



# PHILANDER SMITH UNIVERSITY

## Philander Smith University Student Handbook

*Effective February 2025*

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 INTERIM PRESIDENT



Dear Philanderians:

It is my great privilege to welcome you to Philander Smith University (PSU)! 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 University 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 university 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 PSU community. We welcome your questions and feedback in this community. You will quickly discover that PSU's administration, faculty, and staff are dedicated to moving Philander Forward and building bridges for your success!

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

Sincerely yours,

Maurice D. Gipson, JD, PhD  
Interim President & CEO  
Philander Smith University

# WELCOME FROM THE CHIEF STUDENT AFFAIRS OFFICER



Dear Philanderians,

Welcome to another exciting academic year at Philander Smith University. As we continue to grow as a vibrant and diverse community, it is important that we remind ourselves of the core values that shape our university experience. Your safety, well-being, and success are at the heart of everything we do.

This revised Student Handbook has been designed to serve as a comprehensive guide, outlining the policies, resources, and support systems available to you during your time here. We understand that college life is both an exciting and challenging journey, and we are here to help you navigate it with the support you need to thrive academically, socially, and personally.

At Philander Smith University, we are committed to fostering a respectful and inclusive environment for all students. We recognize that each of you brings unique perspectives, backgrounds, and experiences to our campus. Our policies, programs, and services are developed to ensure that you feel safe, supported, and empowered to achieve your fullest potential.

As part of our commitment to maintaining a community grounded in respect and responsibility, we urge you to familiarize yourself with the university's policies and expectations, especially those related to student conduct, health and safety, and the prevention of harassment and discrimination. We encourage you to be proactive in seeking out resources, participating in campus events, and engaging with peers and faculty in a positive and constructive manner.

Your time at Philander Smith University is an opportunity for personal growth, academic achievement, and the development of lasting connections. We are here to support you every step of the way. Please do not hesitate to reach out to the Office of Student Affairs if you have any questions or need assistance.

Together, we will continue to make Philander Smith University a place where every student can thrive.

Wishing you a successful and fulfilling year ahead.

Sincerely,

Rhonda Lovelace Tilmon, Ed.D.  
Chief Student Affairs Officer  
Philander Smith University

# 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.

On July 1, 2023, Dr. Cynthia A. Bond Hopson, Chief Equity Officer and Assistant General Secretary of the General Board of Higher Education and Ministry (GBHEM), was appointed as the Interim President of Philander Smith College. Dr. Bond Hopson took charge of guiding the institution's strategic initiatives. Under her leadership, the college successfully transitioned to become Philander Smith University. Prior to her appointment as Interim President, Dr. Bond Hopson served as a member of the PSC Board of Trustees.

On August 1, 2024, Dr. Maurice Gipson was appointed as the Interim President and CEO of Philander Smith University. Dr. Gipson brings with him four years of service on the PSC Board of Trustees, including two years as Vice Chair. He is eager to collaborate with the university's talented students, exceptional faculty, and dedicated staff to build on PSU's continued success and forward momentum.

# OFFICIAL REPRESENTATIONS OF PSU

## 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 University holds that the student, upon enrollment, neither loses the right, not 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 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 University 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”) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For more information regarding FERPA or to request a FERPA waiver, students should contact or visit the Registrar's Office. The Department of Education also provides more information for parents and students on its website— [www.ed.gov](http://www.ed.gov).

## **Title IX**

The U.S. Department of Education's [Office for Civil Rights](#) (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

### **Scope of Title IX**

Title IX applies to schools, local and state educational agencies, and other institutions that receive federal financial assistance from the Department. These recipients include approximately 17,600 local school districts, over 5,000 postsecondary institutions, and charter schools, for-profit schools, libraries, and museums. Also included are vocational rehabilitation agencies and education agencies of 50 states, the District of Columbia, and territories of the United States.

A recipient institution that receives Department funds must operate its education program or activity in a nondiscriminatory manner free of discrimination based on sex, including sexual orientation and gender identity. Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment, which encompasses sexual assault and other forms of sexual violence; treatment of pregnant and parenting students; treatment of LGBTQI+ students; discipline; single-sex education; and employment. Also, no recipient or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in a proceeding under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. The Department's [Title IX regulations](#) (Volume 34, Code of Federal Regulations, and Part 106) provide additional information about the forms of discrimination prohibited by Title IX.

The University is committed to maintaining an educational, working, and living environment that is free from discrimination and harassment in which no student, faculty, or staff member is excluded from participation in or denied the benefits of its program and activities as a result of gender. PSU's Title IX Coordinator is 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 University community from sexual discrimination, harassment, and misconduct in a school's education programs and activities. Title IX protects the University community in connection with all academic, educational, extracurricular, athletic, and other University programs, whether those programs take place on University property, in University transportation, in a class, or training program sponsored by the University at another location, online, or elsewhere.



All complaints and 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 accommodations will be provided to persons with disabilities.

### **Filing a Report with Local Law Enforcement**

In some instances, sexual misconduct may constitute both a violation of University policy and criminal activity. The University grievance process is not a substitute for instituting legal action by any party. The University 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.

**PSU Office of Campus Safety and Security**—M.L. Harris Fine Arts Building, Room F203-4; Phone Number: (501) 975-8525

**City/County Police Department**—Emergencies: 911

**Little Rock Police Department**—Phone Number: (501) 371-4621

*A person may also file a complaint with the Department of Education's Office for Civil Rights. Please visit <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html> to learn more about filing a complaint with OCR. For assistance related to Title IX or other civil rights laws, please contact OCR at [OCR@ed.gov](mailto:OCR@ed.gov) or 800-421-3481, TDD 800-877-8339.*

### **Preserving evidence**

It is important that evidence of sexual assault be preserved because it may be needed for prosecuting a 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 their teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any items encountered during the assault (i.e., bed sheets, blankets, etc.) should be placed in a paper bag and brought along with the victim to the local hospital's 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 University 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 University 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 University to respond effectively and to proactively stop instances of discrimination, harassment, retaliation, and sexual misconduct at the University, all employees, including student employees must report information within 48 hours of receiving information

regarding a potential violation of this policy to the Title IX Coordinator. Only employees who are statutorily prohibited from reporting such information (e.g., licensed healthcare professional, pastoral counselor) are exempt from these reporting requirements. This policy is not intended to restrict curriculum or abridge the use of particular textbooks or curricular materials.

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

Clinical Director— [nurse@philander.edu](mailto:nurse@philander.edu)

Rev. Ronnie Miller-Yow, Chaplain— [rmiller-yow@philander.edu](mailto:rmiller-yow@philander.edu)

### ***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 University'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 University'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 University'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 disclosures 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 University Psychologist at (501) 952-5275, as well as in the community at the Little Rock Safe Places Sexual Violence Center, (501) 374-7233, the Rape Crisis Center at (501) 801-2700, and the Center for Healing Hearts and Spirits at (501) 372-3800.

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 speaking the Campus Nurse at (501) 370-5333 and/or the Counselor at (501) 952-5275.

Community mental health agencies, such as Little Rock Mental Health—(501) 686-9300, AR-Connect Telehealth Services 1-800-482-9921, 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 are at the discretion of the parties.

### ***Education and Awareness Programs***

The University's Title IX committee, in conjunction with various departments and organizations at the University, 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 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-student, or supervisor-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 of a relationship or sexual involvement, this past consent does not remove grounds for a later charge of a violation of policy.

The University does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the University. 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 University benefits from formal and informal procedures that encourage prompt resolution of complaints and concerns raised by members of the University community.

## **Informal Complaint Process**

The University 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 University's complaint/grievance procedures, 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 University. The Title IX Coordinator or 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 designee will apprise the head of the appropriate division or department of the complaint, or, if the complaint is against a student, the Dean of Students.

The Title IX Coordinator or their 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 the initial investigation;
- Develop a strategic investigative 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 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/has not occurred, and identifies appropriate remedies and/or sanctions, if any; and

- 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 their 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(s) can be identified; and
- Whether those individual wish to pursue the matter.

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

With all complaints, 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 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 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; and
- 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 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**

The Clery Act requires colleges and universities to report campus crime data, support victims of violence and publicly outline the policies and procedures they have put into place to improve campus safety. Institutions of higher education must include four distinct categories of crime: (1) criminal offenses; (2) hate crimes; (3) VAWA offenses; and (4) arrests and referrals for disciplinary action.

### **Definitions of Reportable Clery Crimes**

The Federal Bureau of Investigation's uniform Crime Reporting Guidelines are used by Philander Smith University 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 and National Incident-Based Reporting System User Manual (2021)*.

#### **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

#### **Arson**

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

#### **Burglary**

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

#### **Drug Abuse Violations**

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

#### **Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is unable to give consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

## **Forcible Rape**

Forcible rape is defined as a violent crime in which an individual engages in sexual intercourse or other forms of sexual penetration with another person without their consent. This usually involves the use of force, threats, or intimidation to compel the victim to participate. Forcible rape typically implies that the victim's resistance was overcome through physical coercion or threats of harm, and it is a serious criminal offense. The key elements of forcible rape generally include the lack of consent, the use of force or threats, and the victim being unable to resist or unwilling to consent.

## **Hate Crimes**

A criminal offense committed against a person, property, or society which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as a bias crime.

## **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 violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Agencies must include in this classification: manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and 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.

