1980. Under his leadership, the College made significant progress in strengthening academic programs and the faculty; increasing the number of library volumes and services; expanding student services; enhancing the physical plan; and cultivating a closer and more meaningful relationship between the College, the local community and other organizations.

Dr. Shockley was succeeded by Dr. Hazo W. Carter, Jr. who was elected unanimously on July 19, 1983 by the Board of Trustees. Dr. Carter took office on August 20, 1983. Under the

leadership of President Carter, the College's first Cluster Program, involving the support of business and industry of greater Little Rock and the state of Arkansas, was organized. The College's regional accreditation by the North Central Association of Colleges and Schools was retained, and the College's Teacher Education Program was approved by the Arkansas State Department of Education. Significant progress was made in student recruitment, business-industry-college relations, and community relations. A high priority for the Carter administration was academic excellence, faculty development, student and faculty morale, institutional advancement, physical plant improvement, long-range planning and implementation of a capital funds drive.

On November 24, 1987, Dr. Myer L. Titus, a 1954 graduate of the institution, was elected unanimously by the Board of Trustees as president. Dr. Titus took office in February, 1988. Under his administration, Titus made significant progress in every facet of the College to ensure that it continued to grow as a viable institution of higher education.

Following his investiture, Dr. Titus focused his efforts on strengthening the faculty and curriculum; establishing the Philander Smith Management Institute (PSMI); increasing enrollment and the salaries and benefits of faculty and staff; fund-raising for capital improvements and for increasing the endowment; retaining accreditation by the North Central Association of Colleges and Schools (NCA); achieving accreditation of the Teacher Education Program by the National Council for the Accreditation of Teacher Education (NCATE) in 1993; accreditation of the Division of Business and Economics by the Accreditation Council of Business Schools and Programs, formerly the Association of Collegiate Business Schools and Programs (ACBSP) in June, 1997; erecting new physical facilities, including a Multi-Purpose Building consisting of a gymnasium and physical education and business; erecting a campus security house; securing funds to erect a new academic building; erecting a security fence around the campus; renovating existing buildings and improving the campus grounds; improving institutional management through computer technology, including construction of a technology center in the Library; and enhancing student life, campus security, college, church and community relations; establishing closer relationships with key business leaders in downtown Little Rock through the Capital Development Campaign drive; and establishing the Philander Smith College Community Development Corporation, Inc. (CDC) in 1997. Titus improved the image of the College on the local, state and national levels as an institution of quality higher education. On June 30, 1998, Dr. Titus retired as President.

From August 1960 to December 1964, the Board of Trustees appointed Dr. J. D. Scott as Interim President. His tenure with Philander was as follows: August 1960 to May 1961; August 1964 to December 1964; and January 1969 to May 1969. The Board of Trustees also appointed Dr. Crawford J. Mims as Interim President of Philander. His tenure was as follows: June 1978 to January 1979; June 1983 to August 1983; and August 1987 to January 1988. Dr. Scott and Dr. Mims maintained the integrity of the College in every respect and made improvements in various areas of the College's endeavors.

In February, 1998, Dr. Trudie Kibbe Reed was elected by the Board of Trustees to serve as the College's eleventh and first female President of Philander Smith College. Her theme, "Building Traditions of Excellence," paid tribute to the College's legacy and signaled "raising of the bar" for academic excellence. Under Dr. Reed's guidance, the College built new residence halls,

increased scholarships, and developed a Computer Information Center to enhance campus technology and to infuse technology into classroom teaching and learning.

Also, from 1999-2004, under the Kibbe Reed administration, the College conducted a Capital Campaign that totaled \$30 million in gifts and pledges. As a result, the college built the Donald W. Reynolds Library and Technology Center which opened for use in the Spring of 2003. In addition, the Harry R. Kendall Science and Mission Center was opened in the Spring of 2004.

In the summer of 2004, Dr. Julius Scott was appointed by the Board of Trustees to serve as the interim president while the College completed a national search for its next president. In October of 2004, the Board announced the selection of Dr. Walter M. Kimbrough as the Twelfth President of Philander Smith College. He took office on December 13, 2004 and served until May 31, 2012. His administration focused on a Renaissance of the college, bringing the institution back into prominence by strengthening the student body and academic programs. During Dr. Kimbrough's tenure, the college increased average high school GPAs and ACT scores of new students; retention and graduation rates significantly increased as well.

Under Dr. Kimbrough's leadership, the College developed a new strategic plan which called for the creation of a unique identity. In February of 2007, the Board of Trustees voted to approve a social justice emphasis for the college. In the fall of 2007, the College officially launched the new emphasis with a new logo and tag line.

On July 1, 2012, Dr. Johnny M. Moore became Philander Smith College's Thirteenth President. He graduated from his alma mater in May, 1985. Under Dr. Moore's administration, the College charted a new course for Philander Smith College, which was built on the historic foundations laid by Dr. M. Lafayette Harris, the Fourth President of Philander Smith College, and that was academic excellence. A college-wide strategic planning committee was instituted to assess the current status of the institution, to review the former strategic plan, and to develop a new five-year strategic plan. The Moore administration projected implementation of academic restructuring and measurement of academic performance of the college.

In February of 2013, the Board of Trustees named Dr. Lloyd Hervey as interim president of Philander Smith College. His administration maintained the mantra of "moving forward" in academics, student recruitment, institutional effectiveness, and institutional advancement. Dr. Hervey was a 1969 graduate of Philander Smith College.

In January, 2015, Dr. Roderick L. Smothers, Sr. took office as the Fourteenth President of Philander Smith College. Under Dr. Smothers' leadership, the focus of Philander Smith College includes strengthening academic programs; enhancing the College's local and national presence; growing enrollment; increasing donor giving and better equipping graduates with qualifications, skills and resources that allow them to compete in the globalized 21st century marketplace. In addition, under Dr. Smothers, the College promotes preparing students to become the leaders of tomorrow, impacting community, state, nation and world.

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

Equal Opportunity & Participation Statement

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.

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SECTION I

GENERAL INFORMATION

Student Rights & Responsibilities

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, responsibilities, and rules of students include:

RIGHTS

You have a right to:

- a. Expect an education of the highest quality;
- b. Develop their potential to the best of their ability;
- c. 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, residence hall association, and school officials;
- d. To a campus environment characterized by safety and order; and
- e. To a fair hearing when student action is applied to an individual or a group.

RESPONSIBILITIES

You have an obligation:

- a. To be fully acquainted with published regulations and to comply with them in the interest of an orderly and productive community;
- b. Of knowing that one's conduct reflects not only upon self but also upon the institution and its citizenry;
- c. To follow the tenets of common decency and acceptable behavior commensurate with the aspiration implied by a college education; and
- d. To respect the rights and property of others.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is a set of federal regulations established in 1974 that makes four specific guarantees to college students regarding the privacy of their education records. They are:

- a. the right to inspect and review education records;
- b. the right to seek to amend education records;
- c. the right to have some control over the disclosure of information from those education records; and
- d. the right to file a complaint against any institution for the alleged violation of these FERPA rights

These guarantees are made directly to currently and formerly enrolled students, regardless of their age or status in regard to parental dependency, acknowledging that young people who are already 18 years of age are considered responsible adults. Parents, guardians, and others do not have a right to access student records of adult children without their signed, written consent to do so.

Students have a right to know about the purposes, content, and location of information kept as part of their educational records. Students have a right to gain access to and challenge the content of their educational records. Students have a right to expect that information in their educational records will be kept confidential, disclosed only with their permission, or under the provisions of the law. Students have a right to permit or prevent disclosure of certain information in their educational records. Parents have the right to expect confidentiality of certain information about them in student records. Students have the right to authorize the release of information to specific individuals through a FERPA waiver. For more information regarding FERPA or to request a FERPA waiver, students should visit the Registrar's Office.

FERPA is administered by the Family Policy Compliance Office (FPCO), part of the US Department of Education in Washington, DC. It is the FPCO which interprets and resolves complaints regarding FERPA and the FERPA rights of students. The Department of Education provides more information for students and parents on its website – www.ed.gov.

Title IX, Campus SaVE Act, and Clery Act Procedures & Reporting Statement of Title IX Compliance

Title IX of the Education Amendment of 1972 (Title IX) prohibits discrimination based on gender in educational programs and activities which receive federal assistance. Areas of the institution where Title IX may have application include athletics, student recruitment and admissions, financial aid, scholarships, course offering and access, employment, and housing and residential services.

The College is committed to maintaining an educational, working, and living environment free from discrimination and harassment (sexual harassment and sexual violence) including maintaining an environment in which no student, faculty, or staff member is excluded from participation in or denied the benefits of its programs and activities as a result of gender. PSC's Title IX Coordinator and Deputy Title IX Coordinator, as listed below, are responsible for

ensuring compliance with Title IX standards. These responsibilities include preventing sexual misconduct through education and training and overseeing grievance protocol. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination.

Jurisdiction

Title IX protects the college community from sexual discrimination, harassment, and misconduct in a school’s education programs and activities. Title IX protects the college community in connection with all academic, educational, extracurricular, athletic, and other college programs, whether those programs take place on college property, in college transportation, at a class or training program sponsored by the college at another location, online, or elsewhere.

All complaints or any concerns about conduct that may violate this policy should be submitted to the Title IX Coordinator or Title IX Deputy Coordinator. All references to the Title IX Coordinator in this policy implicitly include the Title IX Deputy Coordinator.

Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

FILING A REPORT

Students	Faculty/Staff	Visitors
Title IX Coordinator Rhonda Lovelace 501-370-5297 rlovelace@philander.edu	Title IX Coordinator Chris Newton 501-370-5204 cnewton@philander.edu	Title IX Coordinator Chris Newton 501-370-5204 cnewton@philander.edu
Deputy Title IX Coordinator Chris Newton 501-370-5204 cnewton@philander.edu	Deputy Title IX Coordinator Rhonda Lovelace 501-370-5297 rlovelace@philander.edu	Deputy Title IX Coordinator Rhonda Lovelace 501-370-5297 rlovelace@philander.edu

Filing a Report with Local Law Enforcement

In some instances, sexual misconduct may constitute both a violation of college policy and criminal activity. The college grievance process is not a substitute for instituting legal action by any party. The college encourages individuals to report alleged sexual misconduct promptly to campus officials AND to law enforcement authorities, when appropriate. Individuals may file a report directly with local law enforcement agencies by dialing 911. Individuals may also contact any of the following for assistance in filing a report with local law enforcement.

PSC Office of Campus Safety and Security

M. L. Harris Fine Arts Building, Rooms F203-204
501.975-8525

City/County Police Department

Emergencies: 911

Little Rock Police Department

501.371.4621

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: the U.S. Department of Education's website by or calling 1-800-421- 3481.

Preserving Evidence

It is important that evidence of sexual assault be preserved because it may be needed for prosecuting the criminal case. Victims and others should not alter the scene of the attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush his or her teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault (i.e., bed sheets, blankets, etc.) should be placed in a paper bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of rape and sexual assault.

Student and Visitor Responsibility to Report

Students and visitors to the college are strongly encouraged to report allegations of discrimination, harassment, retaliation, and sexual misconduct to the Title IX Coordinator. A report should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the college to investigate. Reports may be made by the person experiencing the misconduct or by a third party, such as a witness or someone who is told of the misconduct.

Mandatory Employee Reporting

In order to enable the college to respond effectively and to proactively stop instances of discrimination, harassment, retaliation, and sexual misconduct at the college, all employees, including student employees, must, within 24 hours of receiving information regarding a potential violation of this policy, report information to the Title IX Coordinator. Only employees who are statutorily prohibited from reporting such information (e.g., licensed health-care professional, pastoral counselor) are exempt from these reporting requirements. This policy is not intended to restrict curriculum or prohibit or abridge the use of particular textbooks or curricular materials.

At Philander Smith College, **completely confidential** support services can be provided by:

Mrs. LaTisha Jackson, LPC
Director of Counseling Services

Rev. Ronnie Miller-Yow
Chaplain/Dean of Campus Culture

Nurse Martha Savage, RN
Campus Nurse

Off-Campus Conduct

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the college's attention.

Confidentiality

Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that all information received as part of the college's complaint/grievance procedure is treated discreetly. All parties to the complaint are required to maintain the confidentiality of all information received during this process. However, it is not possible to guarantee that all complaints will remain confidential because of the college's obligation to investigate allegations of misconduct. All requests to maintain confidentiality shall be directed to the Title IX Coordinator who has the authority to make such determinations. Except as

compelled by law or in the interest of fairness, just resolution, or health and safety considerations, disclosure of information contained in complaints, their substance, procedures, and the results of investigations will be limited to the immediate parties, witnesses, and other appropriate officials. Limited disclosure may also be necessary to conduct a full and impartial investigation.

Availability of Counseling and Advocacy

Counseling is available for victims of sexual assault by contacting the College Psychologist, 501-370-5229 as well as in the community, at the Little Rock Safe Places Sexual Violence Center 501-374-7233 and the Rape Crisis Center 501-801-2700.

Counseling and other mental health services for victims of sexual assault are available on campus and in the community. Students may contact the Campus Health and Wellness Center to speak with the Campus Nurse at 501-370-5333 and/or the Counselor at 501-370-5229.

Community mental health agencies, such as Little Rock Community Mental Health, 501-686-9300, and counselors and psychotherapists in private practice in the area can provide individual and group therapy. The Arkansas Coalition Against Sexual Assault (ACASA), Committee Against Spouse Abuse (CASA) Women's Shelter, or Domestic Violence and Rape Crisis Programs may assist with making referrals for individual counseling and support groups and in identifying non-counseling campus and community resources that may be of additional help and serve as a victim advocate upon request. The use of these or any other resources is at the discretion of the parties.

Education and Awareness Programs

The College's Title IX committee, in conjunction with various departments and organizations at the College, is responsible for planning and coordinating campus education and awareness programs about all forms of sexual assault, including rape, acquaintance rape, domestic violence, dating violence, and other sex offenses. Programs are presented regularly throughout the academic year in residence halls, fraternities, sororities, and for other student organizations, academic classes, employee training and professional development, and in other settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Campus Safety Week.

Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcomed may become unwelcomed. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

The College does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the College. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student, or supervisor-employee) are

regarded as inappropriate, are strongly advised against, and are inherently suspect in the event of a dispute.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee, up to and including termination.

COMPLAINT/GRIEVANCE PROCEDURE

These procedures are intended to apply to all grievances involving discrimination, harassment, retaliation, and sexual misconduct as described in this policy, including but not limited to those brought by a student against an employee and/or fellow student, employee against fellow employee and/or student, and third party against employee and/or student. All other grievances by students, employees, or third parties shall be addressed through other grievance procedures. The College benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by members of the college community.

Informal Complaint Process

The college does not require a complainant to utilize the informal complaint process if doing so is impracticable or unsafe, or if the complainant believes that the conduct cannot be effectively addressed through informal means. For example, the informal complaint process should not be used to address allegations of sexual assault. However, in other circumstances where it is practical and safe to do so, every reasonable effort should be made to constructively resolve issues with students, faculty, staff, and administrators before pursuing the formal complaint process. Under the informal complaint process, a complainant may elect to resolve his or her complaint by discussing it with the offending party. If the offending party is an employee and satisfactory resolution cannot be reached after discussion, the complainant may also contact the individual's direct supervisor to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated.

Formal Complaint Process

Upon receiving a report of alleged or possible violation of this policy, the Title IX Coordinator will evaluate the information received and determine what further actions should be taken. The Title IX Coordinator will follow the procedures described in this policy. The Title IX Coordinator will take steps, either directly with the complainant or through a reporting employee, to provide information about the college's complaint/grievance procedure, as well as available health and advocacy resources and options for criminal reporting.

INVESTIGATION

The Title IX Coordinator will be responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the college. The Title IX Coordinator or his or her designee will investigate all complaints of discrimination, harassment, retaliation, and sexual misconduct and determine any accommodations or other remedial short-term actions

necessary in light of the individual circumstances presented. The Title IX Coordinator or his or her designee will apprise the head of the appropriate division or department of the complaint, or, if the complaint is against a student, dean of students.

The Title IX Coordinator or his or her designee, who will have been properly trained, will:

- Identify the correct policies allegedly violated.
- Conduct an immediate initial investigation to determine if there is reasonable cause to charge the respondent(s).
- Meet with the complainant to finalize the complaint.
- Prepare the notice of charges on the basis of initial investigation.
- Develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the respondent.
- Conduct a thorough, reliable, and impartial investigation during which witnesses may or may not be given notice prior to the interview.
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
- Make a written finding on the case, based on a preponderance of the evidence, which indicates that it is more likely than not that a policy violation has or has not occurred, and identifies appropriate remedies and/or sanctions, if any.
- Prepare a complete report on the investigation and findings.

As noted above, an investigation of the complaint will be conducted by the Title IX Coordinator or his or her designee unless it is clear from the face of the complaint or the Title IX Coordinator's initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue violates this policy.

In the event that the complaint was made by someone other than the alleged victim, the Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the complaint:

- The source and nature of the information.
- The seriousness of the alleged incident.
- The specificity of the information.
- The objectivity and credibility of the source of the information.
- Whether the alleged victims can be identified.
- Whether those individuals wish to pursue the matter.

In the event that the Title IX Coordinator determines that an investigation of the complaint should not be conducted, he or she will determine and document (in consultation, as necessary, with the alleged victim, the respondent and any other college administrators) the appropriate resolution of the complaint and inform the parties of the same.

With all complaints, if the Title IX Coordinator determines that an investigation should be conducted, the Title IX Coordinator will promptly investigate the matter. The existence of concurrent criminal investigations or proceedings shall not delay the investigation of any complaint filed under this policy.

If another individual is designated to investigate the matter, the Title IX Coordinator will share the investigator's name and contact information with the alleged victim and the respondent and will forward the complaint to the investigator. Within three (3) days of such appointment, the investigator, the alleged victim, or the respondent may identify to the Title IX Coordinator in writing any real or perceived conflicts of interest posed by assigning such investigator to the matter.

The Title IX Coordinator will carefully consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest exists. Upon receipt of the complaint, the Title IX Coordinator will promptly begin the investigation, which shall include but is not limited to the following:

- Conducting interviews with the complainant, the alleged victim (if not the complainant), the respondent, and third-party witnesses (including expert witnesses, where applicable), and summarizing such interviews in written form.
- Visiting, inspecting, and taking photographs at relevant sites.
- Where applicable, collecting and preserving relevant evidence (in cases of corresponding criminal reports, this step may be coordinated with law enforcement agencies).

Throughout the investigation, the Title IX Coordinator will remain neutral. The Title IX Coordinator should obtain, where applicable and where possible, the written consent of any third-party witnesses to the disclosure, as contemplated by this policy, of any personally identifiable information contained in the complaint, the investigative report, and for any other documents the disclosure of which is contemplated by this policy in order to further the resolution of the complaints.