## **Manslaughter by Negligence**

The killing of another person through gross negligence.

## **Robbery**

The taking or attempting 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 by putting the victim in fear.

## **Sex Offenses**

Unlawful sexual intercourse.

### **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, without the consent of the victim, including instances where the victim is unable to give consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

An “object” or “instrument” is anything used by the offender other than the offender’s genitalia, e.g., a finger, bottle, handgun, stick.

### **Sodomy**

Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is unable to give consent because of his/her age or because of his/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.

### **Weapons: Carrying, Possessing, Etc.**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

*For more information on the Clery Act, see 10 U.S.C. Section 1092.*

### **The Violence against Women Authorization Act of 2013**

The Violence Against Women 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/briefing-room/statements-releases/2022/03/16/fact-sheet-reauthorization-of-the-violence-against-women-act-vawa/>.

### **Change of Address or Name**

The student must give a complete mailing address at the time of admission. 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 University records must present official supporting documentation (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 University is to be a successful student. High academic standards contribute greatly to the total environment. A thorough understanding of certain academic information is required for an excellent beginning in University life. A full explanation of the degree programs offered at PSU can be found in the University 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 University, planning the academic schedules, harmonizing the particular interests of the various divisions within the University, and providing organization for the smooth transitioning 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 University.

Students are expected to attend all classes as scheduled. Unexcused absences from a class for a total exceeding three (3) 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 "F". The grade will not be finalized until one week has passed from the date of notification. During this time, the student may appeal to the Chief Academic Officer for reinstatement if he/she feels unusual circumstances were involved in the absences. The student may continue in class during the appeal. Under conditions of prolonged illness, active military duty, and other severe hardship(s), a student may be allowed to continue his/her course work if it is felt that he/she can complete the work successfully. The student will need consult with his/her instructor and the Chief Academic Officer. 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 and in writing on the course syllabus of the attendance policy. Specific attendance policies for each course may be established within these guidelines at the discretion of the instructor. Student who are dropped from a class due to absences in the first five (5) weeks of classes shall receive refunds according to established refund policies. Financial aid will also be adjusted to pre-existing policies.

#### **Academic Grievance Policy**

Please see the Course catalog for current procedures and guidelines pertaining to grade appeals.

#### **Academic Organizations**

To help stimulate personal growth, various clubs are sponsored by the Academic Divisions of the University.

## **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 University during 1939-1940 academic school year. To be eligible for initiation, a student must have a minimum cumulative grade point average of 3.3 on a 4.0 scale and must have completed at least sixty (60) hours of University credit. 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 University. This organization represents the highest distinction in the field of Pure Science in Universities and Universities that are members of the United Negro University Fund program.

## **SECTION III**

### **STUDENT AFFAIRS**

The Division of Student Affairs provides services and programs to assist students as they pursue their academic and career goals at Philander Smith University. 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 students for life-long learning experiences and post-graduation success.

A broad objective of the University is to achieve continuity in both the academic curriculum and Student Affairs. Promoted programs enable students to develop individual characteristics through self-governance and participation in cultural events and social interchange.

The objectives of Student Affairs are:

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

#### **Chief Student Affairs Officer**

The University's Chief Student Affairs Officer is responsible for student compliance and the coordination of student development outside of academic programs. In addition, he/she develops policies affecting student life and recommends adaptation to the appropriate university officials. The Chief Student Affairs Officer provides oversight for S.T.A.R.S., Housing and Residence Life, Campus Safety and Security, Disability Support Services, Health and Wellness Clinic; Counseling Services, Judicial Affairs.

#### **Chief Student Engagement Officer**

The University's Chief Student Engagement Officer provides oversight of the central hub for fostering holistic student growth and involvement across campus. The Office's mission is to foster leadership, engagement, and student success. This office is tasked with overseeing Greek Affairs, Student Activities, Intramurals, Career and Professional Development, Religious Life, and a variety of other student engagement initiatives.

## **Dean of Student Leadership and Engagement**

The Dean of Student Leadership and Engagement coordinates services that promote student welfare and student success across campus and strives to transform the PSU student experience through authentic and intentional student engagement, leadership, and service. The Dean of Student Leadership and Engagement is also heavily involved in the University's disciplinary procedures and enforcement of the provisions within the Student Code of Conduct. Along with other offices at the University, the Dean of Student serves as an advocate for students and share information with students, colleagues, and other interested parties that promote student success.

## **Chaplain/Dean of Religious Life**

The Chaplain at Philander Smith University has the primary responsibility of supporting the spiritual and ethical needs of the University 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 is comprised of eleven (8) major units:

- Office of Student Compliance
- Office of Campus Life and Student Engagement
- Office of Campus Culture and Religious Life
- Campus Safety and Security
- Health and Wellness Services (Health Clinic, Counseling, and Disability Support Services)
- Student Transition and Retention Services (S.T.A.R.S.)
- Housing & Residential Life
- Judicial Affairs

The Division also works cooperatively with Food Services.

## **STUDENT SERVICES**

### **Bookstore**

The Bookstore accepts cash, debit and credit cards. Students may purchase all required textbooks from the Bookstore with cash, debit/credit cards, or the flex 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.

### **Student Transition and Retention Services (S.T.A.R.S.)**

The mission of the Philander Smith University Student Transitions and Retention Services (S.T.A.R.S.) Office is to provide educational resources and support to assist students in their acculturation to the collegiate atmosphere while reaching their academic, personal, and professional goals. Using an intrusive advising model coupled with a positive, supportive environment, and partnerships among faculty, support staff, and students, scholars are empowered to cultivate their skills, strategies, and behaviors to become successful lifelong learners.

The S.T.A.R.S. team assists the University in addressing the needs of students through a variety of support services, i.e., Student Tuition and Readiness Tracks (S.T.A.R.T.); Intrusive Academic and Social Coaching; Peer Success Coaching; Male/Female Retention Initiatives; Early Alert Intervention; Panther Camp; Week of Welcome; and Disability Support Services. This office will assist Philander Smith University in providing a holistic approach to student development, where students can receive services in areas that most greatly affect their ability to successfully matriculate into and navigate through the University experience.

The services that will be provided by the S.T.A.R.S. include the following:

### ***Counseling & Psychological Services***

Counseling & Psychological Services provides mental health counseling and other counseling services for all currently enrolled at PSU. Our goal is to meet the mental health needs of the PSU community through engagement, 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 first floor of the M.L. Harris Building, this office is currently staffed by a psychologist who is available to support the mental health and well-being of the PSU community.

### ***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 University 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 University 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 university 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 university 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 University 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 University 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 nontraditional 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 University 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 in advance of the need 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 that need accommodations should contact the Disability Support Services Center at (501) 370-5356.

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

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

### ***New Student Orientation***

The New Student Orientation Program at Philander Smith University provides new students with the opportunity for successful transition into University life. The program is designed to give students a jump start at the University by providing active and intentional social engagement as well as opportunities to complete the necessary business of becoming a student at PSU. During this time, students will complete course registration, meet fellow incoming Philanderians, and learn more about the PSU student experience. **All new and transfer students are required to attend New Student Orientation.**

### ***Student Leadership & Engagement***

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

## **Health Services**

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

The following policies govern the Health Services Clinic:

- 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.
- 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.
- 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 University 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 University. Medical forms must be completed before admission to the residence halls.
- Proof of Vaccination and/or COVID-19 Test results.

## **Housing & Residential Life**

The Residential Life Center supports and is a component of the educational mission and services of the University. Its primary responsibility is to provide students who live in the residence hall with a variety of opportunities for personal growth and development. The residential community at PSU includes at the Residential Life Center (RLC), Suites A & B, the Barracks, and Panther Village. All freshmen students who live more than a thirty (30) mile radius from the University must live on campus. The exceptions are:

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

The University will house upper-class students on the basis of room reservations as they are received. In the event of a lack of space in the residence centers, students who reside in the city will be placed on a waiting list for accommodation in the residence center. At the end of each semester, rooms will be assigned to students residing off-campus as space permits.

Upper-class students whose homes are not located within a daily commuting distance may secure housing off- campus. Off-campus housing is the responsibility of the student, his parents or guardians and the resident owner. The Student Affairs staff will assist all students who request such assistance in finding off-campus housing.

New students who desire residency should submit a residential housing application to reserve a room at least six weeks prior to registration. A non-refundable/non-transferable fee of \$235.00 must be sent to the University as a commitment to reserve a residential space. **All students should have their room reservation fee in the Business Office on or before June 1 for the first semester and December 1 for the second semester.** The room fee is refundable only when space is not available. **Each resident student must sign a housing contract agreement.**

## **Library Services**

The Donald W. Reynolds Library and Technology Center is open seven days a week during the fall and spring semesters, with evening hours Sunday through Thursday. The library is open to the public, but only PSC students, faculty, and staff may check out materials or use the Technology Center. The Library maintains collections of books, periodicals (in print and microform), and audio-visual material to support the academic programs of the University. Special African American History and Computer collections are maintained for the convenience of students. The PSC Archives collects, organizes and preserves materials covering the history of the University,



the history of African-Americans in Arkansas as well as in the Methodist Churches of the region. The library is also home to the Social Justice Resource Center. A wide range of electronic resources are available through the Library and Technology Center Network, including the Library's on-line catalog, several subscription databases, and resources of the Internet and World Wide Web. The Library staff provides reference service in person or over the phone. Instruction in the use of the Library and its resources is available on an individual or group basis. An interlibrary loan service is also available.

### **Mail Services**

Mail distribution for residential students is located in the PSU Bookstore. Mail distribution hours of operation is scheduled Monday through Friday from 9:00 a.m. until 4:00 p.m. The Philander Smith University ID must be presented before staff can release mail. Non-residential students may request a mailbox for receiving mail on campus based on availability. Incoming packages from FedEx, UPS, USPS, and DHL are received in the Bookstore and staged for pickup with a signature. A notice of mail and packages will be sent to the student's email.

### **Office of Campus Culture and Religious Life**

The vision of the Office of Campus and Religious Life is to complement the academic discipline by engaging each member of the Philander Smith University 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. The Office of Religious Life also 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.

### **Office of Campus Life and Student Engagement**

The Office of Student Life and Engagement exists to empower students through dynamic programs, leadership opportunities, and holistic experiences that foster personal growth, academic success, and community engagement. By creating inclusive spaces and meaningful initiatives, we aim to inspire students to lead, serve, and thrive both on campus and beyond.

## **STUDENT ACTIVITIES**

### **Athletics**

Athletics play an integral role in the development of the total students, 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 athletic teams compete in women's and men's basketball, baseball, 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 University; 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 University athletic programs belong to the NAIA and compete in the HBCU 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 24 semester hours of University (at least 15 hours must be completed at PSU); must have a minimum cumulative grade point average of 2.50; must be free of disciplinary charges; must satisfy financial obligations through the Business Office; and must follow all procedures of the member organization in accordance with the guidelines established by its National office. Current members must maintain a 2.50 grade point average for each subsequent semester after their intake. Please note: In cases where more stringent guidelines for membership exist with the National organizations, then their requirements will supersede those of the University.

#### **Phi Beta Sigma Fraternity, Inc.**

The Phi Chapter of Phi Beta Sigma Fraternity, Inc. was established at the University in 1928.

#### **Alpha Phi Alpha Fraternity, Inc.**

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

#### **Alpha Kappa Alpha Sorority, Inc.**

The Gamma Alpha Chapter of Alpha Kappa Alpha Sorority, Inc. was established at the University in 1940.

#### **Sigma Gamma Rho Sorority, Inc.**

The Alpha Xi Chapter of Sigma Gamma Rho Sorority, Inc. was established at the University in 1941.

#### **Omega Psi Phi Fraternity, Inc.**

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

#### **Delta Sigma Theta Sorority, Inc.**

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

#### **Kappa Alpha Psi Fraternity, Inc.**

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

#### **Zeta Phi Beta Sorority, Inc.**

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

## **Iota Phi Theta Fraternity, Inc.**

The Colony of Iota Phi Theta Fraternity was established at the University in 2012.

## **Honors Convocation**

At Philander Smith University, the Honors Convocation is a ceremony that 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. Honor Convocation features outstanding speakers. Students earning a 4.0 grade point average and/or the Dean's List are awarded certificates along with Honors/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 different sports teams throughout the school year including flag football, dodgeball, softball, and basketball. 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.

## **Mister and Miss Philander Smith University**

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

## **Qualifications for Mister and Miss Philander Smith University**

Candidates for Miss PSU:

- a. Must be born female;
- b. Must be single (unmarried). She must remain in this status during her reign;
- c. Must have earned a minimum of sixty (60) quality academic hours at the beginning of the Fall semester of her reign;
- d. Must have been enrolled at Philander Smith University at least one (1) academic year prior to her candidacy;
- e. Must have attained a 2.75 grade point average during her tenure at PSU and maintain a minimum grade point average of 2.75 to remain in her position;
- f. Must be in good social standing and never have been convicted before 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 University and all financial obligations cleared in the Business Office;
- h. Must have been approved by the Office of Student Affairs and the Chief Student Affairs Officer verifying items A-G;
- i. No student may serve as Philander Smith University for more than one elected term; and
- j. Must be enrolled as a full-time student at Philander Smith University at the time of her candidacy and during her reign.

Candidates for Mister PSU:

- a. Must be born male;
- b. Must be single (unmarried). He must remain in this status during her reign;
- c. Must have earned a minimum of sixty (60) quality academic hours at the beginning of the Fall semester of his reign;
- d. Must have been enrolled at Philander Smith University at least one (1) academic year prior to his candidacy;
- e. Must have attained a 2.75 grade point average during his tenure at PSU and maintain a minimum grade point average of 2.75 to remain in his position;
- f. Must be in good social standing and never have been convicted before 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 University and all financial obligations cleared in the Business Office;
- h. Must have been approved by the Office of Student Affairs and the Chief Student Affairs Officer verifying items A-G;
- i. No student may serve as Philander Smith University for more than one elected term; and
- j. Must be enrolled as a full-time student at Philander Smith University at the time of his candidacy and during his reign.

### **Student Government Association**

The agency of student government at Philander Smith University 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 the 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 University 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 University. Therefore, all organizations must adhere to the policies, rules, and regulations of the University. All student organizations 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, or the Chief Student Affairs Officer. Violations may result in the suspension of individual members involved or suspension of the entire organization for up to two (2) 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 University (no current disciplinary sanctions and have a minimum grade point average of 2.0 unless otherwise state according to the organization's requirements). Students holding an officer position must maintain a minimum grade point average of 2.50 or better. Students' membership and participation will be terminated by the organization's advisor, Dean of Student Leadership and Engagement, or the Chief Student Affairs Officer for failure to meet the stated criteria.

For a list of all registered and University recognized organizations and governing regulations, contact the Dean of Student Leadership and Engagement.

#### *Student Organizations' Activities*

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

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 and 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 University policy and violators will be subjected to disciplinary action. The campus accepts no liability for unlawful acts committed by non-sanctioned organizations.

## **SECTION IV**

# **GENERAL POLICY & PROCEDURE STATEMENTS**

### **Cellular Phones, 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 pose a threat to, disturbs, or challenges the learning environment or an individual's reasonable expectation of privacy or general quality of life is strictly prohibited.

### **Consensual Relationships**

There are inherent risks in any romantic 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 unwelcomed. Even when both parties have consented at the outset of a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

The University does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the University. 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/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.

### **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 ensures that Philander Smith University 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 University are expected to dress neatly at all times.

*The following are examples of appropriate dress for various occasions:*

- Classroom, cafeteria, University 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:

- Durags, head scarves, head coverings, hoods, hair rollers, stocking caps, skullcaps, and bandanas are prohibited at all times on the campus of Philander Smith University (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;
- 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;
- Visible undergarments when the wearer is bending, sitting, or walking;
- Slits that are higher than three (3) inches above the knee in skirts and dresses; pants and shorts must be the appropriate size for the wearer with no sagging or bagginess and must be secure around the waist as not to reveal undergarments and tattoos;
- Bare feet or indoor slippers;
- Short shorts;
- Blue jeans at programs dictating professional or formal attire, such as Commencement, Convocation, and Chapel;
- 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 and female sex organs or explicit sexual acts;
- Clothing or accessories that condone or sanction violence; jewelry in the form or shape or 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;
- Men's undershirts of any color worn outside of the private living quarters of the residence halls;
- 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 University 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 Chief Student Affairs Officer.

*Attire for men:*

Although it is customary for men to wear a suit or sports jacket with a tie/bowtie, it is expected that men wear shirts (sport shirt or button down shirt) with sleeves and collar (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 from special events. Attire must fit properly and no sagging or baggy attire 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 tops, 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 and 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 University 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 University 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, please contact the Office of Human Resources at (501) 370-5204.

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: (1) On-campus Advisor for the student organization; (2) Pan-Hellenic Advisor (if it is a Greek event); and (3) the Chief Student Affairs Officer.

Student organizations may not have events lasting past 12:00 a.m. on weeknights and 2:00 a.m. on weekends.

- Rental fees—no rental fees are charges 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 University within 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 request that include laying protective tarpaulin in the athletic facilities or erecting the movable walls in the Nugent Center will be charged for two (2) workers.
- Technician fees—a PSU 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 M.L. 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 Chief Student Affairs Officer determines extra security is needed for the event.
- The on-campus Advisor for the organization must be resent for the entire time the facility is in use by the organization.
- If a fee is charged for an event, the fee must be aid 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.:

- A campus event form must be completed and approved by the organization's Advisor, Office of Student Affairs, and Coordinator of Campus Events at least three (3) weeks prior to the event to go permission for the event to be held on campus.
- All PSU students must present a valid University ID before entering the event. Parties and other social events may be open to persons outside the PSU community if those persons have a valid University ID, driver's license, or have been named on a guest list (submitted to Campus Safety and Security prior to the start of the event). Exceptions can only be made by the Office of Student Affairs.
- 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.
- Security is required to attend all events. If the event is open to PSU 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 (2) Little Rock Police officers (unless otherwise stated by the Chief Campus Safety and Security) must be secured (at the organization's expense) to serve as security. A PSU officer will also be assigned to patrol the facility, parking lots, and offer assistance to the LRPD officers.
  - 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 campus. The party must end at 1:30 a.m. with LRPD working until 2:00 a.m., or the party ends at 2:00 a.m. with the LRPD working until 2:30 am.
  - A Philander Smith University security officer will be assigned to work the party for the purpose of checking IDs and using metal detector scanners to check for weapons.
  - The K-9 Unit will occasionally be brought to campus to search vehicles.
- 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 Office of Student Affairs.
- 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 guests(s).
- For all parties, separate parking lots will be assigned for PSU students and guests. When the Tate Recreation Center is the facility in use, guests must park in the Library/Kendall lot. When the Mims Gym is the facility in use, guests must use the Titus/Mims front lot. For either facility, PSU students may park in the Student Parking lot or other local lots, excluding those designated for guests.
- The use of alcohol or illegal drugs is strictly forbidden at any University function on or off campus. Students involved in such are subject to immediate suspension or expulsion from the University.
- 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.
- 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 University. Fee requirements are listed in the General Catalog. Students failing to comply may be administratively withdrawn from the University. Students will not be allowed to reside in the Residential Life with a balance from the previous semester.