The Clery Act

Federal law, known as the Clery Act, mandates reporting and disclosure procedures for higher education institutions. The Clery Act requires every institution to provide the campus community with information necessary to make informed decisions about their health and safety. The Clery Act specifically mandates every institution to do the following: (1) have emergency notification and evacuation procedures; (2) issue timely campus alerts for crimes that represent an ongoing threat to the safety of students or employees; (3) keep a crime and fire log; (4) collect crime reports from campus security authorities; (5) request crime statistics from local law enforcement; (6) submit crime and fire statistics to U.S. Department of Education; and (7) publish an annual security report and fire safety report. For more information on the Clery Act see 10 U.S.C. Section 1092 or <http://www2.ed.gov/admins/lead/safety/handbook.pdf>.

DEFINITIONS OF REPORTABLE CLERY CRIMES

The Federal Bureau of Investigation's Uniform Crime Reporting Guidelines are used by Philander Smith College to classify and report crime statistics. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, arson, illegal weapons possession violations, drug abuse violations, and liquor law violations are excerpted from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook. The definitions of sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Some examples of severe or aggravated bodily injuries are wounds requiring stitches, broken bones, and internal injuries.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle, aircraft, personal property of another, etc.

Burglary

The unlawful entry of a structure to commit a felony or a theft.

Drug Abuse Violations

Violations of federal, state, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs or marijuana.

Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental incapacity. Forcible fondling includes "indecent liberties" and "child molesting."

Forcible Rape

The carnal knowledge of a person, forcibly or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity or because of his or her youth.

Forcible Sex Offenses

Any sexual act directed against another person, forcibly or against that person's will, where the victim is incapable of giving consent.

Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Hate Crimes

All of the above crimes or any other crime involving bodily injury or the crimes of larceny theft, simple assault, intimidation, and destruction, damage or vandalism of property but only if such offenses are bias/hate motivated. Federal law defines hate crimes as those that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Illegal Weapon Possession Violations

Weapons offenses, regulatory in nature, such as the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the above.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Liquor Law Violations

The violations of state laws or local ordinances prohibiting the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance (except where permitted by law); and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter

The killing of another person through gross negligence.

Non-Campus

Any building or property owned or controlled by a student organization that is officially recognized by the institution. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Non-forcible Sex Offenses

Unlawful, non-forcible sexual intercourse.

Public Property

All public property, including parks, thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to, and accessible from, the campus.

Residence Halls

On-campus dormitories or other residential facilities for students. Please note that statistics reported in this category are a subset of those reported in the "campus" category.

Robbery

The taking or attempt to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or putting the victim in fear.

Sexual Assault with an Object

To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

The Violence Against Women Authorization Act of 2013 (VAWA)

The Violence Against Women Reauthorization Act of 2013 (VAWA) amended the Clery Act by imposing new obligations on institutions of higher education under VAWA's Campus Sexual Violence ACT (Campus SaVE) provision. The regulations took effect on July 1, 2015 and impose a variety of obligations on colleges and universities. More information about VAWA can be found at https://www.whitehouse.gov/sites/default/files/docs/vawa_factsheet.pdf.

Change of Address or Name

The student must give a complete mailing address at the time of admissions. If the address changes while the student is enrolled, the new address must be filed in the Office of the Registrar. The student is responsible for the accuracy of the address currently on file in the Office of the Registrar.

A student wishing to change their name on the College records must present official supporting documents (i.e. marriage license, driver's license, social security card with new name, etc.) for the name change and other name changes are made upon presentation of a court order.

SECTION II

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.**

Vice President for Academic Affairs (VPAA)

The Vice President for Academic Affairs 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 student 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 Office (Office of Academic Affairs) 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 timeline 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.

Academic Grievance Policy for Students

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

Academic Organizations

To help stimulate personal growth, various clubs are sponsored by the Academic Divisions of the College. These include the Biology Club, the Business Club, the Computer Science Club, the

English Club, the Forensics Club, the Honda Campus All-Stars, the Honors Student Association, Phi Beta Lambda, the Psychology Club, the Meeting of the Minds Club (Philosophy), the Political Science Academy, the Spanish Club, and the Student National Education Association.

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.

Academic Success Center

The mission of the Academic Success Center is to support, encourage, and enable students to perform at a high academic standard, through the provision of services and resources that enable students at Philander Smith to become academically accomplished.

Located in the Titus Academic Center, the Academic Success Center is a welcoming and supportive environment in which students have access to academic workshops, academic coaching, and peer and professional tutoring services that extend and reinforce classroom teaching and learning experiences. Services offered include but are not limited to: Placement; Advisement in General Education and the majors; and Free Peer and Professional Tutoring and Coaching in Math, English, College Reading, Chemistry, Biology, and Business Administration.

SECTION III

STUDENT AFFAIRS &

ENROLLMENT MANAGEMENT

The Division of Student Affairs & Enrollment Management provides services and programs to assist students as they pursue their academic and career goals at PSC. From matriculation to graduation, our offices provide resources and support that complement the academic experience. Through a holistic approach, our goal is to integrate student learning and personal and career development to prepare you for life-long learning experiences and post-graduation success.

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 & Enrollment Management is an integral part of the College.

Its objectives are:

- a. To assist students in their growth and development by providing opportunities to exercise their sense of responsibility, leadership potential and interpersonal relationship abilities;
- b. 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;
- c. To provide enrichment experiences for students by developing student programs, encouraging student participation and providing special services for students who need individual attention;
- d. To encourage relationships among professors, administrators and students, that will enhance communication;
- e. 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; and
- f. To operate as a service agency for students, faculty, parents, and others.

Vice President for Student Affairs & Enrollment Management (VP, SAEM)

The VP, SAEM is the College's chief student affairs and enrollment management officer. The VP, SAEM 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 VP, SAEM provides leadership as well as long-range planning and program offerings of the Division.

Dean of Students

The Dean of Students position has as its primary goal to coordinate services that promote student welfare and student success across the campus. The Dean of Students is also heavily involved in the College's disciplinary procedures and enforcement of the provisions within the Student Code of Conduct. Along with other offices at the College, the Dean serves as an advocate for students and shares information with students, colleagues, and other interested parties that promote student success.

Chaplain/Dean of Religious Life

The Chaplain at PSC has the primary responsibility of supporting the spiritual and ethical needs of the College Community at large. The Chaplain provides services to students, faculty, and staff that explore the integral relationship between faith and learning – connecting the work of the mind with the heart and soul. The Chaplain is open to serving persons of all faiths as well as those exploring spirituality in their lives.

Division Departments

The Division of Student Affairs & Enrollment Management is comprised of eleven major units: Office of Student Affairs, Office of Religious Life, Campus Safety and Security, Health and Wellness Services, Center for Student Services (CSS), Housing & Residential Life, Student Conduct, Student Leadership & Engagement, Office of Recruitment & Admissions, Office of the Registrar, and Office of Financial Aid. The Division also works cooperatively with Food Services.

STUDENT SERVICES

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.

Center for Student Services

This office assists students in achieving self-actualization in the college environment, while keeping problems to a minimum. CSS 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 Center for Student Services include the following:

Career & Volunteer Services

The Office of Career & Volunteer Services at PSC is dedicated to assisting current students and alumni in identifying and achieving their career and employment goals through active exploration of interests and experiential learning opportunities. In addition, we help employers access an educated and highly trained workforce that will ultimately increase student learning and skill development.

Located on the 2nd Floor of the ML Harris Building, the Office of Career & Volunteer Services provides services related to resume writing, cover letter assistance, interview

coaching and readiness, and job and internship placement. Volunteer and community service initiatives are also available through this office for individuals and groups seeking to participate in community and civic engagement programs.

Counseling & Psychological Services

Counseling & Psychological Services provides mental health counseling and other counseling services for all currently enrolled PSC students. Our goal is to meet the mental health needs of the PSC community through encouragement, support, and assistance. We provide safe and confidential services that are free of charge. In addition to on-site services, we have a number of community partnerships in place to support short- and long-term mental health and psychological needs.

Located on the 2nd floor of the ML Harris Building, we currently have a full-time Licensed Professional Counselor (LPC) and a part-time Psychologist on staff to support these needs.

Disability Support Services

In compliance with section 504 of the Rehabilitation Act of 1973, as Amended, and with the Americans with Disabilities Act of 1990 (ADA), Philander Smith College and the Disability Support Services Center recognizes that qualified students who have diagnosed or identified learning, physical and emotional disabilities are entitled to the same benefits from the educational programs of the college as all other students. Disability Support Services is committed to providing access to the full range of educational programming and activities. Eligibility for these services is determined individually based on documentation of need.

Disability Support Services recognizes that each person has his/her own learning style and individual physical needs. Each student brings a unique set of experiences to college, and a student with disabilities is no exception. The Disability Support Services Center assists students with challenges in developing strategies to participate fully in the college experience. Our main goal is to help students become independent learners with the skills and abilities to take full responsibility for their own academic success.

The mission of the Disability Support Services Center at Philander Smith College is to create an academic, social and physically accessible environment for students with disabilities by removing obstacles to learning. Through this mission, students with disabilities will be empowered to take charge of their lives through becoming more knowledgeable and skilled in expressing their needs, preferences, and desires.

All students with documented disabilities are eligible for services. A “*person with a disability*” includes any person who (1) has a physical or mental impairment, which substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

Since assessment constitutes the basis for determining reasonable accommodations, it is in the student’s best interest to provide recent and appropriate documentation of their disability. This documentation will serve as the basis for decision-making about the student’s need for accommodations in the Philander Smith College environment.

The following guidelines are provided in the interest of assuring that assessment/evaluation reports are appropriate and sufficient to document disability.

- 1. Currency of documentation.** Documentation must be current, reflecting evaluation/diagnosis provided within the past three years for undergraduates, and five years for adult returning (non-traditional) students.
- 2. The evaluation must be provided by a qualified professional.** The physician/professional must have qualifications that are recognized by the State of Arkansas as affirming eligibility to render a medical diagnosis.
- 3. Documentation should be comprehensive.** The evaluation should describe the type and severity of the individual's disability. It should also describe the subsequent course of the disabling condition and specify the current treatment of the condition, detailing any currently prescribed or recommended medication, therapies, care or assistive devices.
- 4. Documentation should reflect the functional impact of the disability.** The evaluation should contain a description of the type and severity of the current symptoms and note the impact of the disability in all relevant spheres of functioning. The evaluation may also address how the disability might affect the individual's ability to function in the academic setting.
- 5. Recommendations for academic accommodations.** The evaluation should include specific recommendations for accommodations that are realistic and that the college can reasonably provide. Academic accommodations are adjustments to the academic environment provided to ensure equal access to an enrolled student based on his/her substantial impairment or functional capacity.

The decision to use disability services is a matter of individual choice. It is the responsibility of the student to request accommodations, well in advance of the need, in order to give Disability Support Services a reasonable amount of time to evaluate the documentation and implement the request. Classroom accommodations requiring notification to faculty must be requested for each semester for which the accommodations are needed. It is important to remember that not every student with a disability needs an accommodation. It is equally important to remember that even though two individuals may have the same disability, they may not need the same accommodations.

Students with disabilities, who need accommodations, should contact the Disability Support Services Center at 501-370-5356.

Hours of operation for Disability Support Services are Monday – Friday, 8:30 a.m. – 5:00 p.m.

Please note: *Philander Smith College cannot make accommodations that are unduly burdensome or that fundamentally alter the nature of, or reduce the academic standards of, the college's course or degree programs.*

New Student Orientation

The New Student Orientation Program at PSC provides new students with the opportunity for successful transition into college life. The program is designed to give you a good start at the College by providing active and intentional social engagement as well as opportunities to complete the necessary business of becoming a student at PSC. During this time, you'll complete course registration, meet your fellow incoming Philanderians, and learn more about the PSC Student Experience! ***All new students are required to attend New Student Orientation.***

Student Leadership & Engagement

Student Leadership & Engagement strives to transform the PSC Student Experience through authentic and intentional student engagement, leadership, and service. The Office creates learning opportunities where Philanderians can enhance their leadership skills and participation in campus organizations, as well as discover opportunities to serve the PSC community through a variety of leadership and learning experiences.

Student Transition Experiences

Student Transition Experiences consist of the first-year experience (FYE), second-year experience (Sophomore Student Engagement Program), junior year experience (JEP), and senior year experience (SEP). The staff in this area is committed to providing a seamless transition from orientation through graduation for all students attending PSC. These programs foster learning and personal development, reflection, and growth that positively impact the student experience. All students are encouraged to participate in events and get involved throughout your time at PSC!

Health Services

Philander Smith College provides a comprehensive health care program to all enrolled students. The Health Services Clinic, located in the ML Harris Building, is staffed with a Licensed Registered Nurse (RN) who provides preventive healthcare information, promotes healthcare maintenance, and supplies medical treatment for minor accidents and illnesses. In addition, the College is contracted with a local physician who collaborates with the RN to broaden the health services available for the students.

The following policies govern the Health Services Clinic:

- a. All emergencies caused by illness, occurring after hours of operation should be reported at once to the Residential Life Center Director, who will telephone security if required for hospital emergency care;
- b. Students should care for their needs through the Health Services Clinic during office hours, which will be posted and advertised at the beginning of the school year; and
- c. When a student is too ill to have meals in the cafeteria, medical permission must be obtained from the Health Services Clinic to have the meal taken to the student. 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 Health Services Clinic.

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

If you have a medical condition that requires you to take medication, please make an appointment with Health Services to ensure optimal care for you while attending PSC.

Housing & Residential Life

Housing & Residential Life at Philander Smith College supports and is a component of the educational mission and services of Philander Smith College. The primary responsibility of the residential life program is to provide students who live in the residence halls with a variety of opportunities for personal growth and development. The residential community at PSC includes the Residential Life Center (RLC), Suite A, Suite B, and the Barracks.

Library Services

The D. W. Reynolds Library and Technology Center is prominently located at the main entrance of PSC campus. The Library provides a wide array of information resources and services in support of the educational and cultural objectives of the College. During the regular spring and fall semesters, the library is open every day, providing services over 90 hours a week. Library hours are posted on the www.philander.edu/academics/library/default.aspx, library main entrance, and are also available by telephone (501) 370-5262. Library hours are extended until 11:00 pm during final exam periods, and vary during semester breaks and College holidays.

Facilities available in the Library building include a Distance Learning lab, Teacher Education lab, Music Listening lab and Multi-media Resource room. The labs are smart classrooms with multi-media presentation equipment, video conferencing capabilities and cable TV access. Each computer has internet access and word processing applications. A Conference center, Technology center, Faculty Development room and Archives are also available. The Archives houses primary and historical resources, catalogs, yearbooks, handbooks and photographs relating to the PSC administration, faculty, staff, students, alumni and the United Methodist Church.

The Library holds over 670,000 physical items including books, print periodicals, videos, microforms, CD's, multi-media resources, artifacts, photographs and Art pieces. The Art collection consists of 84 pieces representing the works of 40 renowned African American Artists as well as 23 pieces of African art depicting traditional clothing and customs from 9 West African countries. Online, the Library provides access to thousands of full text articles, streaming videos, and eBooks through over 60 databases such as JSTOR, *EBSCOHost*, *ERIC*, *Proquest*,

Medline, Lexis-Nexis, Ferguson Career center, Credo Reference and many more. All online resources are available on-campus as well as remotely.

Public service activities provided to students include circulation of materials, Library orientations, reference services and instruction, Course reserves, interlibrary loans and Research assistance. The loan period for books for students is two weeks. Videos, CD's and DVD's may be checked out for up to 5 days. Student ID cards are used to check out all items at the Circulation desk located on the first floor of the Library. Materials can only be renewed in person at the Circulation desk and fines and fees are incurred for failure to return materials on time.

The Library provides students with over 120 computer workstations with wireless internet access. All computers offer fast internet access, as well as the latest course software including Microsoft Office. Printing, copying, and scanning are available using the multifunction copiers. Black and white copies are 10 cents each, scanning is free. Ten group-study rooms and fourteen single-study carrels are available on first come first-served basis.

The Library staff includes three professional librarians, four support staff positions and a large cohort of student workers. Members of the library management team are available most hours the building is open to provide help with you research needs.

Mail Services

Mail distribution for residential students is located at the front desk in the RLC. Mail distribution hours of operation is scheduled Monday- Friday from 3:00 pm until 7:00 pm. The Philander Smith College ID must be presented before staff can release mail. Non-residential students may request a mail box for receiving mail on campus based on availability. Incoming packages from FedEx, UPS, US Postal Service, 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 at the above front desk according to the student's assignment.

Office of Religious Life

The Vision of the Office of Religious Life is to complement the academic discipline by engaging each member of the Philander Smith College Community in the enhancement and development of spiritual leadership, integrity, and responsibility that witnesses to the life of Jesus Christ as we go forth to aid in the social, cultural, and moral transformation of this community and the world.

Our Mission is to encourage and nurture spiritual growth and wholeness among the Philander Smith College Community by maintaining programs that aid the members of the college community to become living witnesses to Christ among themselves and the community-at-large.

In pursuit of this mission, we seek to offer ministry not only to our students, but also to the members of our faculty and staff. As an institution with an affiliation with The United Methodist Church, Philander Smith College places emphasis on value formation and ethical decision-making. We affirm the presence of God within our learning community and invite students to employ both faith and intellect as they pursue their academic endeavors. As students develop or refine their personal values, we seek to engage them in offering a positive contribution through service for the common good of all God's creation.

Furthermore, Office of Religious Life oversees the planning of weekly Chapels that serves 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.

Student Publications

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.)

STUDENT ACTIVITIES

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. The College athletic programs belong to NAIA and compete in the Gulf Coast Athletic Conference. Rules and regulations are followed in both recruiting and academic eligibility. Student-Athletes' academic progress are closely monitored.

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.

Honors Convocation

At Philander Smith College, Honors Convocation is a ceremony which recognizes students for their distinguished academic achievements and national recognition for research and scholarship. In addition, members of the Alpha Kappa Mu National Honor Society and its Pi Sigma Kappa Chapter are saluted as outstanding and exemplary scholars. Honors Convocation features outstanding speakers and awarded to students earning 4.0 and/or the Dean's List are certificates and either Honors or Achievement pins.

Intramural Sports

The Intramural Sports Program offers competition in sports for women, men, and co-rec (men and women combined on one team). Students can join six different sports throughout the school year including flag football, dodge ball, kickball, softball, basketball, and soccer. So whether you have played sports in the past, or want to try a new sport, we invite you to learn everything you need to know about the different sports offered for intramural competition.

Little Sister/Brother and Sweetheart Groups

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.

Mr. & Miss Philander Smith College

Mr. and Miss PSC are elected student leaders who represent the best in academics, moral character, leadership skills, and personal decorum. Elections for Mr. and Miss PSC occur each spring term at the annual Mr. and Miss PSC Pageant. A Coronation Ball is hosted each fall term to officially install Mr. and Miss PSC as Philander's Student Royalty.

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 Student Conduct Committee at any time 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 & Enrollment Management verifying items A-G;
- i. No student may serve as Miss Philander Smith College for more than one elected term; and
- j. ~~Must~~ be enrolled as a full-time student at Philander Smith College at the time of her candidacy and during her reign.