## **Hazing Policy**

Philander Smith University has a zero tolerance hazing policy. Hazing in any form is prohibited. Students and student organizations including, but not limited to, sororities/fraternities, clubs, and athletic teams shall ensure that pledge/new member education and initiation programs do not include hazing activities. Hazing policies apply to ALL members of sororities/fraternities, clubs, and athletic teams regardless of how long a student has been a member.

Hazing shall be defined as:

1. Any action taken or situation created, on or off the premises of the University, 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 University, 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 Chief Student Engagement Officer. If it appears to a University 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 the appropriate disciplinary sanctions will be imposed.

## Arkansas State Hazing Law

6-5-201. Definition.

Universal Citation: [AR Code § 6-5-201 \(2017\)](#)

(a) As used in this subchapter, "hazing" means:

(1) A willful act on or off the property of any school, University, university, or other educational institution in Arkansas by one (1) student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others when the conduct 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;

(2) The playing of abusive or truculent tricks on or off the property of any school, University, university, or other educational institution in Arkansas by one (1) student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting alone, or acting with others, upon another student to frighten or scare him or her;

(3) A willful act on or off the property of any school, University, university, or other educational institution in Arkansas by one (1) student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting 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, University, university, or other educational institution, or reasonably to cause him or her to leave the institution rather than submit to such acts; or

(4) A willful act on or off the property of any school, University, university, or other educational institution in Arkansas by one (1) student, alumnus, or volunteer or employee of a fraternal organization if the volunteer or employee is acting on behalf of, or in the name of, the fraternal organization, acting 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:

(1) Does not include customary athletic events or similar contests or competitions; and (2) Is limited to those actions taken and situations created in connection with initiation into or affiliation with an organization, extracurricular activity, or sports program.

6-5-202. Prohibitions.

Universal Citation: [AR Code § 6-5-202 \(2020\)](#)

(a) A student, alumnus, or volunteer or employee of a fraternal organization of a school, University, university, or other educational institution in Arkansas shall not knowingly engage in hazing or encourage, aid, or assist any other student, alumnus, or volunteer or employee of a fraternal organization in hazing.

(b)(1) A person shall not knowingly permit, encourage, aid, or assist another person in committing the offense of hazing, or knowingly acquiesce in the commission of the offense of hazing, 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, University, university, or other educational institution in Arkansas.

(2) An act of omission or commission is hazing under this subsection.

(c) A violation of this section is a Class B misdemeanor.

(d) In addition to any penalty provided by this section, a student convicted of hazing shall be expelled from the school, University, university, or other educational institution that he or she is attending.

6-5-203. Penalties.

Universal Citation: [AR Code § 6-5-203 \(2014\)](#)

(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, University, university, or other educational institution he or she is attending.

6-5-204. Construction.

Universal Citation: [AR Code § 6-5-204 \(2019\)](#)

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

**Inherent authority Policy**

The University 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 loan from the campus premises. The authority for such decisions rests with the Chief Student Affairs Officer or his/her 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 University community has reason to believe that a student is missing, they should contact Campus Safety & Security immediately at (501) 370-5370 who will then notify the Chief Student Affairs Officer 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/her state of health and well-being through the Campus Safety and Security staff, Student Government, Director of Housing and Residential Life, and the Campus Crisis Response Team.
4. If the student is an on campus resident, the security staff will work with the Residential Life staff to make a welfare entry into the student's 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 investigation 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 that he/she 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 study, academic meetings, or his/her employment.
7. If located, verification of the student's state of health and welfare to be determined along with his/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 person's 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 Chief Student Affairs Officer, who is responsible for the student, will notify the student's parent(s) 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 Safety and 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 University's environment, including any aspect of his/her study or his/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 University.

Complaints of discrimination must be filed in accordance with the Harassment Policy set forth in this Handbook. All employee 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 University 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 University 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 will be contacted.

## **Participation of Students in Sports**

Since all sports activities are voluntary and the University strives to provide safe premises and adequate control over all sports activities, Philander Smith University 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.

## **Peaceful Demonstration and Assembly**

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

The University 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 University 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 University, damages or destroys property, or impairs health and safety is grounds for suspension or dismissal from the University.

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

1. Issue must be presented in writing to the Chief Student Affairs Officer or President who will be given 48 hours for reaction to said issues.
2. If the response 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 assembly which involves the use of University 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 University'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 PSU Campus Safety and 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 University. Demonstrations are further prohibited in any special use facility. Demonstrations effusing 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 to endanger lives, public or private property, or to violate local, state, or federal laws, each student will take the consequences of his/her own actions as an individual before the law, as well as referred to the appropriate University disciplinary body. The cost of any damage to public or private property must be borne by those legally responsible. All members of the University 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 University must live on campus. The exceptions are:

1. Students with children;
2. Non-traditional students (aged 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.



## **Smoking**

In keeping with Philander Smith University'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 University's administration.

## **Soliciting**

Students, student organizations, or outside vendors/organizations may not solicit, sale, advertise, or distribute materials of any nature on the campus without approval from the Office of Student Affairs. Solicitations and sales for profits are prohibited without approval. The Chief Student Engagement Officer must approve fundraising projects. Persons from off campus must receive clearance from the Chief Student Engagement or Chief Student Affairs Officer.

## **Statement of Purity**

The University, 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 gist of sex is reserved for marriage between one man and one woman; and members of the community should therefore abstain from premarital, extramarital, and same-sex relationships. We recognize that there are individuals who experience same-sex attraction and/or self-identify as LGBTQIA+ 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 students, to help them thrive and find fullness in Christ within the context of our United Methodist tradition. Philander Smith University 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 & Email Address**

Philander Smith University reserves the right to restrict the use of its computing facilities and limit access to its networks when faced with evidence of violations of University 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 University 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, email, network news, chat sessions, and social networks (i.e., Facebook, Instagram, Twitter, etc.) that 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 email (mass emailing, unsolicited junk email, propagation of chain email); and
  - 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 PSU or any other site;
  - c. Using time-sharing systems to run network servers (Web servers, IRC servers or BOTS) and game servers (MUDD);
  - d. Providing access to PSU resources to individuals outside the University community; and
  - e. Sharing one's University computer account with any 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 material, trademarks, or other protected material in any electronic form without 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, or copyrighted music, video, or other multimedia content without the express written permission of the material's rightful owner; and
  - 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 University complies with applicable federal, state, and local laws; and it requires that users do the same. PSU also enforces its own policies and standards pertaining to the electronic communication environment.

PSU makes every effort to observe the privacy of software, files, and materials stored on or transmitted by University computer equipment. When faced with evidence of violations of University policies or standards, of contractual obligations, or of federal, state or local laws, PSU

may consider such software, files, and materials stored on or transmitted by University computer equipment to be property of the University and may inspect them without notice. When taken, this action does not supersede the intellectual property policies of the University; rather, it allows for the management of the electronic communication environment. PSU also has the right to deny, limit, or terminate access to material posted on or transmitted by its computers. In addition, the University reserves the right to limit, restrict, or deny computing privileges and access to its information resources for those who violate PSU students and PSU Security Policies.

## **Student Affairs Complaint Process**

The Division of Student Affairs at Philander Smith University is committed to maintaining a respectful and supportive environment for all students. We value your feedback and strive to address concerns in a fair and timely manner. If you encounter issues related to housing, safety and security, campus organizations, or interactions with other students, the following complaint process has been established to ensure your concerns are heard and resolved:

### **1. Identify the Issue**

- Before filing a complaint, students should attempt to resolve the issue directly with the relevant department or individual when possible. This may include reaching out to housing staff for concerns related to your living space, or speaking with student organization leaders for issues regarding clubs and activities.

### **2. File a Formal Complaint**

- If the issue cannot be resolved directly or informally, you may file a formal complaint with the Division of Student Affairs. To do so:
  - **Submit a Complaint Form:** Complete the Student Affairs Complaint Form available on the university website or at the Student Affairs office.
  - **Provide Detailed Information:** Be sure to include a description of the issue, the individuals or departments involved, any steps already taken to resolve the matter, and the desired outcome. Please include any supporting documentation or evidence that may help in addressing your concern.
  - **Submit the Form:** You can submit the complaint form electronically or in person at the Student Affairs office.

### **3. Complaint Review**

- Once submitted, your complaint will be acknowledged within 2 business days. The Division of Student Affairs will review the details of your complaint to assess the situation.
- **Initial Response:** You will receive an initial response within 5 business days, outlining the next steps and the timeline for resolution. If more information or clarification is needed, you may be contacted for further details.

#### **4. Investigation and Resolution**

- The Division of Student Affairs will investigate the issue fairly and impartially, consulting with relevant individuals or departments as necessary. This process may take up to 10 business days, depending on the complexity of the issue.
- You will be notified of the outcome of the investigation, including any actions taken or steps for resolution. If the issue is resolved, you will be informed of the steps that have been implemented.

#### **5. Escalation Process**

- If you are dissatisfied with the outcome or feel that your concern has not been adequately addressed, you may request an escalation of the complaint to the Chief Student Affairs Officer or another designated senior administrator. The request for escalation should be made in writing within 5 business days of receiving the initial resolution.
- The senior administrator will review the case and provide a final response within 10 business days.

#### **6. Confidentiality and Non-Retaliation**

- All complaints will be handled with confidentiality to the greatest extent possible, and your privacy will be respected throughout the process.
- The university maintains a strict non-retaliation policy. Students who file complaints in good faith will not face retaliation in any form for doing so.

#### **7. Feedback and Continuous Improvement**

- Upon resolution of the complaint, students will have the opportunity to provide feedback on the complaint process and the outcome. This feedback is valuable for ongoing improvements in student services and the overall student experience.

For any questions or assistance regarding the complaint process, please contact the Division of Student Affairs at 501.370.5297.

#### **Transcripts and Academic Records**

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

in 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 Jenzabar (JICS).

### *Grade Reports*

The University 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 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 on the 2<sup>nd</sup> floor of the M.L. Harris Building. The Department of Campus Safety & Security is open Monday through Friday during the hours of 8:30 a.m. – 5:00 p.m. The Safety Control Center is located at the front of the campus and is staffed 24 hours a day, providing around the clock protection to the University community.

Campus Safety & Security officers represent the University as enforcers of State and local laws as well as University 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 emergencies through 911 calls.

#### **Inclement Weather Policy**

The University will remain open as scheduled whenever possible. The President or a designated administrator will determine whether the University will be closed due to inclement weather or other unforeseeable conditions. Students should listen to the local radio stations, watch the local television affiliates, check the University's website, and register for E2Campus (the University'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 article are left, they will be given to the Salvation Army.

#### **Panther Card**

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

The Department of Campus Safety & Security typically issues cards at the beginning of the Spring and Fall semesters. To obtain a PSU 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 an individual holds a valid Panther Card.

Panther Cards are deactivated at the end of each semester and students must be cleared the following semester in the Business Office prior to having the Panther Card reactivated. You must have possession of your PSU Panther Card to do the following:

- Check out library material and access computers
- Access learning centers, computer labs, and use those materials and equipment
- Enter athletic and/or special events sponsored by the University

- Dine in the Campus Center Cafeteria, participate in the Campus Center Game Room activities
- Conduct business in the Campus Bookstore
- Utilize Campus Health Services
- Gain gate access to campus
- Enter assigned Residence Halls
- Check out equipment in Student Affairs and/or Residence Halls
- Utilize Campus Facilities

Transferring, altering, falsifying, or forgery of a Panther Card will result in the appropriate disciplinary action. Fraudulent or illegal use of the PSU Panther Card may result in criminal charges.

### **Lost or Stolen Cards**

If the Panther Card is lost or stolen, report it immediately to (501) 975-8525 during normal business hours. A \$25.00 replacement fee will be charged by the Business Office located in the Cox Administration Building. Students must present proof of receipt to the Department of Campus Safety & Security to obtain their replacement card. Charges will not be imposed for a card that is inoperable due to normal use or for cards in which the magnetic stripe or proximity feature no longer works. The Department of Campus Safety & Security 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 Department of Campus Safety & Security to monitor and correct parking violations. Second, it allows PSU personnel to identify vehicles that do not belong on the property, as well as notify vehicle owners in the event of an emergency.

Every student vehicle parked on Philander Smith University property must have a parking permit properly displayed. The permits are distributed in the Spring and 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 Campus Safety & Security. 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 PSU property 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 University 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 that are 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 the fire lanes will be immediately towed at the owner's expense.

The Library, Kendall, and Cox Administration lots are reserved for faculty, staff, and guests of the University. **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 aforementioned buildings will be ticketed, booted, and/or towed at the owner's expense.

Campus Safety & Security officers will issue traffic citations for student who violate parking guidelines. Fines will be assessed to a student's account and will prevent the student from registering for classes and obtaining a transcript and/or diploma.

### **Parking for Disabled Students**

All permanently disabled students should register with the Student Disabilities Office located on the 1<sup>st</sup> floor in the M.L. Harris Building. Students provide documentation from the Disabilities Office to receive special parking privileges. Students who have a valid handicapped parking permit issued by the State of Arkansas may utilize handicapped spaces that are closest to the building they need to access.

If a student needs a temporary handicapped permit, they must submit a form completed by their Physician authorizing the temporary permit for a specified period of time. This form can be found in the Student Disabilities Office. The student may also bring a valid State handicapped permit indicating the same. This permit authorizes the same parking guidelines as stated above.

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

### **Search and Seizure**

A University security officer or an agent of any law enforcement agency for federal, state, county, or city government may serve a University 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 University 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.

Please note: Students arrested should contact their parent(s) for assistance. The Security staff will contact the parent(s) of the student provided that 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 the Mall, grocery stores, or other personal destination.



## **SECTION VI**

### **STUDENT CODE OF CONDUCT**

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

Campus Safety & Security officers, as well as all officials of the University, are hired and empowered to enforce these regulations and all applicable laws on campus and properties owned, rented, or leased by the University. Security officers have the power to execute warrants, to stop, identify, and interrogate individuals, use handcuffs when necessary, and to issue parking tickets and detain suspected individuals.

Students are encouraged to obtain and familiarize themselves with the following: the University's Course Catalog, Motor Vehicle regulations, Residential Life regulations, Financial Aid regulations, and all other governing policies and procedures of the University.

Students of Philander Smith University are expected to comply with the laws of the State of Arkansas, policies, procedures, and regulations of the University, federal, state, and local 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 Code of Conduct is respect for persons, property of others, and campus community standards. While intellectual growth and positive citizenship are promoted and encouraged, the University also strives to ensure that acceptable standards of behavior are communicated to, understood, and upheld by the students of Philander Smith University.

#### **Conduct General Policy**

The student conduct system has three (3) primary purposes: (1) to change and redirect unacceptable student behavior, (2) to protect the University environment, and (3) to protect the rights of students involved in the student conduct process.

Specifically, the University endeavors to change and redirect student behavior that is unacceptable in the University community. To meet this goal, the University makes extensive use of warnings, fines, sanctions, and the Student Conduct Committee, so that students are educated and provided with feedback by their peers, staff and faculty members.

Student and student organizations' conduct on the University's premises or at University-sponsored events are subject to University disciplinary action. In addition, a student's off-site conduct which subjects a student to action by local, state, or federal law enforcement, including citations or arrests, will be subjected to University disciplinary action. The University 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 University.

Student and student organizations in violation of the rules, regulations, and/or policies of the University face sanctions ranging from a warning to expulsion from the University. PSU students

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

The University reserves the right to take necessary and appropriate action for on and off campus behavior. Such actions may include, but are not limited to, immediate removal of a student from the campus premises. The authority of such decisions rest with the Chief Student Affairs Officer or their 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.

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

### **Sanctions**

There are various sanctions that may be imposed upon students for violating the Code of Conduct. The magnitude of the sanction will depend of the seriousness of the offense. The Chief Student Affairs Officer or their designee has the authority to impose sanctions for all offenses with recommendations from the University Student conduct Committee in cases they hear.

### **Warnings**

Warning can be issued in either oral or written form.

### **Restitution**

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

### **Disciplinary Probation**

Disciplinary probation shall be imposed for a period set by the Student Conduct Committee or the Chief Student Affairs Officer.

A student placed on disciplinary probation is ineligible to:

- a. Participate in any student organizations or extracurricular activities, choir travel, etc.;
- b. Represent the University in any chosen, elected, or other position such as SGA, student delegation to conventions or conferences, etc.;
- c. Work assignments independently or in concert with other sanctions; and
- d. 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 the substantial risk or injury exists to any member of the University community (including property), if the student remains at the University. The Chief

Student Affairs Officer or their designee will suspend the student forthwith, for the interim pending a hearing before the Conduct Committee. Upon the student's request, a hearing may be granted within five (5) school days of the effective date of the interim suspension.

### **Suspension**

Separation from the University for a period set by the Conduct Committee or the Chief Student Affairs Officer shall:

- a. Be effective on the date of notice of suspension, unless otherwise stated;
- b. Prescribe the conditions, including the term of the 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 University President or the Chief Student Affairs Officer, the University may suspend a student for an indefinite period of time when there is cause to believe the student's conduct:

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

### **Suspension and Reinstatement Conditions**

Any student suspended from the University for disciplinary reasons will not be permitted on campus during the period of such sanction without prior written approval from the Chief Student Affairs Officer, or their designee.

Additionally, suspended students:

- 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 University programs and activities for the entire duration of their suspension.