Candidates for Mister PSC:

- a. Must be born male;
- b. Must be single. He 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 his reign;
- d. Must have been enrolled at Philander Smith College at least one academic year prior to his candidacy;

- e. Must have attained a 2.75 cumulative grade point average during his tenure at PSC and maintain a minimum GPA of 2.75 to remain in his position;
- f. Must be in good social standing and never have been convicted before any Student Conduct Committee at any time before or during his candidacy and/or his 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 & Enrollment Management verifying items A-G;
- i. No student may serve as Mister Philander Smith College for more than one elected term; and
- j. Must be enrolled as a full-time student at Philander Smith College at the time of his candidacy and during his reign.

Student Government Association

The agency of student government at Philander Smith College is the Student Government Association (SGA). SGA officers are elected in accordance with the SGA Constitution. 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:

Students interested in SGA office should refer to the current SGA Constitution for qualifications and requirements.

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 Affairs.

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

Student Organization Registration

All organizations must register in the Office of Student Affairs 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, Director of Student Life, or the Vice President for Student Affairs & Enrollment Management for failure to meet stated criteria.

For a list of all registered and college recognized student organizations and governing regulations, visit the Office of Student Affairs.

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.

SECTION IV

GENERAL POLICY &

PROCEDURE STATEMENTS

Cellular Telephones, Paging Devices, and Other Electronic Devices

The use of cell phones and paging devices for personal use is strictly prohibited during classroom sessions. The use of electronic devices during a classroom session must be specifically for academic purposes and subjected to the approval by the instructor.

In addition, the use of any electronic devices that poses a threat to, disturbs, or challenges the learning environment or an individual's reasonable expectation for privacy/general quality of life is strictly prohibited.

Classroom Disruptions and Steps for Redress

The Philander Smith College student agrees to recognize the College's Seven Human Values as part of the rites of passage to campus culture and life. The College's Seven Human Values are as follows: 1) Respect for Self; 2) Respect for Others; 3) Respect for PSC Property; 4) Leadership; 5) Scholarship; 6) Service; and 7) Spirituality.

As the standard Code of Conduct, the Philander Smith College student, therefore, will refrain from discipline problems in the classroom. Discipline problems are defined as *behavior* which 1) interferes with the act of teaching; 2) interferes with the rights of others to learn; 3) causes the classroom environment to become psychologically or physically unsafe; and/or 4) destroys property. Such behavior and violations in the classroom will bring immediate consequences, and in this order: 1) removal from the classroom; 2) behavioral intervention session(s); 3) required completion of student education modules provided by the Office of Student Affairs; and hearings before the Vice Presidents for Academic Affairs and Student Affairs (or their associates). Upon completion of the above 1-3, administrators in Academic Affairs and Student Affairs will determine when and if students may return to the classroom.

Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

The College does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the college. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student, or supervisor-employee) are

regarded as inappropriate, are strongly advised against, and are inherently suspect in the event of a dispute.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee, up to and including termination.

Cyber Bullying

Statement of Principles:
Intolerance and bigotry are antithetical to the values of the college and unacceptable within the Philander Smith College community. One of the ways the College seeks to effect this principle is through a policy of nondiscrimination, which prohibits discrimination on the basis of race, religion, color, sex, age, sexual orientation, national origin, ancestry, disability, marital status, or veteran status in college programs. In order to reinforce campus goals of nondiscrimination, tolerance, and civility, the following amended/additional policy against verbal assault, defamation, cyber bullying and harassment makes clear that such behavior toward others violates acceptable standards of conduct within the campus community. (This policy is not intended to supersede the college's policy against harassment. It will strengthen it.)

Verbal assault (including cyber bullying), defamation, or harassment interferes with the mission of the college. Each member of this community is expected to be sufficiently tolerant of others so that all students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of our educational opportunities. Beyond that, each member of the community is encouraged to do all that she or he can to ensure that the college is fair, humane, and responsible to all students.

The policy against verbal assault (including cyber bullying), defamation, and harassment seeks to guarantee certain minimum standards. Free speech and the open discussion of ideas are an integral part of the college community and are fully encouraged, but acts that restrict the rights and opportunities of others through violence, intimidation, the destruction of property, or verbal assault, even if communicative in nature, are not protected speech and are to be condemned.

Therefore, be advised that Philander Smith College will not tolerate in any circumstance or on any level of cyber bullying in any form. The College treats this as a form of harassment and will seek justice under the guidelines of the harassment policy located in our Student Handbook in consultation with the state laws of Arkansas.

The state law on cyber bullying is below.

5-71-217. Cyber Bullying.

A. As used in this section:

- a. "Communication" means the electronic communication of information of a person's choosing between or among points specified by the person without change in the form or content of the information as sent and received; and

- b. "Electronic means" means any textual, visual, written, or oral communication of any kind made through the use of a computer online service, Internet service, telephone, or any other means of electronic communication, including without limitation to a local bulletin board service, an Internet chat room, electronic mail, a social networking site, or an online messaging service.
- B. A person commits the offense of cyber bullying if:
- a. **He or she transmits, sends, or posts a communication by electronic means with the purpose to frighten, coerce, intimidate, threaten, abuse, harass, or alarm another person; and**
 - b. The transmission was in furtherance of severe, repeated, or hostile behavior toward the other person.
 - c. **The offense of cyber bullying may be prosecuted in the county where the defendant was located when he or she transmitted, sent, or posted a communication by electronic means, in the county where the communication by electronic means was received by the person, or in the county where the person targeted by the electronic communications resides.**
- C. Cyber bullying is a Class B misdemeanor.

Dress Code Policy

The dress code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate manners and dress insures that Philander Smith College students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives - essential areas of development necessary for propelling students toward successful careers. On this premise students at Philander Smith College are expected to dress neatly at all times.

The following are examples of appropriate dress for various occasions:

- Classroom, Cafeteria, College offices, and Library – neat, modest, casual or dressy attire.
- Interviews - business attire.
- Social / Recreational activities (Includes athletic events and Greek Shows), Residence hall lounges (during visitation hours) – modest, casual or dressy attire.
- Balls, and Galas - formal, semi-formal and dressy respectively.

Examples of inappropriate dress and/or appearance include but are not limited to:

1. Do-rags, head scarves, head coverings, hoods, hair rollers, stocking caps, skullcaps, and bandanas are prohibited at all times on the campus of Philander Smith College (except in the privacy of the student's living quarters) for both men and women. This policy item does not apply to headgear considered a part of religious or cultural dress. Refusal to remove head coverings may result in confiscation and further disciplinary action. ***Note for female students: (1) Beanies are allowed to be worn in the cafeteria, as well as in all spaces on campus; and (2) Head scarves worn in good taste, as a part of an outfit or personal style, may be worn in the residence halls as well as in the cafeteria.***
2. Sheer garments without proper undergarments to obscure their transparency; micro-mini dresses/skirts/shorts that do not cover enough of the thighs while standing/sitting; midriffs or halters, mesh, netted shirts, tube tops or cutoff tee shirts in classrooms, cafeteria, and offices.
3. Visible undergarments when wearer is bending, sitting or walking
4. Slits that are higher than three (3) inches above the knee in skirts and dresses; pants/shorts must be the appropriate size for the wearer with no sagging or bagging and must be secure around the waist as not to reveal undergarments and tattoos.
5. Bare feet or Indoor Slippers.
6. Short shorts.
7. Blue jeans at programs dictating professional or formal attire, such as Commencement, Convocation, and Chapel.
8. Clothing with derogatory, offensive, lewd, profane, obscene words or pictures that are offensive to race, gender, or ethnicity; expressions of ethnic degradation or that are sexually explicit or suggestive; and depictions of nudity and/or the showing of male and female sex organs, or explicit sexual acts.
9. Clothing or accessories that condone or sanction violence; jewelry in the form or shape of drugs or drug paraphernalia; clothing, jewelry or other accessories with pictures of drugs or drug paraphernalia, or with expressions that condone or sanction the use of illegal drugs.
10. Men's undershirts of any color worn outside of the private living quarters of the residence halls.
11. Pants must be worn fastened securely at the waist and are **not allowed to sag below the waistline.**

Students may be denied entrance to class, offices, and/or various functions if their manner of dress is deemed inappropriate. Any student found to be in violation of this dress code is subject to disciplinary action as outlined in the Student Code of Conduct. Suggested sanctions may include denied entrance to class, offices, and/or various functions, removal from class, office, and/or functions, community service, and suspension from college for one or more semesters based on the gravity and repetitiveness of the offense(s).

Dress for Convocations, Chapel and special events deemed as such by the President or Vice President for Student Affairs & Enrollment Management.

Attire for men:

Although it is customary for men to wear a suit or sports jacket with a tie/bow tie, it is expected that men wear shirts (sport shirt or button down shirt) with sleeves and collars (mock necks and turtle necks will be accepted) and appropriate long pants/slacks (Shorts or Jeans are not appropriate). Shirts must be tucked in and belts worn. Jeans are not acceptable forms of dress for special events. Attire must fit properly and not sagging or bagging is allowed. Men must wear appropriate shoes (no sneakers, vans, timberlands or the like), unless there is inclement weather.

Attire for women:

It is customary to wear black dresses or skirt/pant suits. However, sleeveless dresses and tops with appropriate pants/skirts will be acceptable. Ladies must cover exposed arms with a wrap, jacket or sweater. Tops should not show cleavage, buttons should not pull open, and no back outs, halter top, spaghetti strap or see through tops should be worn without a jacket or cover-up. If pants are worn, please make sure pants are appropriate in length, do not sag or drag the ground. Ladies must wear appropriate shoes (no club shoes, sneakers, vans, timberlands or the like), unless there is inclement weather.

If you have additional questions or need guidance regarding attire, please contact a Student Affairs staff member.

Equal Employment Opportunity Statement

Philander Smith is committed to providing equal employment opportunity to qualified persons without regard to race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, age, disability, military, veteran status or any other protected status or classification under federal, state or local law. This commitment to equality extends to all personnel actions, including recruitment, advertising for employment, selection for employment, compensation, performance evaluation, and selection for training or education, treatment during employment, promotion, transfer, demotion, discipline, layoff and termination. Discrimination on the basis of any protected classification will not be tolerated.

Philander Smith maintains a written Affirmative Action Policy. Philander Smith invites qualified individuals with disabilities, special disabled veterans and Vietnam-era veterans to identify themselves if they wish to do so. If you have questions regarding Philander Smith's Equal Employment Opportunity Policy or the Affirmative Action Policy, please contact the Office of Human Resources.

Complaints of discrimination, harassment and retaliation must be filed in accordance with the Harassment Policy set forth below. All employees must promptly report discrimination, harassment and retaliation so that prompt and appropriate action can be taken.

Facilities Use Policy & Procedures

- 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 & Enrollment Management.

- Student organizations may not have events lasting past 12am on weeknights and 2:00 am on weekends.
- Rental fees—No rental fees are charged to student organizations that are registered with the Office of Student Affairs 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 ML 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 & Enrollment Management 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.

Facility Usage Policy for Parties/Events

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 2:00 a.m. Other social events may be held on Friday and Saturday with an ending time of 2:00 a.m., and may be scheduled during a school night with an ending time of 12:00 a.m. (Midnight). These times can only be adjusted with special permission granted by the Dean of Students or Division 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 Office of Student Affairs.

10. Each organization must submit to the Office of Student Affairs 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.

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 with a balance from the previous semester.

Harassment Policy

1. Statement of Philosophy

Philander Smith College is committed to creating and maintaining a campus environment where all individuals are treated with respect and dignity and where all are free to participate in a lively exchange of ideas. Each student has the right to learn and each employee has the right to work in an environment free of sexual and other forms of harassment and one in which ideas may be freely expressed.

At Philander Smith College, harassment, whether verbal, physical, written, or visual, is unacceptable and will not be tolerated. Harassment is unlawful and hurts all members of the educational community. Each incident of sexual harassment contributes to a general atmosphere in which other members of the victim's sex suffer the consequences and in which all students and employees may feel that their safety and equality are compromised. Other forms of harassment have a similarly negative effect on members of the community. Harassment has no legitimate educational purpose. Any employee or student, male or female, who engages in conduct prohibited by this policy, shall be disciplined as provided by law, and College policies.

Philander Smith will not tolerate any harassment of anyone affiliated with the College (including non-employees, such as vendors and independent consultants), and will not tolerate adverse academic or employment actions, including but not limited to termination of anyone reporting harassment or providing information related to such a complaint.

A member of the college community (Faculty, staff, student) committing sex offenses, whether on or off campus, are subject to college disciplinary action as well as criminal action.

2. Principles

Philander Smith College recognizes the tension between protecting all members of the College community from harassment and protecting academic freedom and freedom of expression. It is the policy of the institution that no member of the community may harass another. Conduct that reasonably serves a legitimate educational purpose, including pedagogical techniques, does not constitute harassment. In the educational setting within the College, wide latitude for professional judgment in determining the

appropriate content and presentation of academic material is required. Those participating in the educational setting bear a responsibility to balance their rights of free expression with a consideration of the reasonable sensitivities of other participants. Therefore, this policy against harassment shall be applied in a manner that protects academic freedom and freedom of expression within the College. Academic freedom and freedom of expression include but are not limited to the expression of ideas, however, controversial, in the classroom setting, academic environment, College-recognized activities, or on the campus.

Nothing contained in this policy shall be construed to limit the legitimate exercise of free speech, including but not limited to written, graphic or verbal expression that can reasonably be demonstrated to serve legitimate educational or artistic purposes, nor shall this policy be construed to infringe upon the academic or artistic freedom of any member of the College. Artistic expression in the classroom, studio, gallery and theater merits the same protection of academic freedom that is accorded to other scholarly and teaching activities.

3. Policy Coverage

All faculty, administrators, staff, students, and individuals affiliated with Philander Smith College by contract (including non-employees, such as vendors and independent contractors) are bound by this policy. This policy protects men and women equally from harassment, including same-sex harassment, and protects students from harassment by other students.

4. Sexual Harassment

a. *Definition of Sexual Harassment.* Sexual harassment is unwelcome behavior of a sexual nature by faculty, administrators, staff, students, and individuals affiliated with the College by contract (including non-employees, such as vendors and independent contractors) or by anyone with whom one interacts in order to pursue educational or employment activities at the College. For the purposes of this policy, sexual harassment is defined as unwelcome advances, request for special favors, and any other verbal, written, physical or other conduct of a sexual nature when:

- i. Submission to such conduct by an individual is implicitly or explicitly made a condition of an individual's employment or educational status or participation in College programs or activities;
- ii. Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's ability to learn or participate in school activities, or in hiring, evaluation, retention, promotion, or any other aspect of employment; or
- iii. Such conduct would be objectively regarded by a reasonable person as substantially interfering with an individual's ability to learn or work or participate in College programs or activities by creating an intimidating, hostile, or offensive school or work environment even if the person engaging in the conduct does not intend to interfere, intimidate, or be hostile or offensive. For purposes of this subparagraph 3, the conduct must be sufficiently severe, persistent, or pervasive that it creates a hostile

or abusive education or working environment. For a one-time incident to rise to the level of harassment, it must be severe.

- b. *Examples of Sexual Harassment.* Sexual harassment may include, but is not limited to, the following:
- i. Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults; and intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body.
 - ii. Offering or implying an employment-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct.
 - iii. Threatening or taking a negative employment action (such as termination, demotion, denial of an employee benefit or privilege, or change in working conditions) or negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's job or academic work more difficult because work more difficult because sexual conduct is rejected.
 - iv. Unwelcome sexual advances, request for a romantic or sexual relationship to an individual who indicates or has indicated in any way that such conduct is unwelcome, propositions, or other sexual comments, such as sexually-oriented gestures, noises, remarks, jokes, questions, or comments about a person's sexuality or sexual experience directed at or made in the presence of any individual.

5. Other Forms of Harassment

Harassment, other than sexual harassment, is verbal, physical, written, or other conduct that denigrates or shows hostility or aversion to an individual on the basis of gender, race, color, religion, age, national origin, ethnicity, disability, veterans status, sexual orientation, marital status, or any basis prohibited by law when from the objective standpoint of a reasonable person such conduct substantially interferes with an individual's work or school performance, creating an intimidating, hostile or offensive working or learning environment even if the person engaging in the conduct does not intend to interfere, intimidate, or be hostile or offensive. Harassment based on any of the characteristics listed above is strictly prohibited by this policy. The conduct must be sufficiently severe, persistent, or pervasive that it creates a hostile or abusive educational or working environment. A one-time incident may rise to the level of harassment. However, such conduct must be severe.

Complaints of harassment will be investigated and resolved in accordance with the terms of this policy.

6. Retaliation

No member of the College community will be disciplined for refusing sexual advances, objecting to sexual, racial, or other forms of harassment, or making a good faith report of harassment.

Retaliatory or intimidating conduct against any individual who has made a good faith harassment complaint or who has testified or assisted in any manner in an investigation is specifically prohibited and shall provide grounds for a separate complaint. Examples of such retaliatory or intimidating conduct include disciplining, changing working or educational conditions, providing inaccurate information to or about, or refusing to cooperate or discuss work- or school-related matters with any individual because that individual has complained about or resisted sexual harassment. The initiation of a good faith complaint of harassment by a student will not reflect negatively on that student nor will it affect the student's academic standing, rights, or privileges. Likewise, the initiation of a good faith complaint by an employee will not reflect negatively on that employee nor will it affect the employee's working conditions, rights, or privileges.

7. Confidentiality

Confidentiality will be maintained throughout the entire investigatory process to the extent possible and appropriate under the circumstances to protect the privacy of persons involved. The persons charged with investigating the complaint must discuss the complaint or the underlying behavior only with persons involved in the case who have a need to know the information, which must include the complainant and the accused harasser.

The College is required by law to investigate any complaint of harassment and will strive to protect, to the greatest extent possible, the confidentiality of persons reporting or accused of harassment. However, the College cannot guarantee complete confidentiality where it would conflict with the College's obligation to investigate

8. Complaint Procedures

All are encouraged to promptly report harassment so that any appropriate action can be taken. The complaint procedures are designed to ensure the rights of the complainant while at the same time according due process to both parties.

- a. *Form of Complaint.* Complaints of harassment will be accepted orally or in writing. Anonymous complaints will be accepted and investigated to the extent possible. Complaint forms are available in the Office of Human Resources and, the Office of the Vice President for Student Affairs. A complaint need not be made on an official form in order for the College to accept it.
- b. *Content of Complaint.* Any individual who believes he or she is being harassed or has been harassed in violation of this policy should promptly file a complaint including the following information, if known to the complainant: the name of the complainant, a brief description of the offending behavior including times, places, and the name of or identifying information about the alleged perpetrator, and the names or descriptions of any witnesses to the harassment.
- c. *Reporting the Complaint.* It is not necessary to first confront the harasser prior to instituting a complaint under this policy. However, it is appropriate to promptly report a complaint so that a full and complete investigation is possible. Any person designated to receive complaints from students, employees, or faculty

must notify the Office of Human Resources within twenty-four (24) hours of receiving a harassment complaint.