Suspended students will be notified in writing regarding the continuance of class and other activities. Suspended students are to remain away from campus so long as the threat or danger continues. However, the individual:

- a. May petition the Chief Student Affairs Officer or their designee for entrance to the University 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 University 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 Conduct Committee to the Chief Student Affairs Officer or their designee, including one or all of the following:
  - a. Ineligibility to participate in any major activity or athletic program;

- b. Periodic contact with a designated University staff member or counseling center;
- c. Disciplinary probation; and
- d. Others.

### **Failure to Observe Terms and Conditions**

Failure to observe the terms and conditions of 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 or suspension without exception.

### **Expulsion**

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

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

### **Violation of Civil Law**

If a student is charged with an off campus violation of a civil law, the University may delay taking disciplinary action, as appropriate, until the student has been found guilty in a court of law, unless the student is incarcerated and unable to comply with academic requirements.

The following may be taken:

- a. The University may reinstate the student if he/she is acquitted or the charges are withdrawn; and
- b. The University 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 University community may submit an incident report to the Office of Student Affairs against a student or registered organization for conduct or activities in violation of the Code of Conduct. All incident reports must be written (or typed) and cited to include:

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

The Chief Student Affairs Officer or their designee will have the authority to address problems of discipline, investigate the validity of the accusations, and adjudicate cases which present facts representing Code of Conduct violations.

Philander Smith University 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 University further recognizes the student's right within the institution to freedom of inquiry and to the reasonable use of services and facilities of the University that are intended for his/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 University 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 Handbook.

If any student is accused of violating the student Code of Conduct, 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 charge issued against the student through the Office of Student Affairs. The University will issue such a charge as soon as possible and forward correspondence to the student's Philander Smith University email address or in special circumstances, deliver such charge by carrier.

### **Administrative Hearing Process**

Many times, an accused student will accept responsibility and opt to have an Administrative Hearing. Under the stipulation, student(s) cannot be granted an appeal. This is a closed hearing with the Chief Student Affairs Officer or their designee. An administrative staff person may also be present during the hearing.

### **Student Conduct Committee**

The following Committee will have the responsibility of adjudicating violations of student conduct in violation of the Code.

The Chief Student Affairs Officer or their designee will, under the direction of the President, be responsible and have the requisite authority for promulgation of rules governing student conduct, discipline, and interpretation of student rights and responsibilities.

The Student Conduct Committee will adjudicate issues of student conduct in violation of the Code of student conduct referred by the Office of Student Affairs. This committee will be composed of five (5) members:

- a. One faculty/staff member serving as the Chairperson; and
- b. Four faculty/staff members

Each member of the committee will have one vote and the decisions will be by plurality vote. The Chairperson must decide if a quorum is present (three members) and that quorum should be voted upon by the committee members gathered.

### **Committee Appointments and Eligibility**

The faculty, staff, and Chairperson will be selected by the Chief Student Affairs Officer to serve on the Conduct Committee. All committee persons must note that all information shared is confidential.

### **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.

The 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. Neither the student nor the University may have legal counsel present at the hearing;
- c. The Chairperson of the Student Conduct Committee or his/her designee presides over the hearings. All hearings will be held on and at a time, date, and place designated by the Chairperson. Emergency meetings will be called as necessary;
- d. Only pertinent information is allowed during the hearing. The Chairperson should not allow any extraneous material to be presented;
- e. The accused is informed in writing of the decision or sanction and that student's right to appeal;
- f. 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;
- g. An accused will be entitled to be accompanied by one non-participating representative of the student's choice (upon request). The representative must be a member of the Philander Smith University student body, faculty or staff;
- h. The accused will be entitled to present his/her defense to call and cross-examine witnesses (upon request);
- i. 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;
- j. In proceedings more than one accused student, proceedings may be heard jointly unless a request for a separate hearing is submitted by one or more of the accused;
- k. 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;
- l. After the Committee reaches a decision, the student is provided a written notice of the decision. All requests for an appeal or reconsideration must be made with forty-eight (48) hours or two class days from the date of the decision;
- m. The sanction imposed by the Student Conduct Committee, Chief Student Affairs Officer or their designee, will become effective upon receipt of the sanction;
- n. If the accused fails to appear for the hearing without notifying the Committee, 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
- o. An attempt will be made to ensure a Student Conduct Committee is available to hear appropriate cases. However, in the event the University is not in session and a Committee is not feasible, a case will be heard by the University's Student Conduct Officer and/or an appropriate appointee as designated by the Student Conduct Officer or in conjunction with the Chief Student Affairs Officer or their designee.

## **Appeals**

The request for an appeal must be in writing to Chief Student Affairs Officer or designee or the Chairperson of the Student Conduct Committee within forty-eight (48) hours or two class days after the date of notification of the sanction. An appeal may be granted if one or more of the following reasons are justified in the written request:

- a. New evidence or witnesses exist;
- b. Improper hearing procedures;
- c. Sanction(s) are too punitive for the offense; and
- d. Bias of the hearing committee.

The Chief Student Affairs Officer will inform the student of the decision to grant an appeal within forty-eight hours or two class days of receipt of the request.

The CSAO'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 the charges if new evidence is produced that would warrant such action(s); and
- c. Reduce the sanction based on "too punitive for offense".

A second appeal may be made to the Chief Student Affairs Officer only in cases where suspension and expulsion are the pending sanctions. The decision of the Chief Student Affairs Officer, in consultation with the President, is final.

## **FEE ASSESSMENTS (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. Philander Smith University does have the right to assess a fee as a sanction for the violation of policies and/or for non-completion of sanctions.

## **Policy for Non-Completion of Educational Sanctions**

It is the responsibility of the student to complete a sanction by the assigned due date. Failure to complete a sanction as assigned will result in an assessed fee as specified below, and the student must still complete the educational sanction. A student can be assigned the following educational sanction(s) by the Student Conduct Officer or Student Conduct Committee:

## **Educational Sanctions & Fees for Non-Completion**

- a. Judicial Educator Modules—\$50 fee
- b. Attend a Counseling Program—\$50 fee
- c. Attend or Present an Alcohol/Drug Prevention Program—\$50 fee
- d. Attend or Present a Violence Prevention Program—\$50 fee
- e. Visit a S.T.A.R.S. Success Coach—\$50 fee
- f. Complete a Research/Reflection Paper—\$25 fee
- g. Perform an Assigned Work Detail—\$25 fee
- h. Complete a Poster Campaign—\$15 fee
- i. Complete a Letter of Apology—\$15 fee
- j. Complete Community/Work Service Hours—\$3/hr. fee (max. \$75)

If an educational sanction is not completed, a notice will be sent to the student indicating their thirty (30) day time period to pay the assessed fee and complete the sanction. If the student fails to make payment and/or complete the assigned sanction, the student's record will be flagged preventing re-enrollment until the requirements are satisfied.

## **INFRACTIONS AND VIOLATIONS**

### **Academic Dishonesty**

The University reserves the right to withdraw any student who fails to abide by the rules and regulations governing student life at the University. Academic dishonesty includes, but is not limited to, misconduct during testing periods and inadequate acknowledgement of source materials of term papers and other materials show evidence of plagiarism. When an instructor has evidence that a student has been dishonest in an academic work, he/she will take one of the following actions and inform the Student Conduct Officer in writing:

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

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

### **Aiding and Abetting**

Aiding and abetting includes misconduct by others that would be in violation of the rules outlined in the Code of Conduct, any University 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 Conduct.

### **Alcohol Possession, Use, Consumption, and/or Distribution**

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

- a. *Consuming Alcohol Beverages on University Property*
  - Suggested sanction(s): Disciplinary probation, community service, referral to a drug and alcohol abuse program and must present a certificate of completion to the Student Conduct Officer
- b. *Possession of Alcoholic Beverages on University Property in opened or unopened containers, including cars and other vehicles*
  - Suggested sanction(s): Disciplinary probation, community service, referral to a drug and alcohol abuse program and must present a certification of completion to the Student Conduct Officer
- c. *Being under the influence of alcoholic beverages on University property*
  - Suggested sanction(s): Disciplinary probation, campus community service, referral to a drug and alcohol abuse program and must present a certification of completion to the Student Conduct Officer



d. *Providing and/or Distributing Alcohol to Minors*

Any individual or organization that provides or distributes alcohol to and individual under the age of 21.

- Suggested sanction(s): Suspension from the University for individuals and organizations for one (1) year.

e. *Possession of Alcoholic Items as Decorations/Souvenirs*

Students are not to decorate their room, common area, or bathroom with alcoholic items. All alcoholic items found as decorations will be documented for violation of the alcoholic policy. Alcoholic items are defined as any item(s) that once contained alcohol or alcoholic beverages (i.e., empty alcohol bottles, empty wine bottles, empty beer cans or bottles, beer bong, or other distribution devices). 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(s): Disciplinary probation, campus community service, referral to a drug and alcohol abuse program and must present a certification of completion to the Student Conduct Officer

Suggested sanction levels for the aforementioned violations depending on the severity and frequency of the offense:

Level 1: Warning; parental notification; educational program; fine

Level 2: Parental notification; educational program; fine

Level 3: Disciplinary probation; parental notification; alcohol prevention program; fine

Level 4: Suspension; alcohol prevention program; expulsion

### **Arson**

Willfully starting a fire in University buildings or on University property; recreational activities which include the use of fire such as bonfires and cookouts must be approved by the Chief Student Affairs Officer and must be in compliance with local and state fire codes. This also includes setting a fire. Fire setting is deliberately setting a fire without authorization and; fire set with the intention of destroying property.

- Suggested sanction(s): Suspension, restitution, and/or expulsion

Suggested sanction levels depends on the gravity and frequency of the offense:

Level 1: Suspension; community service; restitution

Level 2: Suspension; expulsion; restitution

### **Attempted Offenses**

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

- Suggested sanction(s): Reprimand (verbal or written), community service, and/or any additional sanction deemed to be appropriate

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: Disciplinary probation; fine

### **Conversion**

A person is guilty of conversion when he/she, 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(s): Disciplinary probation

### **Cyberbullying**

Statement of Principles: Intolerance and bigotry are antithetical to the values of the University and unacceptable within the Philander Smith University community. One of the ways the University 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 University 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 University's policy against harassment. It will strengthen it.)

Verbal assault (including cyber bullying), defamation, or harassment interferes with the mission of the University. 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 University 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 University 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 University will not tolerate in any circumstance or on any level of cyber bullying in any form. The University 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.**

Universal Citation: [AR Code § 5-71-217 \(2015\)](#)

(a) As used in this section:

(1) "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;

(2) "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; and

(3) "School employee" means a person who is employed full time or part time at a school that serves students in any of the grades kindergarten through grade twelve (K-12), including without limitation a:

(A) Public school operated by a school district;

(B) Public school operated by a state agency or institution of higher education;

(C) Public charter school; or

(D) Private school.

(b) A person commits the offense of cyberbullying if:

(1) He or she transmits, sends, or posts a communication by electronic means with the purpose to frighten, coerce, intimidate, threaten, abuse, or harass another person; and

(2) The transmission was in furtherance of severe, repeated, or hostile behavior toward the other person.

(c) The offense of cyberbullying 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.

(d) (1) Cyberbullying is a Class B misdemeanor.

(2) Cyberbullying is a Class A misdemeanor if the victim is a school employee.

- Suggested sanction(s); Disciplinary probation; suspension depending on the gravity of the offense

### **Damage to or Defacing of University Property**

Deliberate or willful vandalism of, destruction, damage, or defacement of University property, and property belonging to an individual, including, but not limited to, defacing structures and facilities, littering, unauthorized biking and skateboarding such as on sidewalks, in buildings, in other

pedestrian areas, etc. and painting residence hall rooms without authorization or contrary to painting guidelines when permission is given.

- Suggested sanction(s): 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

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

a. *Possession and/or Use of Narcotics in Any Form*

This means the possession without a prescription of any illegal drug, such as marijuana, marijuana butts, cocaine, heroin, narcotics, barbiturates, and any other substance that is illegal in the State of Arkansas and the United States.

- **Suggested sanction(s):** Suspension for one (1) year, with return contingent upon completing a certified drug and alcohol abuse program stating the student is able to return to school. Additional sanctions may be imposed by the Chief Student Affairs Officer.

b. *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 PSU property and/or at events sponsored by the University; this also involves such related incidents that are subject to prosecution under local, state, and federal laws.

- **Suggested sanction(s):** Disciplinary expulsion

c. *Possession of Drug Paraphernalia*

Drug paraphernalia is defined as all equipment, products, and/or materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, or concealing, or used to facilitate injecting, inhaling, or otherwise introducing a controlled substance into the body. The illegal possession and/or use of drug paraphernalia, including but not limited to, reach 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.

- **Suggested sanction(s):** Referral to a counseling center, completion of a drug abuse program with documentation of completion from the certified program

d. *Accessory to Drug Use, Possession or Sale*

- **Suggested sanction(s):** Disciplinary suspension for one (1) year. Mandatory referral for drug counseling, documentation of treatment from certified facility. Other sanctions may be levied by the Chief Student Affairs Officer.

Suggested sanction levels for the aforementioned Drug policy depending on the gravity and frequency of the offense:

Level 1: Parental notification; educational program; fine

Level 2: Parental notification; probation; suspension; educational program; fine

Level 3: Parental notification; Suspension; Expulsion

### **Failure to Comply**

Failure to comply with a request or directions from a University official acting in the performance of their duties, failure to present your University ID when requested by University officials, failure to evacuate buildings during fire alarms. Failure to comply with all sanctions of the Philander Smith University Student Conduct Committee.

- Suggested sanction(s): Probation and/or disciplinary suspension

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**

Reporting a false fire alarm or bomb threat by any means, including phone calls or a warning device. The theft, removal of, or tampering with fire extinguishers or safety equipment or exit signs.

- Suggested sanction(s): Verbal or written warning, loss of housing privileges, and/or disciplinary probation or suspension

### **Forgery**

Alteration, destruction, or misuse of University documents, records (including altering one's work timesheet), identification, or other property, including selling, altering, and transferring one's ID card.

- Suggested sanction(s): Disciplinary probation, suspension

### **Fraud**

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

- Suggested sanction(s): Disciplinary probation and/or suspension

### **Gambling**

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

- Suggested sanction(s): Suspension

### **Hazing**

Hazing shall be defined as: (1) Any action taken or situation created, on or off the premises of the University, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or suffering as a means to gain entry into an organization; and (2) Any activities which are life-

threatening to the individual or intended to physically hurt the individual or humiliate the individual mentally.

- Suggested sanction(s): Suspension for not less than two (2) academic years for the individual and the organization; any student that allows him/her to be hazed will be suspended. Expulsion may also be sanction

### **Misrepresentation**

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

- Suggested sanction(s): Expulsion

### **Misuse of University Supplies, Documents or Services**

A person is guilty of the misuse of University supplies, documents or services when he/she forges, alters, uses without permission, and/or possesses University supplies or documents without authority.

- Suggested sanction(s): Disciplinary probation

### **Moral Offenses**

Lewd, indecent, 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(s): Disciplinary probation, mandatory referral for counseling and/or suspension based on the gravity of the offense

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

Level 1: Warning; judicial educator

Level 2: Judicial educator; educational program; fine

Level 3: Probation; educational program; fine

Level 4: Suspension; expulsion; fine

### **Obstruction or Disruption of University Activities**

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

- Suggested sanction(s): Disciplinary probation and/or suspension

Suggested sanction levels based on the gravity and frequency of the offense:

Level 1: Warning; judicial educator

Level 2: Judicial educator; educational program; fine

Level 3: Probation; educational program; 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. Approval from the Vice President of Student Affairs is needed.

- Suggested sanction(s): Removal of the pet by the 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 University.

- a. Fighting
  - Suggested sanction(s): Suspension for one semester and/or one year disciplinary probation
- b. Assault
  - Suggested sanction(s): 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 includes conduct that 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 depending on the gravity and frequency of the offense:

- Level 1: Warning; judicial educator
- Level 2: Judicial educator; educational program; fine
- Level 3: Probation; educational program; fine
- Level 4: Suspension; fine

## **Public Intoxication**

Universal Citation: [AR Code § 5-71-212 \(2020\)](#)

(a) A person commits the offense of public intoxication if he or she appears in a public place manifestly under the influence of alcohol or a controlled substance to the degree and under circumstances such that:

(1) The person is likely to endanger himself or herself or another person or property; or

(2) The person unreasonably annoys a person in his or her vicinity.

(b)(1) Public intoxication is a Class C misdemeanor.

- Suggested sanction(s): Disciplinary probation, community service, counseling

### **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 contact by telephone, letter, in person, by electronic means (including social media), or by a third party; damaging or vandalizing personal property; offensive acts and/or gestures; or overt threats, whether they are actually carried out or not.

### **Telephone Fraud**

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

- Suggested sanction(s): Disciplinary probation for one semester; for residential 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 University campus or any University property. A person is guilty of possession of stolen property when he/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 University, an organization affiliated with the University, a member of the University community or a campus visitor.

- Suggested sanction(s): Suspension and/or restitution

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

Level 1: Suspension; probation; restitution

Level 2: Expulsion; restitution

### **Unauthorized Use of University Property**

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

- Suggested sanction(s): Disciplinary probation and suspension for one semester depending on the gravity of the offense. For residential life students, the loss of housing may apply depending on the gravity of the 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, explosives, such as dangerous chemicals on University property or at University events is specifically prohibited unless authorized by the Chief Student Affairs Officer. This also includes the use of weapons or any other object as a weapon on University property or at University sponsored events. Suggested sanction(s): Disciplinary expulsion

- a. *Possession or use of items that resemble guns, knives, or other weapons, such as nut not limited to, water guns, cap guns, starter pistols, etc.*
  - Suggested sanction(s): Disciplinary probation, community service, counseling
- b. *Possession or use of firecrackers/fireworks*
  - Suggested sanction(s): Suspension

## **SECTION VII**

### **RESIDENTIAL LIFE**

The purpose of this Handbook is to provide Residential students with a resourceful information tool. The contents 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 that residents may experience or issues that may need to be addressed. The Residential Life staff encourages residents to familiarize themselves with the contents of the Handbook.

#### **Mission Statement**

The Mission of Residential Life at Philander Smith University 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, comfortable, and that meets 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 (RL) 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 University and the residential facility. The RL staff also encourages students to make them (RL staff) their primary contact when they have issues or concerns. Residents are also required to act in compliance with the RL staff's requests or instructions. Residents that fail to comply are subjected to sanctions.