- i. Complaints by Students. A student who believes she or he has been harassed or is being harassed may report the alleged harassing behavior to any of the following individuals or agencies:
 - Dean of Students, 501-370-5354
 - Vice President for Academic Affairs, 370-5276
 - Director of Human Resources, 370-5204
 - Office of Campus Security, 370-8525
 - Office of Health Sciences, 370-5333
- ii. Complaints by Staff. An employee who believes she or he is being harassed or has been harassed in violation of this policy may report the alleged harassing behavior to any of the following individuals or agencies:
 - Office of Human Resources, 370-5204
 - Direct supervisor
 - Department head
 - Office of Health Sciences, 370-5333
 - Office of Campus Security, 370-8525
- iii. Complaints by Faculty. A faculty member who believes she or he is being harassed or has been harassed in violation of this policy may report the alleged harassing behavior to any of the following individuals or agencies:
 - Department Chairperson
 - Vice President for Academic Affairs, 370-5276
 - Director for Human Resources, 370-5204
 - Office of Campus Security, 370-8525
 - Office of Health Sciences, 370-5333

9. Investigation and Informal Resolution of Harassment Complaints

- a. *Initial Investigation.* After receiving a complaint of harassment directly from a student, faculty member, staff member, or administrator, or indirectly from a person designated to receive complaints, the Office of Human Resources shall promptly conduct an initial investigation.
- b. *Informal Process.* The College has an informal process to provide those who believe they are being harassed with a range of options designed to bring about a resolution of their concerns.

Depending on the nature and severity of the complaint and the wishes of the person(s) claiming harassment, informal resolution may involve one or more of the following or other appropriate actions:

- i. Advising the person(s) about how to communicate the unwelcome nature of the behavior to the alleged harasser;
- ii. Distributing a copy of the sexual harassment policy as a reminder to the department or area with which the alleged harasser is affiliated;

- iii. If both parties agree, arranging and facilitating a meeting between the person(s) claiming harassment and those accused of harassment to work out a mutual resolution.

Informal resolution may not be appropriate in certain circumstances. While dealing informally with a problem of harassment may be preferable to the complainant, a formal grievance procedure must be followed in order for the College to impose any kind of discipline on the offender. The College will proceed with the investigation and formal resolution process when deemed

Investigation and Formal Resolution of Harassment Complaints

- a. *Formal Investigation.* If the complaint cannot be informally resolved after the initial investigation, the Office of Human Resources shall continue the investigation or designate someone to promptly conduct further investigation of the complaint, which may in some circumstances be an outside neutral third party. In many instances, the Office of Human Resources will designate the individual or committee within the school or department where the complaint arises to investigate complaints. The persons charged with investigating the complaint must discuss the complaint or the underlying behavior only with persons involved in the case who have a need to know the information, including the complainant and the accused harasser.
- b. *Resolution within Thirty (30) Days.* Within thirty (30) working days of receiving the complaint, the Office of Human Resources or its designee, including the appropriate school grievance committee, shall make a finding of whether harassment occurred. If the investigation cannot be concluded within that time, the Office of Human Resources shall notify the complainant and the College's General Counsel, who shall designate the appropriate person or faculty committee to promptly conclude the investigation.
- c. *Objectivity.* The complainant and the accused are entitled to an investigation conducted by an impartial investigator. Thus, if the person(s) charged with overseeing or investigating harassment complaints are implicated in the complaint, or have any personal issue that would cause a conflict of interest; the committee member or members shall recuse themselves from the proceeding. Alternatively, the Human Resources Officer shall conduct the investigation and make findings or shall designate someone impartial to do so, which may in some circumstances be an outside neutral third party. The College will proceed with the investigation and formal resolution process when deemed appropriate by the Office of Human Resources.
- d. *Notice of Outcome.*
 - a. Complaints Against Faculty, Staff and Non-Employee Individuals Affiliated with the College. No more than five (5) working days after a decision has been reached, the Human Resources Officer shall notify the parties to the proceeding in writing of the findings and the outcome of the investigation.
 - b. Complaints Against Students. No more than five (5) working days after a decision has been reached, the Office of Student Services shall notify the

parties to the proceeding in writing of the findings and the outcome of the investigation.

- e. *Sanctions. Individuals found to have engaged in harassment shall be disciplined appropriately. Appropriate sanctions, ranging from a warning to dismissal, will be determined based on the severity of the conduct and in accordance with the provisions of applicable statutes. College policies, disciplinary procedures for faculty as described in the Faculty Handbook, disciplinary procedures for staff as described in the Staff Handbook, and disciplinary procedures for students as described in the Student Handbook and Code of Student Conduct.*

10. Appeals

An appeal by either the complainant or the accused must be filed in writing with the Office of Human Resources within ten (10) working days of receiving written notice of the outcome of the investigation. Responsibility for reviewing appeals will depend on the identity of the accused. Where the accused is a student, the appeal shall be reviewed in accordance with appeals procedures described in the Code of Student Conduct. Where the accused is a staff member, the Director for Human Resources will review appeals. Where the accused is a faculty member, the Faculty Tenure, Freedom and Responsibility Committee of the College Senate will review appeals in accordance with the grievance procedures described in the Faculty Handbook. In exceptional circumstances, except in cases involving faculty, an appeal may be reviewed by an outside neutral third party.

11. Dissemination of Policy

This policy will be distributed to all faculty, staff, students, and administrators and will be made available to anyone else connected with the College. All College employees and students who subsequently become part of the educational community shall be informed of this policy during their orientation. This policy may be revised from time to time and such revisions will be posted on the College's web site. Any incident reported under this policy will be governed by the policy in effect at the time of the incident.

12. False Accusations Forbidden

While we encouraged all to report good faith claims of harassment, false accusation of any harassment can have a serious effect on innocent people. If an investigation results in a finding that an accusation of harassment was maliciously or recklessly made, the accuser will be disciplined appropriately.

Appropriate sanctions, ranging from a warning to dismissal, will be determined based on the severity of the conduct and in accordance with the provisions of applicable statutes, employment contracts, University policies, disciplinary procedures for faculty as described in the Faculty Handbook, disciplinary procedures for staff as described in the Staff Handbook, and disciplinary procedures for students as described in the Code of Student Conduct.

Hazing Policy

Philander Smith College has a zero tolerance hazing policy. Hazing in any form is prohibited. No student or student organization, including, but not limited to sororities/fraternities, clubs, and

athletic teams shall ensure that pledge/new member education and initiation programs do not include any hazing activities. Hazing policies apply to ALL members of sororities/fraternities, clubs, or athletic teams, regardless of how long a student have been a member.

Hazing shall be defined as:

1. Any action taken or situation created, on or off the premises of the College, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or suffering as a means to gain entry into an organization.
2. Any activities which are life threatening to the individual or intended to physically hurt the individual or humiliate the individual mentally.

Hazing may include, but is not limited to the following activities:

- paddling, physical exercise, kidnapping, branding, burning cigarettes on skin, scavenger or treasure hunts, quests, blindfolding, road trips, or any activity resulting in excessive fatigue, or physical or psychological shocks\
- wearing of apparel which is uncomfortable to the individual, or, if worn publicly, is conspicuous or not normally in good taste
- engaging in public stunts or buffoonery, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or non-alcoholic) that is distasteful or designed to provoke nausea or inebriation
- any form of verbal harassment
- any action or situation that subjects an individual to a condition where he/she might lose self-respect, suffer injury, or degrade personal or religious values
- any activities that interfere with the student's scholastic responsibilities
- any other activities that are not consistent with national fraternity/sorority policy or ritual: policies of Philander Smith College; or laws of the State.

It is the duty of all current and prospective members to report immediately, in writing, any violation of this policy to the Advisor for Greek Life, the Dean of Students, and the Vice President for Student Affairs & Enrollment Management, and/or the College Police. If it appears to a College official that an organization is conducting any hazing activities, the appropriate organization officers will be contacted to discuss the situation. Any alleged violation of this policy will be investigated, and appropriate disciplinary sanctions will be imposed, as detailed in the Student Code of Conduct.

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

Arkansas State Hazing Law

6-5-201. Definition.

- A. As used in this subchapter, "hazing" means:
 - a. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him or her with social or other

ostracism or of submitting such student to ignominy, shame, or disgrace among his or her fellow students, and acts calculated to produce such results;

- b. The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him or her;
 - c. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or to discourage him or her from remaining in that school, college, university, or other educational institution, or reasonably to cause him or her to leave the institution rather than submit to such acts; or
 - d. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.
- B. The term “hazing” as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

History. Acts 1983, No. 75, § 2; A.S.A. 1947, § 80-5502.

6-5-202. Prohibitions.

- A. No student of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing or encourage, aid, or assist any other student in the commission of this offense.
- B. **No** person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his or her knowledge or any reasonable information within his or her knowledge of the presence and practice of hazing in this state to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas.
- C. Any act of omission or commission shall be deemed hazing under the provisions of this subsection (b).

History. Acts 1983, No. 75, §§ 1, 3; A.S.A. 1947, §§ 80-5501, 80-5503.

6-5-203. Penalties.

- A. The offense of hazing is a Class B misdemeanor.

- B. Upon conviction of any student of the offense of hazing, he or she shall, in addition to any punishment imposed by the court, be expelled from the school, college, university, or other educational institution he or she is attending.

History. Acts 1983, No. 75, §§ 4, 5; A.S.A. 1947, §§ 80-5504, 80-5505.

6-5-204. Construction.

Nothing in this subchapter shall be construed as in any manner affecting or repealing any law of this state respecting any other criminal offense.

History. Acts 1983, No. 75, § 6; A.S.A. 1947, § 80-5506.

Hover-board Ban

The use, possession, or storage of hover boards (self-balancing scooters, battery-operated scooters, hands-free Segways and other similar equipment) is strictly prohibited on the campus of Philander Smith College. This is to include all College-owned or managed property and buildings, including residence/dining halls. Residential students should not, under any circumstances, store these devices in the residence halls as they are **not permitted** on the campus. Like other contraband items, if found, these items will be immediately confiscated.

Inherent Authority Policy

The college reserves the right to take necessary and appropriate action for on and off campus behaviors, to protect the safety and well-being of the campus community. Such action may include, but is 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 services or designee.

Missing Person Policy

Procedures:

1. All students living on campus have the option to register a confidential contact person during their initial registration process. This confidential contact person is to be notified in a case that determines that the student is missing over a 24 hour period. Only the Crisis Response Team staff and local Law Enforcement Officials involved in the missing person investigation will have access to this information.
2. If a member of the Philander Smith College community has reason to believe that a student is missing, they should contact Philander Smith Security Staff immediately at (501)370-5370 who will notify the Vice President of Student Affairs & Enrollment Management, to determine whether or not the student resides on or off campus.
3. All possible efforts will be made to locate the student to determine his or her state of health, and well-being through the Campus Security Staff, the student government staff, Resident Advisor, and the Crisis Response Team.
4. If the student is an on-campus resident, the security staff will work with the residential advisor's staff to make a welfare entry into the students room.
5. If the student is an off-campus resident, the security staff will coordinate with the appropriate Law Enforcement Agency for their help in investigating the missing student's

whereabouts, through contact with friends, associates, and employers of the student when the student is considered missing for more than 24 hours. This procedure should also apply to an on-campus resident once it has been determined he cannot be located anywhere on the campus for more than 24 hours.

6. It should also be established whether or not the student has been attending classes, scheduled organizational meetings, work studies, academic meetings, or his or her employment.
7. If located, verification of the student's state of health and welfare to be determined along with his or her intentions of returning to the campus.
8. If the student is not located, within a 24 hour period of receiving the initial report, notification to the family and the appropriate Law Enforcement Agency will take place to determine if they know the whereabouts of the student.
9. If the student is an off-campus resident, appropriate family members or associates should be encouraged to make an official missing persons report with the appropriate Law Enforcement Agency.
10. If the missing student is under the age of 18 and is not an emancipated individual, the Vice President of Student Affairs & Enrollment Management, who is responsible for the student will notify the student's parents or legal guardian immediately after the appropriate Law Enforcement Agency has determined, the student has been missing for more than 24 hours.
11. The campus security staff, coupled with the Crisis Response Team, will cooperate, aid, and appropriate investigation agency in all ways as prescribed by law.
12. Upon closure of the missing person investigation, all parties previously contacted will be advised of the status and outcome of the case.

Non-Discrimination Statement

Discrimination against any individual in any and all areas of the College's environment, including any aspect of his or her study or his or her employment, such as hiring, discharge, compensation, or any other terms, conditions, or privileges of employment, because of an individual's race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, age, disability, genetic information, military, veteran status or any other protected status or classification under federal, state or local law is illegal and will not be tolerated at the College.

Complaints of discrimination must be filed in accordance with the Harassment Policy set forth in this handbook. All employees must promptly report discrimination so that prompt and appropriate action can be taken. The update to the anti-discrimination statement is effective February 1, 2011.

Parental Notification

The Philander Smith College Parental Notification Policy allows the institution to notify parents (or legal guardians) of certain Code of Conduct violations. Federal law (the Higher Education Amendments of 1998), permits educational institutions to disclose, to parents or legal guardians, information regarding a student's violation of any federal, state, or local law or educational

institution's rule or policy which governs the use or possession of alcohol or a controlled substance. Accordingly, it is the policy of Philander Smith College to notify parents or legal guardians of students under the age of 21 when a student has been found responsible for any drug or alcohol related offense in violation of the Student Code of Conduct, federal, state, or local law.

Parents or guardians will be contacted by the Office of Student Affairs. Whenever possible, students will be notified in advance that their parents or guardians are to be contacted.

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 **cannot and 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.

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 Demonstration and Assembly

"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:

1. Issue must be presented in writing to the Vice President for Student Affairs & Enrollment Management or President who will be given 48 hours for reaction to said issues.
2. If the response from the Vice President for Student Affairs & Enrollment Management or President is not acceptable by the petitioners, they are to express in writing their interest to the designated administrator.
3. 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.

4. 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.
5. 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.

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); and
3. Students with extenuating circumstances (Severe medical illness, taking care of an ailing parent, serving as guardian to minor siblings, etc. to be judged on an individual basis).

Sexual Assault Policy

The Sexual Assault Policy which serves to protect the right of each member of the College Community. All students are responsible for their own actions and are expected to maintain high standards of moral and ethical behavior as well as comply with local, state, and federal laws. Sexual Assault is a violation of the Student Code; it involves physical contact of a sexual nature which is against one's will or without one's consent. See the Policy Statements below.

What to Do if Someone You Know is Sexually Assaulted

- **Get to a Safe Place** – Following an assault, the primary concern is to get the victim to a safe place. Once there, the victim has several options to consider:
 - **Contact the Campus Safety & Security Department and Little Rock Police Department (LRPD)** – Sexual Assault is a crime and victims have the opportunity to press charges both on and off campus. If the assault happened on

campus, the victim can contact Campus Safety at 501-370-5370. If it occurred off campus, she/he can contact Little Rock Police at 911.

- **Call the College designated Counseling Center** – Counselors offer support and can make appropriate referrals based on the needs of a victim. They are confidential, free and available 24 hours a day. Call 501.370.5229 to be put in touch with a counselor.
- **Call the Office of Student Affairs** – Student Affairs can offer support and can make appropriate referrals based on the needs of a survivor. They provide a safe outlet that is available 24 hours a day. Call 501.515-1158 to be put in touch with a staff member.
- **Contact Someone You Trust** – Victims are encouraged to contact someone they trust such as close friend or family member.
- **Seek Medical Attention** - All survivors of sexual assault are encouraged to seek medical attention immediately after the assault to ensure their physical well-being. Even if there is no external physical injury, survivors can be tested for sexually transmitted diseases, pregnancy, and internal trauma. Preservation of physical evidence is important to the successful prosecution of offenders. In order to preserve such evidence, survivors should not shower, douche or change clothes or bedding before seeking medical attention. Also, if oral contact was made, survivors are asked not to brush their teeth, smoke, or eat. Evidence can be collected at area hospitals, including the UAMS Crisis Center. Students may also contact PSC Health Services to have the incident documented in their medical record. PSC Health Services can be reached at 501-804-5709.
- **Reporting an Incident to Legal Authorities**
The purposes for reporting an incident are:
 - to protect yourself and others from future victimization;
 - to apprehend the assailant; and
 - to, in some way, seek justice for the wrong done to the victim.Victims have the option to report the incident immediately to the Philander Smith Campus Safety and Security at 501-370-5370.
Reporting an incident is different from choosing to prosecute. Filing a report does not obligate the victim to continue with legal proceedings or College disciplinary action. The victim can choose whether or not to participate in proceedings at any point in the process.
- **Changing Living Arrangements**

If necessary, and/or at the request of the victim, the living arrangements of the individual(s) involved may be changed, especially if the individual(s) involved are currently assigned to the same residence hall. If the victim wishes to be relocated, then she/he will be given that option. If the victim wishes to remain in her/his current assignment, then the alleged perpetrator will be reassigned to a different residence hall or temporarily suspended. The Director of Residential Life must be contacted to ensure that this procedure occurs. If necessary, and/or at the request of the victim, changes will be made in the academic environment to ensure the safety and well-being of the individual(s) involved. The Vice President for Academic Affairs will be responsible for initiating these changes.

Possible College Sanctions for Sexual Assault

The sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible) that may result following an on-campus disciplinary procedure are those applied to all disciplinary cases. These sanctions are contained in the Student Handbook. They include, without being limited to: College expulsion; College suspension; Residence Life expulsion; discretionary sanctions; fines; loss of privileges; probation; and warning.

Procedures for Disciplinary Actions – Related to Sexual Assault

The procedures for on-campus disciplinary action in cases of alleged sexual assault are those employed for Title IX violations and are contained in an earlier section of this handbook.

Domestic Violence

Domestic violence includes attempting to cause or willfully or recklessly causing bodily injury to a family or household member, or willfully causing a family or household member to fear imminent serious bodily injury. “Household members” are those persons who, for any period of time, are living or have lived together, are sharing or have shared occupancy of a dwelling, and are engaged in or have engaged in a sexual relationship, or individuals who are dating or have dated. For purposes of the prohibitions in this Philander Smith College policy, “household members” do not include roommates in residential campus housing or individuals living in the same campus building (or who are living together off campus) where (a) the individuals have not had any dating relationship or sexual relationship or (b) neither of the individuals has expressed interest in or pursued a dating or sexual relationship with the other individual.

Domestic violence also includes the following behaviors directed against a family or household member: violence or threats of violence (even in the absence of bodily injury); incitement or provocation to violence; negligent or reckless use of physical force; conduct that may reasonably be expected to exploit or coerce another; restraint; prevention of another’s ability to communicate or move freely by the use of threats, intimidation, abuse or physical force; violation of another’s privacy; and unauthorized entry and, specifically, uninvited hostile presence in another’s room or office.

For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Dating

Dating violence includes the following behaviors directed against a person one is dating or has

Violence

dated: violence or threats of violence (even in the absence of bodily injury); incitement or provocation to violence; negligent or reckless use of physical force; conduct that may reasonably be expected to exploit or coerce another; restraint; prevention of another's ability to communicate or move freely by the use of threats, intimidation, abuse or physical force; violation of another's privacy; and unauthorized entry and, specifically, uninvited hostile presence in another's room or office.

"Dating" is defined as a social relationship of a romantic and/or sexual nature. Factors to consider in determining whether a dating relationship exists or existed include:

- (a) the nature of the relationship;
- (b) the length of time the relationship has existed;
- (c) the frequency of the interaction between the parties; and
- (d) the length of time since the relationship ended, if applicable.

Dating violence also includes the following behaviors directed against a person one is dating or has dated: violence or threats of violence (even in the absence of bodily injury); incitement or provocation to violence; negligent or reckless use of physical force; conduct that may reasonably be expected to exploit or coerce another; restraint; prevention of another's ability to communicate or move freely by the use of threats, intimidation, abuse or physical force; violation of another's privacy; and unauthorized entry and, specifically, uninvited hostile presence in another's room or office.

For the purposes of this definition:

- *Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.*
- *Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.*

Stalking

"**Stalking**" is defined as engaging in a course of conduct directed at a specific person which includes but is not limited to following, lying in wait, or harassment, when such conduct:

- (a) Serves no legitimate purpose; and
- (b) Would cause a reasonable person to fear for his or her physical safety or health or that of others, including fear of sexual conduct, unlawful restraint, bodily injury, or death; or would cause a reasonable person to suffer emotional distress.

"**Course of conduct**" is defined as a pattern of conduct composed of two or more acts over a period of time, however short, evidencing a continuity of purpose.

"**Following**" is defined as maintaining over a period of time a visual or physical proximity to another person.

"**Lying in wait**" means hiding or being concealed for the purpose of attacking, alarming, or harming another person.

Complainant

A complainant is usually an individual filing a complaint of a violation of Philander Smith College policies. In some cases (such as, e.g., cases in which a person involved in an incident of alleged sexual misconduct, domestic violence, dating violence, stalking, or related retaliation does not wish to participate in the process but Philander Smith College decides that the alleged misconduct needs to be investigated), Philander Smith College may pursue an investigation and adjudication under this policy without a designated complainant. In these cases Philander Smith College may extend the full rights of a complainant as defined in this policy to affected parties as deemed appropriate by the Judicial Affairs Officer.

Respondent

A respondent is an individual whose alleged conduct is being investigated to determine if it is in violation of Philander Smith College policies.

Sexual Misconduct Policy

Sexual misconduct is unacceptable in any form and will not be tolerated. While sexual harassment is a form of sexual misconduct, many other forms exist.

Sexual misconduct is defined as the threat or commission of behavior used to obtain sexual gratification against another's will or at the expense of another, such as inducing fear, shame or mental suffering. Sexual misconduct includes unwanted sexual acts or actions, whether by an acquaintance, a person in authority, or a stranger that occurs without indication of consent of both individuals or under threat or coercion. Sexual misconduct can occur either forcibly, and /or against a person's will, or when a person is incapable of giving consent.

Note: Consent is defined as clear, knowing, voluntary, and active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission and willingness to engage in sexual activity. In order to give effective consent, one must be of legal age and must not be incapacitated mentally or physically either by virtue of disability, drugs, and/or alcohol.

The victim of sexual misconduct may be anyone, including but not limited to, adults, adolescents, minors, the developmentally disabled, and vulnerable individuals regardless of age. In addition to sexual harassment, sexual misconduct may include, but is not limited to (1) non-consensual contact (any intentional touching, however slight, with any object, by a man or a woman upon man or a woman, that is without consent and /or by force) and includes intentional contact with the breast, buttock, groin or genitals, or touching another with any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice; (2) non-consensual sexual intercourse (any sexual intercourse, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or/by force) and includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact) no matter how slight the penetration or contact; or (3) sexual exploitation (taking non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses) and includes invasion of sexual privacy, prostituting another, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent

(such as letting friends hide in the closet to watch you having consensual sex), engaging in voyeurism, knowingly transmitting an STI or HIV to another, exposing ones genitals in non-consensual circumstances, inducing another to expose their genitals, sexually-based stalking and/or bullying may also be forms of sexual exploitation.

All members of the Philander Smith College Community including students, staff, faculty, volunteers, and independent contractors are subject to this policy. Violators will be subject to disciplinary action that may include expulsion, termination of employment or contract, suspension, removal from the campus, or other institutional sanctions. Prosecution by civil authorities may also occur.

Options Following an Act of Sexual Misconduct:

Students who believe they are the victim of sexual misconduct or believe in good faith that they know another student who is a victim of sexual misconduct as defined by this policy are urged to make a formal report to the Dean of Students, the Director of Human Resources, and/or the Campus Safety & Security Office.

Whether the student makes a formal report, all victims of sexual misconduct are urged to seek appropriate help, which may include a medical evaluation and obtaining information, support, and counseling, either on or off campus. Victims should use the resources listed in this policy to assist them in accessing the full range of services available.

Medical Treatment

Student victims are urged to seek medical evaluation promptly. For life threatening conditions, call 911 immediately. Otherwise, contact the University of Arkansas for Medical Sciences (UAMS) 501-686-7000 located at 4301 West Markham, Little Rock, Arkansas 72205.

Medical-Legal Evidence Collection

Student victims of sexual misconduct (particularly rape, forcible oral copulation, or sodomy) are encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. The University of Arkansas for Medical Sciences (UAMS) located at 4301 West Markham, Little Rock, Arkansas 72205 can collect medical-legal evidence.

Obtaining Information, Support, and Counseling

Whether or not a student makes a formal report, a victim of sexual misconduct is encouraged to obtain information, counseling, and support. Counselors at a variety of agencies, both on and off campus, can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, or filing a report with the College or local authorities. Information, support, and advice are available for anyone who wishes to discuss issues related to sexual misconduct, whether or not an act of sexual misconduct has actually occurred, and whether or not the person seeking information has been assaulted, accused of an act of sexual misconduct, or is a third-party.

The degree to which confidentiality can be protected depends upon whether Philander Smith College has a legal duty to respond to the allegations and the professional role of the person consulted. The scope of confidentiality should be addressed by that professional person before

specific facts are disclosed. The following College personnel are available to assist victims in this process:

- Dean of Students /Title IX Coordinator (for students)
- Director of Human Resources/ Deputy Title IX Coordinator (for students)

Formally Reporting an Act of Sexual Misconduct

Victims of sexual misconduct, or anyone who believes in good faith that he/she knows of a member of Philander Smith College Community who is a victim of sexual misconduct, are encouraged to make formal report to the Dean of Students, local law enforcement, or (anonymously and confidentially) via the Campus Conduct Hotline by texting 50911 with “PSC Tip” as the subject line.

Confidentiality of Information

Philander Smith College will make reasonable effort to preserve the privacy of an individual who makes a report under this policy and to protect the confidentiality of the information reported. The degree, to which confidentiality can be protected, however, depends upon the College’s legal duty to respond to the information reported and the professional role of the person being consulted. The professional being consulted should make these limits clear before the disclosure of any facts.

As required by the Clery Act, all disclosures to any Philander Smith College employee of an on-campus act of sexual misconduct are tabulated for statistical purposes without personal identifying information.

POLICY ENFORCEMENT

Disciplinary Action

All reported alleged incidents of sexual misconduct will be reviewed and investigated. If the evidence supports the allegation, the appropriate Philander Smith College judicial procedures will be initiated. For proven violations, possible sanctions may include, but are not limited to, expulsion, suspension, removal from campus, and/or termination of employment.

Non-Retaliation

The College will take steps to help ensure that students who come forward in good faith to report suspected violations of sexual misconduct or violations of other College policies will be protected from retaliation at Philander Smith College. Intimidation, retaliation, or discrimination against students for complaining about harassment, providing statements, or otherwise cooperating in any investigation of an alleged violation of this policy is prohibited.

Improper Conduct During an Investigation

Any individual who knowingly provides false information or who refuses to cooperate in an investigation related to this policy will be subject to disciplinary action, up to and including expulsion, suspension, termination, removal from campus, cancellation of contract or any other means necessary to address the behavior.

INSTITUTIONAL RESPONSES

Public Information

All requests from the media, the campus community at large, or the general public for information concerning an alleged incident of sexual misconduct should be directed to the Director of Public Relations, located in Kelly Hall, 501-370-5310.

Public Notification of Incidents

As required by law, Philander Smith College collects and annually reports statistical information concerning sexual misconduct occurring within its jurisdiction. To promote public safety, Philander Smith College also alerts the campus community to incidents of immediate concern as required by the Cleary Act.

Education and Training

Sexual misconduct often takes place when there is a power imbalance. A sound sexual misconduct prevention training program prioritizes awareness directly tied to prevention.

Sexual misconduct prevention training is required for members of the Philander Smith College campus community according to the following schedule:

- All faculty and staff, within six months of hire and biennially thereafter;
- Key students, camp counselors, and program leaders prior to performing their duties or participating in the qualifying activity.

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.

Soliciting

Students, student organizations, or outside vendors/organizations may not solicit, sale, advertise, or distribute materials of any nature on the campus ~~or inside Residential Life Facilities~~ without approval from the ~~Division~~ Office of Student Affairs. 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.

Statement of Purity

The College, guided by the historic church's understanding of sexuality and marriage as interpreted through Scripture and tradition, believes that God created male and female in God's own image; that the gift of sex is reserved for marriage between one man and one woman; and members of our community should therefore abstain from premarital, extra marital, and same-sex sexual relationships. We recognize that there are individuals who experience same-sex attraction, and/or self-identify as LGBTQ in our community. Regardless of one's perspective or tradition, we encourage all community members to engage one another with civility and respect.

In all issues of purity, we have a corporate responsibility to be God's agents of transformation as we learn to live a Christian life that is wholesome and pure. We commit to all of our students, to help them thrive and find fullness in Christ within the context of our United Methodist tradition. Philander Smith College expects its members to apply scriptural standards of discretion and discernment and to be sensitive to the leading of the Holy Spirit. As individuals and as a community, we must uphold the ideal of purity when choosing whether or not to participate in an

activity. Prudence tells us that environments and activities which diminish one's moral sensitivity should be avoided.

Student Computing Policy & E-mail Access

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 (i.e. FaceBook, My Space, and Twitter) - can result in problems when used carelessly. The following behaviors are considered policy violations with respect to electronic communication:
 - a. Transmitting intimidating, harassing, or threatening electronic communication;
 - b. Forging electronic communication;
 - c. Transmitting any form of unauthorized bulk or junk e-mail (mass e-mailings, unsolicited junk e-mail, propagation of chain e-mail);
 - d. 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:
 - a. Exceeding limits for resource usage;
 - b. Engaging in any activity designed to intentionally compromise computer security (hacking) at PSC or any other site;
 - c. Using time-sharing systems to run network servers (including Web servers, IRC servers or BOTS) and game servers (such as MUDD);
 - d. Providing access to PSC resources to individuals outside the College community; and
 - e. 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:
 - a. Reproduction of copyrighted materials, trademarks, or other protected material in any electronic form without express written permission from the material's owner;
 - b. Distribution or duplication of copyrighted software without appropriate licensing agreements, or use of software in a manner inconsistent with its license;
 - c. 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.
 - d. 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

HOW TO LOG IN ONLINE

www.philander.edu

**FLIP PAGE
FOR
INSTRUCTIONS**



- ▶ Current Students
- ▶ Future Students
- ▶ Financial Aid
- ▶ Academics
- ▶ Athletics
- ▶ Student Life

Save The Date Homecoming 2015 Sat., Nov. 7



Social Justice Academic Affairs Best the Mic Lecture Series Alumni & Giving Administration News & Events

CLICK
HERE FOR
DETAILS

The Inauguration of
ROBERT L. SMITHERS, SR., Ph.D.
1941-2015
August 29, 2015



HCU Digest/SGA of
the Year Award



PSC Receives
African Art From Katz
Family Valuing
\$950,000



PSC named ArBCA
Men's Program of the
Year



A message from
President Smithers



PSC Resources	PSC Helpful Links
<ul style="list-style-type: none"> • My Panther Login • Philander Web/Mat • Ucompass Login • E2 Campus • Donate to PSC • Registrar 	<ul style="list-style-type: none"> • NSO15 • Summer Bridge Program • New Campus Center • Apply NOW! • Submit Early Alerts • PSC Calendar

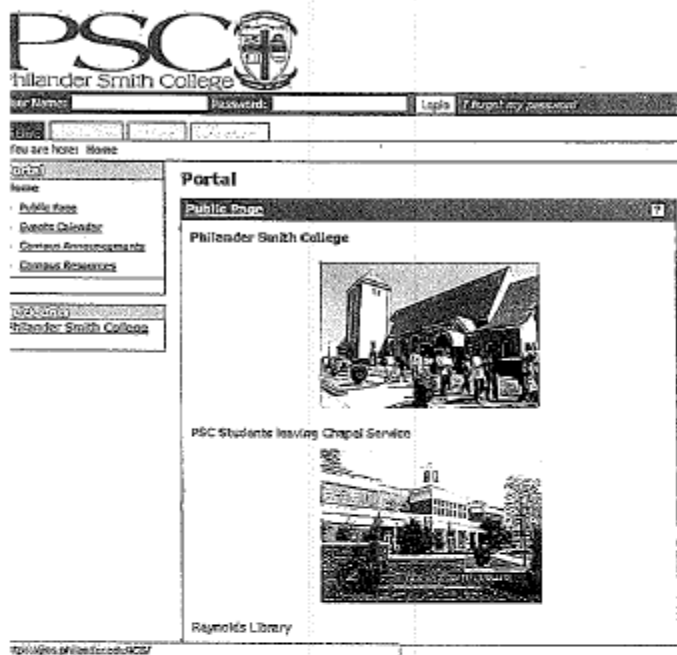
**JICS
LOG IN**

- STUDENT INFO
- FINANCIAL AID
- ACADEMICS

**EMAIL
LOG IN**

- ASSIGNMENTS
- UPDATES
- EVENTS

JICS: LOGIN INFORMATION



USERNAME:
1877

(YOUR STUDENT ID NUMBER)

PASSWORD:
PPss1877

(FirstName Initial Uppercase)Twice
(LastName Initial Lowercase) Twice
(last 4 digits of your social Security Number)

**THIS IS WHERE YOU CHECK GRADES,
FINANCIAL REPORTS, AND SCHEDULE
CLASSES.**

EMAIL LOGIN INFORMATION

USERNAME:

**SMITH.PHILANDER
(LASTNAME.FIRSTNAME)**

PASSWORD:

PPss1877

(FirstName Initial Uppercase)Twice
(LastName Initial Lowercase) Twice
(last 4 digits of your social Security Number)



THINK JUSTICE

Log in to your @philander.edu account:

USERNAME

PASSWORD

LOGIN

Transcripts & Academic Records

Transcripts of students will be issued only at their written request. No transcripts requests will be processed without payment and/or until all financial obligations to the College have been met. The College will not copy and release transcripts and/or test scores from other colleges/universities. Students should request this information directly from the appropriate college/university, high school, or testing service. Academic advisors may have access to student's records for advising purposes only.

Transcripts are normally processed within three to five business days after written request and payment are received (except during school holidays and the end of the semester). If the transcript is in Archive, the processing time could increase to five to ten business days. At the end of the semester, an immediate unofficial transcript can be printed on the Jenzabar (JICS) Web.

Grade Reports

The College does not mail grades; all grades can be accessed via JICS. If you do not have access to JICS, please visit Computer Information Services (CIS) located in the Donald W. Reynolds Library & Technology Center and/or contact in their office at 501-370-5336.

Should the instructor of record issue an Incomplete (I) grade, it must be removed by the end of the following semester. Please visit with your instructor of record for the course regarding the removal of the "I" grade. While the "I" grade is on the transcript, it is calculated in your GPA as an "F" grade.

SECTION V

CAMPUS SAFETY & SECURITY

The department of Campus Safety & Security is located in the ML Harris Building 2nd Floor. The ML Harris office is open during normal business hours (8:30am – 5pm, Monday – Friday). The Safety Control Center is located at the front of the campus and is staffed 24 hours a day, providing around the clock protection services to the college community.

Campus Safety & Security officers represent the college as enforcers of both state and local laws also College policies. The Department is strongly committed to working together in providing the safest educational environment for our students, faculty, and staff. Our vision is to provide resources that promote personal safety, information sharing, training and community policing. The department maintains a close working relationship with the Little Rock Police Department who responds to all calls for assistance and other emergencies through 911 calls.

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.

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.

Panther Card

The PSC PantherCard is the official identification card of Philander Smith College. It is the cardholder's proof of affiliation with the institution. Students must have their PSC PantherCard at all times while enrolled at Philander Smith College. Only the person to whom the PantherCard has been issued is eligible to use the PantherCard.

The Campus Safety & Security Office will normally issue cards at the beginning of the spring and fall semesters. To obtain a PSC Panther Card the individual must be enrolled in the current semester and present a form of identification and/or validation paperwork. Campus Security reserves the right to request proof that individuals hold a valid PantherCard.

PantherCards are deactivated at the end of each semester and students must be cleared the following semester in the business office prior to having the PantherCard re-activated. PantherCards are to be worn at all times while conducting official business on campus with the card being displayed on the outermost clothing.

You must have possession of your PSC PantherCard if you wish to:

Check out library materials and access computers

Access learning centers/computer labs and use their material or equipment

Enter athletic and/or special events sponsored by the College

Dine in the Campus Center Cafeteria, Participate in Campus Center Game Room Activities

Conduct business in the Campus Bookstore- to include picking up mail
Utilize Campus Health Services
Gain gate access to campus, enter assigned Residence Halls
Check out college equipment in Student Affairs and/or Residence Halls
Utilize Campus Facilities

Transferring, altering, falsification or forgery of a PantherCard may result in appropriate disciplinary action. Fraudulent or illegal use of the PantherCard may result criminal charges.

Lost or Stolen Cards

If the PantherCard is lost or stolen, please report it immediately to 501-975-8525 during business hours of 8:30 a.m. to 5:00 p.m. Monday through Friday. A \$25.00 replacement fee will be charged by the Business Office located in the Cox Administration Building. Students must present proof of your receipt to the Campus Safety & Security Office located in ML Harris 2nd Floor to obtain your replacement card. Charges will not be imposed for a card that is inoperable due to normal use or for cards on which the magnetic stripe or proximity feature no longer works. The Campus Safety & Security Office reserves the right to charge cardholders for replacement cards if the card is unusable due to neglect and damage on the part of the cardholder.

Parking Guidelines

Registration of vehicles holds a dual purpose. First it allows the Campus Security & Safety Officers to monitor and correct parking violations. Second it allows us to identify vehicles that do not belong on property; as well as notify vehicle owners in the event of an emergency.

Every student vehicle parked on Philander Smith College property must have a parking permit properly displayed. The permits are distributed in the spring & fall semesters and are valid for a 1-year period. Students who purchase a vehicle after the registration process ends will have 24 hours to obtain a permit. These permits are transferable to any vehicle driven. If a driver will use multiple vehicles, these vehicles must also be registered with the Campus Safety & Security Office. The numbered permits are registered to the individual and that person is responsible for any fines assigned to that permit number.

Students are responsible for their own vehicle. Students that operate vehicles in the state of Arkansas and on campus must be able to provide proof of liability insurance before a parking permit can be issued. Students are strongly advised to have collision and theft insurance, as well as a working alarm on their vehicles.

The College does not permit disabled vehicles on the campus. If a vehicle has been identified as disabled, Security staff will give an initial courtesy warning, vehicles not repaired within 48 hours after the initial warning will be towed at the owner's expense.

Residential students must park in the student parking lot located behind Wesley Chapel. Non-Residential students may park in the Titus and BA lots during class hours only.

Absolutely no parking is permitted in the fire lanes near the RLC or the Campus Center. Fire lanes are painted red, and marked with white lettering. Vehicles parked in fire lanes will be immediately towed.

The Library & Kendall Lot as well as the Cox Administration lot is reserved for Faculty, Staff and Guests of the College. Students are not permitted to park in these areas at any time. Students who do not adhere to the signage posted in front of the Cox and on the Library & Kendall lot will be ticketed, booted and/or towed.

Campus Safety & Security Officers will issue traffic citations for students who violate parking guidelines. Excessive fines assessed to a student's account and will prevent him/her from being able to register for classes, obtain a transcript and/or diploma.

Parking for Disabled Students

All permanently disabled students should register with the Student Disabilities Office located in the ML Harris Building 1st Floor Trio Office. Students must provide documentation from this office to receive special parking privileges. Students, who have a valid handicapped parking permit issued by the state of Arkansas, may utilize handicap spaces that are closest to the building that they need to access.

If a student needs a temporary handicap permit they must submit a form (available in the Student Disabilities Office) completed by their physician authorizing the temporary handicap permit for a specified length of time. Or the student may bring in a valid state handicap permit indicating the same. This permit authorizes the same parking as stated above.

The permit is the property of Philander Smith College and **cannot** be reissued or sold.

Search and Seizure

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.

Transportation

As a courtesy, transportation may be arranged for students to the school's contracted physician and local hospitals, as appropriate. 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.

SECTION VI

STUDENT CODE OF CONDUCT

RIGHTS

You have a right to:

- Expect an education of the highest quality;
- Develop their potential to the best of their ability;
- 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, residence hall association, and school officials;
- To a campus environment characterized by safety and order; and
- To a fair hearing when student action is applied to an individual or a group.

RESPONSIBILITIES

You have an obligation:

- To be fully acquainted with published regulations and to comply with them in the interest of an orderly and productive community;
- Of knowing that one's conduct reflects not only upon self but also upon the institution and its citizenry;
- To follow the tenets of common decency and acceptable behavior commensurate with the aspiration implied by a college education; and
- To respect the rights and property of others.

RULES

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, and detain suspected individuals.

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 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, federal, state, and laws and regulations, and accepted customs of civilized society in their conduct.

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.

Conduct General Policy

The student conduct 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 student conduct 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 Student Conduct Committees so students are ~~judged~~ educated 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. In addition, a student's off-site conduct which subjects a student to action by local, state, or federal law enforcement, including citation or arrest, is subjected 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.

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.

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.

Student conduct 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.

The entire conduct process is educational rather than punitive and is based on student development theory models and principles.

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 student conduct measure may be imposed for a single infraction. At its discretion, the College may choose to impose different sanctions.

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, and attend college sponsored trips or conferences. *Please note: the minimum GPA requirements may be higher than 2.0, which would take precedence.*

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 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 Facilities to protect the interest of students and staff. A person is responsible for 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.

Sanctions

There are various sanctions that may be imposed on students for violation of the Student Code of Conduct. The magnitude of the sanction will depend on the seriousness of the offense. The Assistant Dean of Students, Dean of Students, and/or Vice President for Student Affairs has the authority to impose sanctions for all offenses with recommendations from the College Student Conduct Committee in cases they hear.

Warnings

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

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 Residential Life personnel, administrators in the Office of Student Affairs, or the Student Conduct 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; and
- c. When restitution is ordered, 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.

Restriction of Activities/Participation

The student is subject to any other restriction or requirement deemed necessary by the Student Conduct Committee, Assistant Dean of Students, Dean of Students, or Vice President for Student Affairs. Upon completion of the period of 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.

Disciplinary Probation

Disciplinary probation shall be imposed for a period set by the Student Conduct Committee, Assistant Dean of Students, Dean of Students, or Vice President for Student Affairs.

A student placed on 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; and
- d. To hold any position held prior to the probationary period.

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 Assistant Dean of Students, Dean of Students, or Vice President for Student Affairs or an appointee will suspend the student forthwith, for the interim pending a hearing before the Student Conduct Committee. Upon the student's request, a hearing may be granted within five school days of the effective date of the interim suspension.

SUSPENSION

Separation from the College for a period set by the Student Conduct Committee, Assistant Dean of Students, or Vice President for Student Affairs/Dean of Students 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; and
- e. Subject a student to Reinstatement Probation and to any or all of those conditions imposed therewith.

INDEFINITE SUSPENSION

Per the approval of the College President, the Assistant Dean of Students, Dean of Students, or Vice President for Student Affairs [/Dean of Students] 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.

SUSPENSION AND REINSTATEMENT CONDITIONS

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 Dean of Students or Vice President for Student Affairs.

Additionally, suspended students from the College:

- a. Shall be denied all privileges afforded as a student;
- b. Shall be required to leave forthwith (as stipulated); and
- c. Shall be banned from College programs and activities for the entire duration of the suspension.

Suspended students are to remain away so long as that threat or danger continues except that the individual:

- a. May petition to the Assistant Dean of Students, Dean of Students, or Vice President for Student Affairs for entrance to the College for a specific purpose;
- b. Has the right to petition for an appeal to the designated authority to remove or reduce the terms of this condition;
- c. Will petition for reinstatement to the College before being readmitted and is subject to reinstatement probation; and
- d. May be required to meet certain conditions upon reinstatement that are recommended by the Student Conduct Committee to the Assistant Dean of Students or Vice President for Student Affairs/Dean of Students, including one or all of the following:
 - i. Ineligibility to participate in any major activity or athletic program;
 - ii. Periodic contact with a designated college staff member or counseling center;
 - iii. Disciplinary probation; and
 - iv. Others.

Failure to Observe Terms and Conditions

Failure to observe the terms and conditions (Suspension or 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; and
- 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, as appropriate, 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; and
- b. The College may immediately initiate its hearing and disciplinary proceedings against a student who violates a civil law which may also be a violation of the student code of conduct.

HEARING AND DISCIPLINARY PROCEEDINGS

Any member of the college community may file charges with the Office of Student Affairs 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 Assistant Dean of Students, Dean of Students, Vice President for Student Affairs, or designee will have the authority to address problems of discipline, to investigate the validity of the charges, and to adjudicate cases which presents facts representing code of conduct violations.

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 the student code of conduct printed in this Student Handbook.

If any student is accused of violating the student code of conduct and denies responsibility, the student will be afforded a speedy and fair hearing. When a student is accused of violating a section of the student code of conduct, a complaint or charge is issued against the student through the Office of Student Affairs. The College will issue such charge as soon as possible and forward correspondence to the student's Philander Smith College e-mail address or, in special circumstances, deliver such charge by carrier.

Students are given 24 hours from the time the Charge Letter is delivered to indicate his/her position as "responsible" or "not responsible" and return the charge form to the Office of Student Affairs. 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 Office of Student Affairs by 9:00 a.m. the following day. If the Charge Form is not returned within this time frame, a hearing date will be set with the Student Conduct Committee with the time and date given to the student's presence.

Administrative Hearing Process

The student, many times, prefers to accept responsibility and have an Administrative Hearing. Under this stipulation, the student(s) cannot be granted an appeal. The Administrative Hearing is only for students who accept responsibility for the violations listed on the Charge Form. This is a closed hearing with the Assistant Dean of Students, Dean of Students, Vice President for Student Affairs, or designee. The Assistant Dean of Students, Dean of Students, or Vice President for Student Affairs [/Dean of Students] may have an administrative staff person present during the hearing.

Student Conduct Committees

The following committees will have responsibility of adjudicating violations of student conduct in violation of the code.

The decisions of the Student Conduct 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.

The Vice President for Student Affairs or designee 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.

Student Conduct Committee

The Student Conduct Committee will adjudicate issues of student conduct in violation of the code of student conduct referred by the Dean of Students and the Office of Student Affairs. 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; and
- 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.

Student Conduct Appeals Committee

The Student Conduct 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 Student Conduct Committee, who did not participate in the hearing and ruling of said appeal case.

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

The full appeals committee must be present to review and rule on a case.

Committee Appointments and Eligibility

The faculty, staff, and student members and chairperson will be selected by the Assistant Dean of Students or Vice President for Student Affairs/Dean of Students to serve for not more than two years. Students must be approved by the Dean of Students or 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 Assistant Dean of Students. A student member will have:

- a. no record of disciplinary action;
- b. at least a 2.75 cumulative grade point average; and
- c. current status as an enrolled full time student.

Student Conduct Committee 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. Student conduct 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 Student Conduct Committee or his/her designee presides over the hearings. All Student Conduct Committee Hearings will be held on and at a date, time, and place 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. All discipline records are maintained by the Office of Student Affairs for five (5) years. Cases involving suspension and expulsion will be maintained as permanent files;
- f. An accused will be entitled to be accompanied by one non-participating 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 student 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;
- i. In proceedings involving more than one accused student, proceedings will be heard jointly unless a request for a separate hearing is submitted by one or more of the accused;
- j. After all evidence has been presented, the committee will then weigh and discuss the evidence and determine if the accused is responsible or not responsible for the charge(s) violation;
- k. After the committee reaches a decision, the chairperson notifies the Dean of Students or designee 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 class days from the date of the decision;
- l. The sanction imposed by the Student Conduct Committee, Assistant Dean of Students, Dean of Students, 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 Assistant Dean of Students, 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; and
- n. An attempt will be made to ensure a Student Conduct Committee is available to hear appropriate cases. However, in the event the college is not in session and a Student Conduct Committee is not feasible, a case will be heard by the College's Student Conduct Officer and/or an appointee as designated by the Student Conduct Officer or in conjunction with the Vice President of Student Affairs/Dean of Students.

Appeals

The request for an appeal must be made in writing to the Vice President for Student Affairs or designee or the Chairperson of the Student Conduct Appeals Committee within forty-eight hours (48) or two class days after the date of notification of the Sanction resulting from the action of the college Student Conduct 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 Chairperson of the Student Conduct Appeals Committee will inform the student and the Assistant Dean of Students of his/her decision to grant an appeal within forty-eight hours (48) or two business days of receipt of request.

The Student Conduct Appeals Committee's recommendation may be one of the following:

- a. Sustain the action of the Student Conduct Committee;
- b. Determine alternative or reduced sanction, to include exoneration from charges if new evidence is produced that would warrant such action(s); and

- c. Reduce the sanction based on "too punitive for offense."

In the cases of suspension, the Dean of Students 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.

FEE ASSESSMENTS (FORMALLY FINES)

All fees 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!** Philander Smith College does have the right to assess a fee as a sanction for the violation of policies and or for the non-completion of sanctions.

Policy on Fee Assessment for Non-Completion of Educational Sanctions

A student can be assigned the following educational sanction(s) but the Student Conduct Officer or Student Conduct Hearing Board. It is the student's responsibility to complete the sanction by the assigned date. Failure to complete the sanction as assigned will result in an assessed fee as specified below, and you must still complete the educational sanction.

<u>Assigned Educational Sanction</u>	<u>Assessed Fee (for non-completion)</u>
Complete Assigned Judicial Educator Modules	\$50.00
Attend a Counseling Program	\$50.00
Attend Alcohol/Drug Education/Prevention Program	\$50.00
Attend a Violence Prevention Program	\$50.00
Attend the Academic Success Center	\$50.00
Organize an Assigned Educational Program	\$25.00
Complete a Research Paper/Reflection Paper	\$25.00
Perform an Assigned Work Detail	\$25.00
Complete a Poster Campaign	\$15.00
Complete a Letter of Apology	\$15.00
Complete Community/Work Service Hours	\$3.00/hour (Max. = \$75.00)

If an educational sanction is not completed, a notice will be sent inform you that you have 30 days to pay the assessed fee and that you must still complete the sanction. If you fail to make payment and/or complete the educational sanction as assigned, your records will be flagged preventing re-enrollment until the requirements are fulfilled.

INFRACTIONS AND VIOLATIONS

Abuse of the Conduct Process

To ensure the due process of the student conduct process is respected and honored, abuse of the student conduct process includes, but is not limited to, the following:

- Failure to obey a written Notice to Appear issued by a Student Conduct Officer or appointee;
- Falsification, distortion, or misrepresentation of information before the Conduct Officer, Dean of Students, Student Conduct Committee or Student Conduct Appeals Committee;
- Disruption or interference with the orderly conduct of a Student Conduct Hearing Process;

Referral of an allegation of misconduct known to be false;
Attempting to discourage or influence an individual's proper participation in, or use of, the Student Conduct Hearing Process;
Attempting to influence the impartiality of a member of a Student Conduct Committee or Student Conduct Appeals Committee prior to, and/or during the course of, the Student Conduct Hearing Process;
Harassment (verbal or physical) and/or intimidation of a member of the Student Conduct Committee or Student Conduct Appeals Committee, the Charging Party, a witness or victim, prior to, during the course of, or after the Student Conduct Hearing Process;
Failure to comply with the sanction(s) imposed under the Code of Student Conduct; or
Influencing or attempting to influence another person to commit an abuse of the Student Conduct Hearing Process.

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).

Aiding and Abetting

Aiding or abetting includes misconduct by others that would be in violation of the rules outlined in the Code of Student Conduct, any College Policy and/or of federal, state or local laws. Aiding and abetting includes helping, procuring, or engaging another person to engage in a violation of the Code of Student Conduct.

Alcohol Possession, Use, Consumption, and Distribution

Alcoholic beverages are not permitted on our campus and students shall not drink, dispense or possess alcoholic beverages on the College's property or at College functions.

Consuming Alcoholic Beverages on College Property

Suggested Sanction(s): *Disciplinary Probation, Community Service, Referral to a Drug and Alcohol Abuse Program (must present certification of completion to Dean of Students)*

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

Suggested Sanction(s): *Disciplinary Probation, Campus Community Service, Referral to a Drug and Alcohol Abuse Program (must present a certificate of completion to Dean of Students)*

Being under the influence of alcoholic beverages on college property

Suggested Sanction(s): *Disciplinary probation, community service, referral a Drug and Alcohol Abuse Program (must present a certificate of completion to the Dean of Students)*

Providing and/or Distributing Alcohol to Minors

Definition: Any individual or organization that provides or distributes alcohol to an individual under the age of 21 years)

Suggested Sanction(s): *Suspension from the college for individuals and organizations for one year*

Possession of Alcohol Items as Decorations/Mementos

Definition: Students are not to decorate their room, common area or bathroom with alcohol items. All alcohol items found as decorations will be documented for violation of the alcohol policy. Alcohol items are defined as any item that once contained alcohol or alcoholic beverages (i.e. empty alcohol bottles, empty wine bottles, empty beer cans or bottles, bee bongs or other distribution devices are not permitted). Decorative shot glasses or beer glasses are permitted. Any evidence of their use in other prohibited activities can result in disciplinary action and confiscation.

Suggested sanction levels for violation of the Alcohol Policy based on Consumption, possession/use, providing/distributing, under the influence, decorative items (depending on the gravity and frequency of the offense):

Level 1: Warning; Parental Notification; educational program or activity; fine

Level 2: Parental Notification; Educational program or activity; fine

Level 3: Probation; Parental Notification; Alcohol Prevention program; fine

Level 4: Suspension; Expulsion; Alcohol Prevention program or assessment

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. This also includes fire setting---Deliberately lighting a fire without authorization and fire set with the intention of destroying property.

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

Suggested sanction levels (depending on the gravity and frequency of the offense):

Level 1: Judicial Educator; Suspension; Community Service; Restitution

Level 2: Suspension; Expulsion; Restitution

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 Dean of Students.*

Suggested sanction levels (depending on the gravity and frequency of the offense):

Level 1: Warning; Judicial Educator; fine

Level 2: Judicial Educator; Community Service; fine

Level 3: Probation; fine

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*

DAMAGE TO OR DEFACING OF COLLEGE PROPERTY

Deliberate or willful vandalism of, 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*

Suggested sanction levels (depending on the gravity and frequency of the offense):

Level 1: Judicial Educator; Restitution; Probation

Level 2: Restitution; Probation; Community Service

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/or 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.

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 Student Conduct Committee. Referral to Counseling Center. 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 for drug counseling, documentation of treatment from certified facility. Other sanctions may be levied by the Vice President of Student Affairs.*

Suggested sanction levels for Drug Policy based on possession/use, distribution/sale, possession of paraphernalia, and accessory to use/possession/sale (depending on the gravity and frequency of the offense):

Level 1: Parental Notification; educational program or activity; fine

Level 2: Parental Notification; Probation; Suspension; Educational program or activity; fine

Level 3: Suspension; Expulsion; Parental Notification

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 Dean of Students may modify sanctions.*

Suggested sanction level (depending on the gravity and frequency of the offense):

Level 1: Warning; Judicial Educator

Level 2: Judicial Educator; Probation; Suspension

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.

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

GAMBLING

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

Suggested Sanction: Disciplinary suspension

MISREPRESENTATION

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

Suggested Sanction: Disciplinary expulsion

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

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 for counseling, and /or suspension, based on gravity of offense.

Suggested sanction levels (depending on the gravity and frequency of the offense):

Level 1: Warning; Judicial Educator

Level 2: Judicial Educator; Educational Program or activity; fine

Level 3: Probation; Educational Program or activity; fine

Level 4: Suspension; Expulsion; fine

OBSTRUCTION OR DISRUPTION OF COLLEGE ACTIVITIES

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities. Disrupting the peace and good order of the college includes, but is not limited to, fighting, quarreling, inciting to riot, or other disruptive behaviors.

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

Suggested sanction levels (depending on the gravity and frequency of the offense):

Level 1: Warning; Judicial Educator

Level 2: Judicial Educator; Educational Program or activity; fine

Level 3: Probation; Educational Program or activity; fine

Level 4: Suspension; Expulsion; fine

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*

PHYSICAL ABUSE & BATTERY

Physical abuse and battery are defined as 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*

Suggested sanction levels (depending on the gravity and frequency of the offense):

Level 1: Judicial Educator; Suspension; Probation

Level 2: Judicial Educator; Suspension; Probation; Restitution

Level 3: Expulsion; Restitution

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 levels for Verbal or written reprimand (depending on the gravity and frequency of the offense). Other sanctions may be mandated by Dean of Students for repetitive violations including but not limited to Student Conduct Committee.

Level 1: Warning; Judicial Educator

Level 2: Judicial Educator; Educational Program or activity; fine

Level 3: Probation; Educational Program or activity; fine

Level 4: Suspension; fine

RETALIATION

Retaliation is defined as adverse action with the intent of causing physical, emotional, or psychological pain or instilling fear and trepidation in a victim or witness. Retaliation includes, but is not limited to, unwelcomed or repeated contacts by telephone, by letter, in person, by electronic means (including social media), or by third party; damaging or vandalizing personal property; offensive acts/gestures; or overt threats, whether or not they were actually carried out.

TELEPHONE FRAUD

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

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

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*

Suggested sanction levels (depending on the gravity and frequency of the offense):

Level 1: Suspension; probation; restitution

Level 2: Expulsion; restitution

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*

WEAPONS, FIREARMS AND FIREWORKS

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*

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*

Possession or use of firecrackers/fireworks

Suggested Sanction: *Disciplinary suspension*

SECTION VII

RESIDENTIAL LIFE

The purpose of this handbook is to provide Residential students with a resourceful information tool. The contents provided in this handbook serve to heighten student awareness of the Residential Life policies and operational procedures, as well as promote student interest in their campus living environment.

This handbook is also comprised of pertinent information that can be used as a resource on how to deal with problems residents may experience or issues they may need to address. The Residential Life staff encourages residents to familiarize themselves with the contents of the handbook and to become customized to using it as a point of reference.

Mission Statement

The Mission of Residential Life at Philander Smith College is to foster an environment where students are academically empowered, socially responsible, culturally diverse, and change agents for social justice.

Residential Life is also committed to assisting the institution in the development of tomorrow's leaders and academic scholars. In doing so, Residential Life is committed to providing residents with a facility that is clean, attractive, and comfortable; and that meet the basic physiological and safety needs of its residents and visitors. Integrity and responsibility are the guiding principles and the foundation for the services that Residential Life provides.

RESIDENTIAL LIFE STAFF

It is the goal of Residential Life is to provide residents with the best possible assistance and service in the residence hall. The RL staff is committed to the ideals and missions of both Philander Smith College and the residential facility. The RL staff also encourages residents to make them their primary contact when they have problems, issues or concerns. Residents are also required to act in compliance with the with the RL staff. Residents that fail to comply with a RL staff are subjected to sanctions.

Director for Housing and Residential Life

The Director for Housing and Residential Life is a full-time, 12 month live-in professional position reporting to the Dean of Students. The Director is the chief housing official on campus and will have primary responsibility for overseeing, coordinating, and developing the residential life program.

Assignments Coordinator/Office Manager

The Assignments Coordinator/Office Manager is responsible for assisting with the administration of Residential Life and general office operations. The Assignments Coordinator/Office Manager is also responsible for room selections and reservations at the beginning of each semester, for the building occupancy upkeep, and room assignments throughout the semester.

Area Coordinator and Coordinator Living Learning Initiatives

The Coordinator is a full-time, 12 month live-in professional position. The Coordinator will work under the direction of the Dean of Students/Director of the Center for Student Services and the Director for Housing and Residential Life to support the development of living-learning communities. The Coordinator will serve as the primary staff person coordinating living-learning initiatives, staff supervision, student development, and programs.

Resident Assistants (RA)

RAs are student employees that are carefully selected by the Residence Life professional staff. RAs are para-professionals that live on the floors with their fellow residents and receive special training to assist residents in a variety of ways. They facilitate floor meetings, help initiate and organize floor programs and activities, and are resourceful for providing campus information and Residential Life policies. Their most important function is to assist the Residential Life staff in ensuring that the halls are comfortable and safe living environments conducive to the educational objectives of the college.

RAs work rotating shifts so that at least one of them is “on call” every night of the week. The RA “on call” schedules are posted at the information desk and near each RAs room door. Residents are encouraged to consult their RAs or go see the RA “on call” regarding issues and/or problems.

Resident Assistant Peer Mentors

The Resident Assistant Peer Mentor (RAPM) works under the direction of the Residential Life Coordinator. The RAPM serves as the primary peer mentor/educator working with residential students to coordinate academic programs and initiatives. The RAPM coordinates weekly study groups, and tutoring, and mentoring sessions with assigned residents.

RAPMs will work with other RAs on rotating shifts so that at least one of them is “on call” every night of the week. The RA “on call” schedules are posted at the information desk and near each RAs room door. Residents are encouraged to consult their RAs or go see the RA “on call” regarding issues and/or problems.

Office Assistants (OA)

Residential Life operates one information desk in the Residential Life Center (RLC). The desk is staffed by work-study students. Office Assistants are responsible for answering the telephone, providing residents and visitors with information, notifying residents when packages arrive, signing visitors in/out of the hall (RLC only), and various other administrative duties assigned by the RL staff.

Maintenance Technicians

The residential facilities have a full-time Maintenance Technicians who are primarily responsible for the day to day repair and restoration of the facility. The Maintenance Technician maintains the building property and fixtures by either fixing damages or referring work orders to outside contractors.

Housekeepers

The residential facilities have housekeepers that are responsible for ensuring the day to day upkeep of facility. They clean common areas like laundry rooms, lounges, hallways, stairwells, snack rooms, computer lab, and exercise room and guest restrooms. Residents are responsible for cleaning their own rooms and bathrooms.

Security

PSC security personnel monitor the RLC daily between midnight and 8:00am and all day on weekends. Security personnel are primarily responsible for securing the building and monitoring the activity within the facility. They are also responsible for providing timely responses to hall problems, and to exhibit a visible professional presence in the residence halls after midnight and on weekends.

Residential Life Staff

Mr. Waylon Metoyer, Director

Office Location: Suite B Administrative Suite

Phone: 501.975.8557

E-mail: wmetoyer@philander.edu

Ms. Holly Rockingham, Area Coordinator/Living Learning Initiatives

Office Location: Residential Life Center (Main Office)

Phone: 501.975.6060

E-Mail: hrockingham@philander.edu

Ms. Juanita Wilkins, Assignments Coordinator/Office Manager

Office Location: Residential Life Center (Main Office)

Phone: 501.975.6059

E-mail: jwilkins@philander.edu

**24-Hour Emergency Call Number
501.804.5041**

**24-Hour Campus Security Number
501.370.5370**

RESIDENTIAL LIFE POLICIES

Bicycles/Motorcycles/Hoover-Boards

Bicycles, Motorcycles and other wheeled devices may not be stored or chained in hallways, walkways or any other public location inside the residence hall. Storage in these areas may cause blockage of fire exits and other difficulties. Bicycles may not be ridden or carried inside the building. Motorcycles should be parked in the parking lot. Roller blades, skateboards and scooters may not be ridden in the residence hall. Hoover-boards are strictly prohibited on the campus of Philander Smith College, including residential facilities.

Bulletin Boards

Bulletin boards are located throughout Residential Life Facilities. Bulletin boards are the property of Residential Life and are used to display Residential Life/PSC information only. Residents may not use bulletin boards for advertising unless authorized by Residential Life staff. **Student organizations may request permission to post flyers on bulletin boards only after flyers have been authorized by the Office of Student Affairs.** Residents are urged to frequently check bulletin boards because they often contain important information and campus announcements regarding events and student activities.

Break Periods

The residence halls will be closed during specific holiday periods and summer breaks. Each student must vacate the Residential Life during these periods.

Cable Television

Each room is equipped with basic cable television service. The cost associated with this service is included in the room and board fee. Students are asked to provide their own cable adapter, which can be purchased from most merchandise stores. Please be advised that outside antennas/satellite dishes for any use are prohibited in the Residential Life Facilities.

Children, Infants, and Babysitting

Children (young persons between the periods of infancy and youth) are permitted to visit in the Residential Life Facilities. However, in order to protect against injury, promote safety, and provide privacy for Residential Life students, the follow restrictions apply:

- Children and or infants must be accompanied by an adult at all times.
- Children are not permitted to run up and the down hallways and or stairwells.
- Children may not be left in common areas unattended. (**i.e. Game Room, Study Lounge, Social Room**)

Residents who have children and/or infants as guests that cause disturbance to other residents may be asked to vacate the residence hall. **Residents may not provide babysitting services inside any Residential Life Facilities.**

Cleaning

Each resident is responsible for cleaning his/her own private room and bath. The Residential Life staff will conduct frequent room inspections to ensure that rooms remain clean and sanitized. Students who fail room inspections are subject to fines. Students who consistently fail room inspections are subject to fines and student conduct sanctions.

Common Areas

Common areas are for resident use. Common areas are off limits to sports, horseplay, and other non-sanctioned activities. Common areas include the TV lounge, Social Room, Game Room, Laundry rooms, Snack rooms, and Study Lounge.

Curfew Policy

All freshmen who reside in the Residential Life Center will adhere to a mandatory curfew policy. Freshman curfew policy is as follows:

Sunday- Thursday: 12:00 am

Friday & Saturday: 2:00 am

Freshmen who violate curfew policy will be fined and or sanctioned.

Damages/Vandalism

Residents will be held responsible for the cost of repairing and or replacing any damaged Residential Life property due to negligence, vandalism, or misuse. If there is damage in a hall by a group of students and it is not possible to identify the students, the charges will be prorated between those involved. If those responsible cannot be identified, the cost may be charged to residents of the floor. In case of damages/vandalism to public areas outside of the room, the cost to repair and or replace may be divided among all residents unless those responsible are known. The residents should be aware of the possibility of being charged and should be willing to help identify, if necessary, certain individuals who are responsible for damages.

Damage Reports

Residents are responsible for reporting all damages to a Residential Life staff.

Decorations

Residents are encouraged to decorate their room in a manner that makes them feel at home. However, restrictions for decorating apply:

- Furniture must stay inside the room.
- Nails, hooks, screws, or glue may NOT be used on walls.
- Concrete blocks, bricks, homemade bookshelves, and lofts are not permitted.
- Candles, incense, space heaters, ceiling fans, halogen lamps or open flames are not permitted.
- Posters may be hung, but tape marks left on walls or ceilings may result in charges.
- Painted murals are not permitted. Residents are also not allowed to paint walls or place wallpaper in their rooms. The use of contact paper is also prohibited
- Residents are permitted to lay down their own carpet, but cannot tape carpet down to floor.
- Residents are prohibited from decorating their room with alcohol/or drug paraphernalia, or offensive items. These items used as decorations will be immediately removed upon staff knowledge of them.

Deliveries

Food, postal, flower, or other deliveries are not permitted to be delivered directly to a resident's room. Residents are required to pick-up delivery orders in person (i.e. flowers, food) at the RLC information desk.

Dining Services/Rules and Regulations

All PSC residents are required to have a meal plan.

Upon entering the Dining Hall, all students are required to present a valid Philander Smith College ID Card (PantherCard). Students without an identification card will be required to pay cash for their meals.

Students must enter the dining hall through the main entrance. Students entering through any other door, with or without presenting a valid ID card, will be subject to disciplinary action as warranted by the Dean of Students.

PantherCards and meal plans are non-transferable. PSC and Fresh Ideas staff has the right to confiscate cards presented by anyone other than their rightful owner.

Lost and or stolen ID cards can be replaced for a fee. Students are responsible for the replacement of a lost or stolen ID cards. Students will not be allowed to use their meal plan until they have been reissued a replacement ID.

Classes, work groups, sports teams, extracurricular clubs or any organization that would like to schedule events or meetings during a meal period should reserve dining hall with the Food Service Director.

No food or property (including glasses, cups, plates, silverware, etc.) may be taken out of the dining hall.

Cell phones **MUST BE TURNED OFF** or placed on vibrate while waiting in the serving line. **NO SERVICE WILL BE GIVEN IF YOU ARE TALKING ON THE PHONE** or being disrespectful to personnel and/or students.

All students and guests are required to clear their table and deposit trays and trash in the proper location before leaving the dining hall.

Food fights are absolutely forbidden in the dining hall. Students are required to report spills immediately to food service personnel.

Pajamas and/or sleeping attire, including house shoes and robes, cannot be worn in the dining hall. **DOO RAGS, WAVE CAPS, SCARVES, STOCKING CAPS, HOODS, HATS/HEADGEAR MUST BE REMOVED FROM YOUR HEAD PRIOR TO ENTRY TO AND WHILE IN THE DINING HALL**

(See Dress Code Policy Section of this handbook for additional expectations).

Due to sanitation and health purposes, all pets are prohibited.

The display of flyers, pamphlets, etc., must be approved by both the Office of Student Affairs and the Food Service Director. All displayed materials must be retrieved after the completion of the event or the deadline of the event.

Penalties for the violation of dining service rules and regulations can range from loss of meal privileges, to cancellation of meal plan without refund, in addition to disciplinary action as warranted through the Dean of Students.

Students are encouraged to contact the Food Service Director at 501- 370-5360 with questions or concerns regarding food service. Students can also email the Food Service Director at mmiller@freshideasfood.com. In addition, Fresh Ideas encourages students to make comments and recommendation in the comment book that is provided in the dining hall.

Doors

Each room has a private door with a private entry. Residents may not use doors to post signs, or display graffiti. Doors may be decorated for holidays and special events for specified time periods. For more information, see Residential Life staff.

Electrical Appliances

The capacity of the Residential Life Center electrical system is limited. Students may use only approved surge protectors (no more than 2 surge protector are permitted per room), which contain their own fuse to increase their number of outlets. Vanity light receptacles should only be used for ‘cosmetic’ appliances (curling irons, blow dryers, electric razor, etc.)

The following are examples of **permitted appliances**:

- Computers
- Radios/stereo
- Televisions
- VCR’s/DVD’s/Blu Ray/Wii
- Desk lamps
- Coffee maker
- Small refrigerators (must not exceed 3.8 cubic feet or 1.5 amps)

The following are examples of appliances **not permitted**:

- Open element appliances (i.e. toasters, hot plates, broilers, space heaters, kerosene heaters, toaster ovens, electric grills, electric fry pans/skillets)
- Microwave ovens
- Sun lamps
- Air conditioners (personally owned units)
- Outside antennae/satellite dishes
- Potpourri pots (candles & electric)
- Halogen lamps
- Oversized speakers
- Amplifiers

Elevator

Tampering, vandalizing or misusing the elevator equipment is prohibited. Students who tamper, vandalize or misuse elevator are subject to judicial sanctions and fines. In the event of an emergency evacuation (i.e. fire, tornado), residents are required to use the stairwell instead of elevator. In addition, the elevator is equipped with a telephone and alarm system to alert staff of malfunctions.

Extermination

Extermination service is available to rooms with pest and or rodent problems. Residents are required to immediately report any sightings of pest or rodents to the staff at the RLC information desk.

NOTE: Residents who have pest and or rodents caused by unclean and unsanitary rooms will be fined. In addition, residents will be required to clean and sanitize their rooms before extermination services will be rendered.

Firearms/Fireworks & Explosives

The use and or possession of firearms of any kind is strictly prohibited. **(For more information, see Weapons, Firearms and Fireworks section of the Student Handbook.)**

Fire Alarms

The Residential Life buildings are equipped with fire alarms. Fire alarms are for the protection of the residents and are not to be tampered with. **Everyone** must leave the building whenever a fire alarm is sounded. Residents are asked to adhere to the following safety tips upon the sound of a fire alarm:

- Put on a coat and shoes quickly.
- Close room windows quickly.
 - Bring a wet towel to put over your face just in case you need to prevent smoke inhalation.
- Lock room door on the way out.
- Walk quickly, but in an orderly manner, through the nearest exit door and continue to walk until you are at least 150 feet from the facility or in a previously arranged designated location for your floor.
- Report to Residential Life staff when outside so they know you have safely evacuated the building.
- Do not re-enter the building until authorized to do so by a Residential Life staff member.

Fire Equipment – Tampering

Any misuse or tampering with fire extinguishers, alarms, or equipment jeopardizes residents' safety and should be reported immediately to a Residential Life staff. **Anyone found tampering with fire equipment will be subject to automatic suspension and may also be subject to civil liability for any damages caused.** Fire equipment includes (but is not limited to) room and hallway smoke detectors, exit signs, fire alarms, breaker panels, and fire extinguishers, etc. Students are reminded that removing batteries from their smoke detectors is also a violation

subject to judicial sanctions. Residents are required to report all problems with fire equipment to a Residential Life staff.

Fire Safety/Drill

Open flames or lit candles are not allowed in the Residential Life Facilities. Anyone found in violation of this policy may be subject to the same sanction as tampering with fire equipment.

In the event of a fire drill, all persons in the building must participate in the drill and evacuate the building. The purpose of the fire drill is to acquaint residents with a rapid and orderly means of exit during an emergency. **Residents who do not comply with this regulation are subject to disciplinary action.**

Food

Residents must leave food products and food items properly stored and refrigerated inside their rooms. All nonperishable food items must be properly stored inside storage containers. To avoid pest and rodents, residents are asked to adhere to the following:

- Properly seal all containers, boxes, packages, or cans that contain food.
- Properly discard containers, boxes, packages or cans with unwanted food.
- Wash and dry dirty dishes

In addition, residents are asked not to leave food or trash inside the common areas.

Furnishings

It is understood that each student will be responsible for the care of furniture as if it was his/her own. Damage room furnishings beyond the limits of reasonable wear and tear will be charged to the student's account. It will be assumed that any damages to the room or furnishings, which are noted on the Room Condition Report (refer to section on housing procedures), occurred during occupancy. **Failure to properly complete the form will make the occupant liable for all repair and replacement costs.** The cost of repairing and replacing damaged furniture and fixtures, room equipment, or other college property will be assessed against the student responsible. If the person responsible cannot be determined, the cost will be divided between the room occupants.

Residents are not permitted to remove furniture or other Residential Life belongings from their original location. Any resident with lobby furniture or other college property in their room that was not originally in the room will be charged with unauthorized use of college property and subject to disciplinary sanctions and fines.

Gambling

Gambling on PSC campus is strictly prohibited. **(For more information, see Gambling section of the Student Handbook.)**

Guests Policy

Guests are defined as individuals who are not contracted occupants of the residence hall. Guests are required to sign in at the reference desk immediately upon entering the building. Guests are to remain inside the lobby until their host arrives to meet them in the lobby. Guests are to be

accompanied by the host resident at all times. **(For more information, see Visitation section of the Student Handbook.)**

Hallways/ Roof/Windowsills

Residents may not use hallways to store personal items and/or discard trash. Hallways are to remain clean and clear of trash and debris at all times. In addition, residents may not use hallways to ride bicycles, roller skate, ride scooters, or horseplay. Students are not allowed on the roof or windowsills of Residential Life facilities. Sports equipment that lands on the roof must be reported to a member of the RL staff to be removed.

Harassment

Harassment, in any nature will not be tolerated. **(For more information, see Harassment Policy section of the Student Handbook.)**

Housekeeping Services

Housekeepers clean common areas (i.e. hallways, stairwells, laundry rooms) in the Residential Life Center, Suites A and B, and the Barracks. Students are asked to assist housekeepers in keeping the Residential Life facilities clean by discarding trash properly.

Incident Reports

In the event of a building incident which requires a student conduct process, residents will be asked to write and sign an incident report describing their account of the actual event(s) that occurred. If a student is required to write an incident report, a Residential Life staff will be available to assist and instruct them with this process.

Identification

All Residential Life residents and visitors are required to show proper ID upon entry in the Residential Life buildings and the campus. **NO EXCEPTIONS!** **(For more information, see PantherCard section of the Student Handbook.)**

Illness

If a resident becomes ill during the hours of operation for Student Health Services, the Residential Life staff and Student Health Service provider should be immediately be notified. If the resident becomes ill after hours, the Residential Life staff will help the student make a decision concerning his/her medical needs. **(For more information, see Student Health Services section of the Student Handbook.)**

Internet

All rooms come equipped with data ports for internet access. Students must refer to PSC CIS regarding internet rules and regulations. **(For more information, see Student Computer Policy section of the Student Handbook.)**

Keys

(Refer to section on Housing Procedures)

Laundry Rooms

A full service coin operated laundry facility is located on each wing of every floor. Coin operated washers and dryers are available for student use. Residents are asked to report out of order machines to the information desk.

Lockouts

Residents who are locked out of their room must report to the front information desk for assistance. Residents must have ID available once they regain entrance into their room. There is a lockout fee associated with this service, particularly for repeated occurrences. Please be advised that room lockouts are not considered emergencies and residents will be let back into their room as soon as a Residential Life staff is available to assist them.

Note: Lockouts between 12:00 am midnight and 9:00 am: \$15 for each occurrence; Lockouts between 9:00 am and 11:59 pm: \$10 for each occurrence.

Lost and Found

There is a lost and found box located inside of the Residential Life Center Information Desk. Residents are urged to report all lost or stolen property to PSC security and Residential Life staff.

Social Room

The Residential Life Center Social Room is available for resident's recreational usage. The social room is available upon request. **Please see a RLC staff for details.**

Mail

(For more information, see Mail section of the Student Handbook.)

Maintenance Policy and Services

The Residential Life Facilities have a maintenance technician to attend to its maintenance concerns. Students must direct their maintenance request, problem(s) or damages to the RLC information desk as they occur. If a resident experiences a maintenance problem that constitutes a situation that would compromise their safety and security (ex. flood, broken window, lost or misplaced key(s), and broken lock) they should **IMMEDIATELY REPORT TO THE INFORMATION DESK OR YOUR RESIDENT ASSISTANT.**

Please be advised that maintenance services are handled according to priority. Therefore, emergency and critical request for service are given top priority. Non-critical request for service are handled in the order in which they are received. Maintenance requests for service that are made late in the day or after hours, may not receive attention until the following workday.

Mandatory Meetings

Residents are required to attend mandatory floor meetings. Floor meetings typically only occur during the beginning and end of each semester. The purpose of attending a mandatory floor meeting is to receive vital information regarding check-in/out procedures, building safety, etc. The Residential Life Staff will take attendance during each mandatory meeting and has the right to fine residents for nonattendance. **The fine for a missed meeting is \$75.**

Music/Parties

Students wishing to play music/musical instruments are to adhere to quiet hours and dead hours. Specifically, music/musical instruments are to be played at a volume that cannot be heard outside of the resident's room. (See Quiet hours & Extreme Quiet Hours) **RESIDENTS ARE PROHIBITED FROM THROWING PARTIES INSIDE RESIDENTIAL LIFE FACILITIES. RESIDENTS IN VIOLATION WILL BE SANCTIONED.**

Off-Campus Housing

Currently there is no student housing offered that is located off campus. In addition, there are no accommodations available on campus for student's spouses and/or children.

Overnight Guest

Residential Life does not house overnight guests. Guests are required to leave the building when visitation hours end. **(For more information, see Visitation section of the Student Handbook.)**

Outdoor Noise Policy

The College has established outdoor quiet hours from 10:00 pm to 10:00 am, Sunday through Thursday, and from 11:00 pm to 10:00 am on Friday and Saturday. Exceptions to these hours for group activities (i.e. outdoor activities, step-shows, etc.) must be approved by the Director for Housing and Residential Life, or Assistant Dean of Students or the Division of Student Affairs. The purpose of outdoor quiet hours is to provide a reasonable environment for academic pursuits and to respect the surrounding community.

Parking

Residential Life residents are **required** to use the student parking lot adjacent to the ML Harris auditorium. Residents are not allowed to park in front of the RLC. Residents who choose to park in front of the RLC will be ticketed and or towed. **(For more information, see Parking section of the Student Handbook.)**

Pets

Due to sanitary, health, and safety reasons, pets of any kind, are not allowed in students' rooms. Dogs used to assist persons with disabilities are the only exception. Residents requiring dogs for assistance must provide written documentation to the campus Disability Support Services and inform Residential Life Center staff.

Programs/Program Participation

Residential Life staff will host a variety of social, educational, and recreational programs inside the residence hall. Programs are intended to enhance the overall campus living experience while promoting student development. Residents are strongly encouraged to participate in Residential Life programs.

Quiet Hours

Quiet hours are those times during which noise should be kept at a minimum within the halls. Residents should assume that other residents may be either sleeping or studying and conduct themselves in such a manner as not to disturb anyone. Radios, stereos, and TV's should not be

played at a noise to disturb others. **Quiet hours are from 11:00 pm-10:00 am daily. Noise heard outside the confines of a room is considered too loud regardless of the time of day.**

Extreme quiet hours are established to promote maximum studying during finals week. Extreme quiet hours begin and last throughout the week of final examinations. Noise that can be heard outside of the confines of a room during extreme quiet hours would result in an automatic documentation by a Residential Life staff member.

Renters Insurance

Residential Life does not provide renter's insurance for its residents. However, residents interested in purchasing student property/renters insurance may contact the **NATIONAL STUDENT SERVICES, INC.** www.NSSINC.com or 1-800-256-6774

Safety Precautions

To maximize safety precautions, all residents are strongly advised to keep their doors closed and **LOCKED AT ALL TIMES**. Residents are also advised to notify Residential Life staff and or PSC security of all suspicious and or unusual activity.

Smoking

Smoking and or the use of tobacco products, including snuff and chewing tobacco, are not allowed inside the Residential Life Facilities or on its premises (front entrance, back court yard).

Snack Rooms/Vending Machines

Snack rooms are located on each floor of the RLC. Snack rooms are equipped with industrial microwaves and sinks. Residents are responsible for keeping snack rooms clean and sanitized. The RAs on each floor will coordinate a cleaning schedule for residents to follow for cleaning snack rooms. All residents are required to participate and cooperate with the snack room cleaning schedule.

Note: The RLC staff has the right to temporary close snack rooms that are unclean and unsanitary. If this occurs, residents will not be permitted to use snack rooms until it has been properly cleaned.

Solicitation

Students, student organizations, or outside vendors/organizations may not solicit, sale, advertise, or distribute materials of any nature inside the Residential Life Facilities without approval from the office of Student Affairs. **(For more information, see Solicitation section of the Student Handbook.)**

Stairwells

Please be advised that residents are required to use stairwells in the event of an emergency evacuation. Therefore, it is important that stairwells remain clear of trash, debris, and unnecessary activities (i.e. horseplay, sitting).

NOTE: STAIRWELLS ALSO ARE UNDER CAMERA SURVEILLIANCE.

Storage

Residential Life does not store personal property for residents.

Student Health Services

Residents can receive health services from the campus nurse. The campus nurses' office is located on the 1st floor of the RLC. The nurse hours of operation will be posted on the outside of the office door. Students can also get a copy of the nurse's hours from the RLC information desk.

Surveillance Cameras

Several surveillance cameras are located both inside and outside of the RLC, and Suites A and B. Surveillance cameras are monitored by Residential Life staff and PSC security personnel 24 hours per day/ 7days per week. Vandalizing, tampering with, or removing surveillance cameras is strictly prohibited. Residents caught violating surveillance cameras are subject to severe and immediate judicial sanctions, including suspension and expulsion. Residents who are victims of or witness thefts and/or illegal activities must submit a report to Campus Security before cameras can be reviewed by staff.

Transportation

The Residential Life facilities do not provide transportation services for its residents.

Trash

Residents are responsible for disposal of personal trash. Residents are required to place garbage bags and disposal waste products inside the dumpster located in front of the Residential Life Center. For sanitation purposes, residents are asked not to leave trash inside the hallways, stairwells, or common areas. Residents who act negligent in disposing trash will be fined **\$50** by the Residential Life staff.

NOTE: THE TRASH CANS LOCATED INSIDE THE LAUNDRY ROOMS, SNACK ROOMS, AND COMMON AREAS ARE NOT FOR PERSONAL USAGE.

Vending Machines

Soft drink machines are located on each floor of the RLC. In addition, a snack machine is located on the first floor inside the snack room. Soft drink and snack machines are owned and operated by independent vendors and not Residential Life. Residential Life does not issue refunds for vending machines. However, students requesting a vendor's refund due to machine malfunctions can do so at the RLC information desk. **Note: Residents found vandalizing vending machines will be subject to student conduct sanctions.**

Walls

Residents are ask to refrain from the usage of nails, screws, tape, poster putty, or other fastening devices on walls, furniture, or fixtures. Please be advised that usage of such materials may cause damage to the walls, in which case residents will be responsible for the cost of repairs. In addition, painting or graffiti on walls is prohibited.

Windows

Objects are not to be thrown, tossed, or similarly ejected from the residence hall windows. Windows are also not to be used to enter or exit the building except in the event of an emergency evacuation. Also, stickers, posters, or signs are not to be displayed from windows. Residents caught in violation of these policies will be subjected to sanctions.

Window Screens

As a security feature, windows screens are equipped on each of the windows inside each Residential Life Facilities. Residents are urged to not remove screens from windows. The deliberate removal of a window screen will result in a breach of security and judicial sanctions will be enforced. Residents will also be fined for damaged and misplaced window screens. Residents responsible for removal and replacement of screens will be subject to a *\$25 fine*.

VISITATION/GUESTS

To ensure the safety and comfort of all residents, RLC residents and visitors are required to adhere to the following visitation guidelines:

Visitation in the rooms and common areas for the opposite and same genders is:

- Sunday – Thursday 10:00 am – 12:00 am;
- Friday & Saturday 10:00 am – 2:00 am

Visitation for the opposite gender is also permitted to remain in the common areas (TV lounges, Social Room, Game Room, and Study Lounges):

- Sunday – Thursday 10:00 am – 12:00 am
- Friday & Saturday 10:00 am – 2:00 am

After visitation hours for same sex genders in the common lounges for Suites A and B:

Permitted only for students assigned to rooms of the suite after 12:00 am Sunday – Thursday; and 2:00 am Friday & Saturday. For example, residents assigned to Suite B rooms 101-105 can visit each other in the common area of Suite B 101-105 but not any other common area in the Suite B.

All visitors must enter and leave by the main entrance of the building.

All visitors/guests to the Residential Life Center are required to sign in and leave their ID cards at the RLC information desk. **NO EXCEPTIONS!** Visitors are responsible for retrieving their ID cards when exiting the RLC. Staff will not be responsible for ID cards left after visiting hours. Identification cards that are not retrieved at the end of visitation may be claimed at RLC information desk.

All visitors/guests to the Suites, The Barracks and/or contracted Hotels are not required to sign in but will be held accountable for honoring the Visitation/Guests policy.

Residents are responsible for their visitors at all times. Residents must escort their guest at all times; visitors are not permitted to roam the halls.

Maximum number of visitors per room is four; two per student.

If a conflict exists between roommates regarding visitation, the Residential Life staff will intervene to resolve the issue.

Residents who violate the visitation guidelines will be documented and sanctioned according to the Student Code of Conduct. Repeated violators will be subjected to student conduct sanctions. Visitors who violate visitation the guidelines will be referred to PSC security and or Little Rock Police for trespassing.

Guests are defined as individuals who are not contracted occupants of the residence hall/common area. Guests are required to sign in at the reference desk immediately upon entering the building. Guests are to remain inside the lobby until their host arrives to meet them in the lobby. Guests are to be accompanied by the host resident at all times. Residential Life does not permit overnight guests. Guests are required to leave all Residential Life buildings when visitation hours end.

In the event of an emergency, visitors, along with residents, must exit the RLC.

Note: The Director for Housing and Residential Life, Assistant Dean of Students, Vice President of Student Affairs/Dean of Students or an appointee has the right to cancel visitation in the event of an emergency, or under any circumstances that could possibly jeopardize the safety and security of the residents and the facility.

Suggested sanction levels (depending on the gravity and frequency of the offense):

Level 1: Warning; Judicial Educator

Level 2: \$100 fine; suspension of visitation privileges

Level 3: \$200 fine; suspension of visitation privileges; removal from community; probation

RESIDENTIAL LIFE HOUSING PROCEDURES

Check – In Procedures

It is the policy of Philander Smith College that all students are required to have financial clearance from the Business Office before they can officially check into the residence halls. There are no exceptions to this policy.

A student is officially checked into the Residential Life when he/she accepts his/her room key from a RL staff member and has signed the RL housing contract and housing forms.

Check – Out and Closing Procedures

All residents must vacate Residential Life at the end of each semester by the specified closing date (see Residential Life staff for closing dates). A resident must leave his/her assigned space during the time of closing and may not re-enter their room unless given permission from the Director of the RLC. Students remaining in the halls without written permission from the Professional Staff, past the closing date, are in violation of the residence hall agreement and will be given an additional charges for staying past closing date.

Residents are not officially moved out of the RL until they have completely the following:

Clean the room/bathroom; Remove all personal items from room including trash; Sign all appropriate form(s) Please obtain a copy of the receipt for records.

Return key to RL staff.

Students will be assessed fines for not following these or any other procedures relevant for checking out of Residential Life. Residential Life is not responsible for any items left in the room and reserves the right to remove and dispose of any personal property remaining in the room after closing date. Note: Student's attending Summer Sessions will not be allowed to move into the Residential Life prior to Summer Session I opening. Students registered for both Summer Sessions I and II, will be required to either check out of Residential Life after Summer Session I, or pay for housing during the interim period between Summer Session's I and II. At the end of Summer II, residents will be required to check out until the halls reopen for the new academic year.

Contracts

All students ages 18 and older are required to sign a housing contract. A parent or legal guardian must sign students under the age of 18. The housing contract is a document in which students are bound to during both fall and spring semesters. Students are urged to fully read and understand the terms and conditions of the contract and consult Residential Life staff with any questions or clarifications regarding the contract. Note: Only currently registered and enrolled students are permitted to sign a housing contract and live in Residential Life.

Fines (Fees)

The RLC does have the right to assess fines as sanctions. For more information regarding fines please refer to the PSC Student Handbook.

Holiday Storage

Residential Life residents may, at their own risk, leave items locked inside their rooms during Thanksgiving, Christmas, and Spring Break, pending on their return to the same room. Residents who wish to store items in their room over the Christmas holiday will be required to pre-register for the following spring semester. Residents will also be required to sign a property liability waiver form prior to leaving items in the building. Note: Residential Life will dispose of a student's personal property, in the event that they do not return to campus after a holiday break. In the event of special circumstance such as building repairs and or remodeling, Residential Life may require residents to remove their personal property from their room during holidays.

Housing Applications

Residents who wish to return to the Residential Life must resubmit a housing application for the fall/spring academic year. Residents will be notified (via flyers, building announcements) of the reapplication process prior to the Residential Life summer closing.

Keys

Each resident receives a key to his or her room during check-in. Residential Life is the only staff persons permitted to change or transfer keys and sensors between residents. Misplaced or lost keys or sensors are to be immediately reported to Residential Life staff. The cost associated with misplaced or lost keys and sensors will be the responsibility of the resident. In addition

Residential Life maintenance technician is the only person permitted to duplicate keys and change locks; residents may not change their own locks or duplicate keys.

Note: Residents must be in possession of their key at all times. Lending keys to friends, associates, family or other residents is strictly prohibited. Residents identified as violating RLC key policies will be sanctioned, and or fined.

Personal Property

Residential Life is not responsible for lost, stolen or damaged personal property of residents.

Room Assignments

Each resident will be assigned to a room by the RLC staff. A resident is not permitted to allow other person(s) to occupy or switch his/her assigned room without the permission of a RLC staff.

Roommates/ Request/Change

All residents will be assigned a roommate. Residents may request for a particular roommate during the housing application process. Requests to change an assigned roommate must be approved by Residential Life staff. Residents may not change roommates on their own or without prior approval. The resident requesting a room or roommate change is the person responsible for moving out of the room. Room or roommate changes due to conflict or other circumstances will be determined by the Dean of Students/Director of the Residential Life Center. Before changing rooms, residents must check out of their old room, completely clean the room and return their old keys before receiving the keys to their new room. Note: Room and roommate changes will not begin until at least three weeks after the semester has started.

Room Condition Reports (RCR)

Room Condition Reports (RCR) is given to each resident when they initially check into Residential Life. Room Condition Reports are used to document the inventory and condition of the room when the resident checks into the room, and used again to assess the inventory and condition of the room once the resident checks out of the room. When a resident checks out a room, any damages that were assessed as repairs and replacement beyond normal wear and tear; in other words, damages that were caused by neglect and or misused will be charged directly to the resident(s).

Room Consolidation

All room assignments are for double occupancy. Residential Life will reassign and consolidate rooms in the event of vacant spaces. If this occurs, preference for room/roommate choices in reassignments will be based upon the date students submitted their housing applications.

Room Entry

Residential Life respects the privacy of its residents. However, while respecting privacy, the Residential Life staff unconditionally reserves the right to enter, and or inspect, perform repairs, at all times convenient to authorized Residential Life agents.

Additional circumstances, which may prompt staff to enter a room include, but are not limited to:

The request of the room occupant(s) to enter the room;

Circumstances which lead staff to believe a violation of policy has occurred;
During an emergency evacuation; and
When staff believe the safety and or well being of the occupant(s) is in question.

Room Inspections

Residential Life staff and RAs will conduct routine room inspections. The purpose of these inspections is to enhance the safety of all residents and to make sure each resident is maintaining a clean and sanitary living environment. Room inspections are not intended to invade the privacy of residents. Therefore, residents are encouraged to be present during inspections, but inspections will be conducted whether or not residents of the room are present.

Safety Precautions

Since Residential Life provides facilities that serve as a private residence for a large number of students, safety and security are an important concern. Therefore, residents, guest, and visitors are expected to observe the following safety and security guidelines:

- Keep entrance and exit doors closed and locked at appropriate times, and do not prop open these doors for any reason;
- Do not loan keys to others. Report lost or misplaced keys immediately to a Residential Life staff member; and
- Report suspicious people or suspicious behavior to a Residential Life staff member or call Campus Security at (501) 370-5370 while off campus, or dial Ext. 5370 when on campus.

Temporary Room

In the event a student cannot be immediately checked into Residential Life (ex. registration discrepancies) Residential Life may (depending on the circumstances) offer him/her a temporary room assignment for specified time period, usually 24 hours. Students who receive a temporary room assignment will have to sign an agreement to move-out of Residential Life within the specified time period.

Thefts

In cases of theft, residents should contact PSC security and or a Residential Life staff for assistance.

To prevent a theft:

- Keep room door locked at all times, especially while sleeping.
- Never leave money or valuables lying out in plain view.
- Do not leave clothing unattended inside the laundry room.
- Do not give your key to anyone.
- Engrave valuables with a personal ID number, such as a student ID.

Note: Philander Smith College is not responsible for any stolen or missing items. In additions, Philander Smith College does not assume any legal obligation to pay for loss or damage to a student's property if it occurs in its buildings or on its grounds, prior to, during or subsequent to the period of the Lease. The student and guarantors are encouraged to carry appropriate insurance to cover such losses.

Withdrawal

Students living in Residential Life and anticipate withdrawing from school, are required to contact Residential Life staff before proceeding to the Registrar's Office to apply to withdrawal.