#### **Director of Housing and Residential Life**

The Director of Housing and Residential Life is a full-time, 12 month live-in professional position reporting to the Chief Student Affairs Officer. The Director is the Chief Housing Official on campus and will have primary responsibility for overseeing, coordinating, and developing the residential life program.

#### **Assistant Director/Operations Manager**

The Assistant Director/Operations Manager is responsible for assisting with the administration of Residential Life and general office operations. The Assistant Director/Operations 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**

The Area Coordinator is a full-time, 12 month live-in professional position. The Area Coordinator will work under the direction of the Chief Student Affairs Officer and the Director for Housing and Residential Life. The Area Coordinator will serve as the primary staff person coordinating staff supervision, student development, and programs.

## **Resident Assistants (RA)**

RAs are student employees that are carefully selected by the Residential 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, and conducive to the educational objectives of the University.

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

## **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, and various other administrative duties assigned by the RL staff.

## **Maintenance Technicians**

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

## **Custodial Technicians**

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

## **Security**

PSU Security personnel monitor the RLC daily at selecting hours. 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 the weekend.

## **Residential Life Policies**

### **Bicycles/Motorcycles/Hover-Boards**

Bicycles, motorcycles, and other wheeled devices such as hover-boards, may not be stored or chained in hallways, walkways, or any other public location in the residence hall. Storage in these areas may cause blockage of fire exits and other difficulties. Student shall not ride or carry bicycles inside the building. Motorcycles should be parked in the parking lot. Student shall not ride rollerblades, skateboards, or scooters in the residence hall. Hover-boards are strictly prohibited on the campus of Philander Smith University including the 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/PSU 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.

### **Cable Television**

Each room is equipped with cable television. The cost associated with this service is included in the room and board fee. Students are asked to provide their own coaxial cable which can be purchased from most merchandise stores. Please be advised that outside antennas/satellite dishes for any use is 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 following 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; and
- 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 remains 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 up to removal of Housing.

## **Common Areas**

Common areas for resident use. Common areas are off limits to sports, horseplay, and other non-sanctioned activities. Common areas include the TV lounge, Social Room, laundry rooms, snack rooms, and study lounge.

## **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 Residential Life staff.

## **Decorations**

Residents are encouraged to decorate their room in a manner that makes them feel at home. However, restrictions for decorations 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, 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 the floor(s).
- Residents are prohibited from decorating their room with alcohol and/or drug paraphernalia or offensive items. These items found in their room will be immediately removed upon staff knowledge of them and will result in judicial sanction.

## **Deliveries**

Food, postal, flower or other deliveries are not permitted to be delivered directly to a resident's room. Those items must be delivered to the front desk of the RLC. Residents are required to pick-up deliveries in person at the Bookstore located in the Myer L. Titus Building.

## **Dining Services/Rules and Regulations**

All PSU residents are required to have a meal plan.

## Doors

Each room has a private door with a privacy 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 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/DVD/Blu-Ray/Wii
- Desk Lamps
- Air Fryers
- Coffee maker
- Electric Potpourri Pots
- 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, incense)
- Halogen lamps
- Oversized speakers
- Amplifiers
- Air fryer

## 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 the 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 pests and/or rodent problems. Residents are required to immediately report any sightings of pests or rodents to the staff at the RLC information desk.

*Note: Residents who have pests 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.*

## 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 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 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 member. **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 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 pests 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 University 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 University property in their room that was not originally in the room will be charged with unauthorized use of University property and subject to disciplinary sanctions.*

## **Guest(s) Policy**

Guests are defined as individuals who are not contracted occupants of the residence hall. All outside guests are not permitted outside of the hours of 10:00 p.m. until 2:00 p.m. (Sunday-Thursday), and 11:00 p.m. until 2:00 p.m. (Friday and Saturday).

## **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.

## **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!

## **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 the Student Health Services section of the Student Handbook.

### **Internet**

All rooms come equipped with data ports for Internet access and WIFI. Students must refer to PSU CITS regarding Internet rules and regulations. For more information, see the Student Computer Policy section of the Student Handbook.

### **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. Residence 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.

### **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.

### **Maintenance Policy and Services**

The Residential Life Facilities have 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 keys(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 requests for service are given top priority. Non-critical requests 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 non-attendance. **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 instrument 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.**

## **Overnight Guest(s)**

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

## **Outdoor Noise Policy**

The University has established outdoor quiet hours from 10:00 p.m. to 10:00 a.m. on Sunday through Thursday, and from 11:00 p.m. to 10:00 a.m. on Friday and Saturday. Exceptions to these hours for group activities (i.e., outdoor activities, step shows, etc.) must be approved by the Director of Housing and Residential Life. 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 M.L. Harris Building 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 the Parking section of the Student Handbook.

## **Pets**

Due to sanitary, health, and safety reasons, pets of any kind are not allowed in students' rooms.

## **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 televisions should not be played at a noise to disturb others. Quiet hours are from 10:00 p.m. through 9:00 a.m. **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 midterm and 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 renters' insurance for its residents. However, residents interested in purchasing student property/renters' insurance may contact the NATIONAL STUDENT SERVICES, INC. at [www.nssi.com](http://www.nssi.com) or by calling 1-800-256-6774.

## **Residential Requirements**

All students residing on campus at PSU must be a full-time student enrolled in at least twelve (12) credit hours during the Fall and Spring academic semesters. During the Summer session and Summer Bridge, students residing on campus at PSU must be enrolled in at least 6 credit hours.

## **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.

## **Solicitation**

Students, student organizations, or outside vendors/organizations may not solicit, sale, advertise, or distribute materials of any nature inside the Residential Life facility without approval from the Office of Student Affairs. For more information, see the Solicitation section of 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 surveillance.

## **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 1<sup>st</sup> Floor of the M.L. Harris Building. The nurse's 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 throughout the residence halls. Surveillance cameras are monitored by Residential staff and PSU security personnel 24 hours per day/7 days 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 camera 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. 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 use.

## **Visitation/Guests**

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

- Visitation in resident rooms of the opposite gender is Sunday through Thursday from 2:00 p.m. to 10:00 p.m. and Friday and Saturday from 2:00 p.m. to 11:00 p.m.

All visitors/guests will be held accountable for honoring the Visitation/Guests policy, to include:

- Residential hall room doors cannot be locked during visiting hours
- Noise level to a minimum
- Current students must have a PSU ID to be left with the appropriate residence hall staff
- A resident can only check in one visitor at a time (Exception-Parents/guardians/siblings)
- Non-PSU students must leave a valid driver's license with the appropriate residence hall staff
- Cannot check in to visit one room and visit another (guests are restricted to the room listed)
- Cannot mass congregate in rooms (no more than four at a time)
- Guests must be respectful of the occupant's roommate
- No overnight guests unless authorized by the Director of Housing
- No parties
- All residents and guests must comply with the instructions of the Director of Housing, Professional Housing Staff, Resident Assistants, and University Security

Residents are responsible for their visitors and must escort their guests at all times. Visitors are not permitted to remain in the halls of the residence halls.

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. Repeat violators will be subjected to sanctions for student conduct. Non-PSU visitors who violate the visitation guidelines will be referred to PSU Security and/or Little Rock Police Department for trespassing.

Guests must sign in at the reference desk/designated area(s) 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. Guests are required to leave all Residential Life buildings when visitation hours end.

In an emergency, visitors and residents must exit the residence halls.

Note: The Director of Housing and Residential Life, Chief Student Affairs Officer/designee can cancel visitation in an emergency situation, circumstances that could jeopardize the residents' safety and security, and/or for non-compliance with the Visitation Policy.

Sanction levels depending on the gravity and frequency of the offense:

Level 1: Warning

Level 2: Suspension of visitation privileges

Level 3: Suspension from housing

Level 4: Suspension from the university

The university can determine the judicial sanction based on the gravity of the offense.

### **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, window screens are equipped on each of the windows inside each Residential Life facility. Residents are urged not to remove the screens from the windows. The deliberate removal of a window screen will result in 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.**

## **Residential Life Housing Procedures**

### **Check-In Procedures**

It is the policy of Philander Smith University 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 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 Housing and Residential Life. 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 charge for staying past the closing date.

Residents are not officially moved out of the RLC until they have completed 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 the closing date.

Note: Students attending Summer Session I and Summer Bridge will not be allowed to move into the Residential Life prior to that sessions’ opening. Students registered for Summer Session I or Summer Bridge will be required to check out of the residence halls after Summer Session I and Summer Bridge have concluded.

### **Contracts**

All students aged 18 and older are required to sign a housing contract. A parent or legal guardian must sign for students under the age of 18. The housing contract is a document in which students are bound to during the 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.

### **Fines**

The Housing Director has the right to assess fines as sanctions.

### **Individual Assessment of Residential Fines**

<b>Violation</b>	<b>Fine Amount</b>
Missing Furniture	Cost of the Item
Theft of Property	Cost of Item
Dirty Room (Including Bathroom)	\$50.00 Per Day
Trash in the Room or Hallway	\$25.00 Per Day
Key Replacement	\$75.00
Unauthorized Visitation	\$75.00
Improper Checkout	\$150.00
Tampering with Smoke Detector	\$250.00
Fighting	Immediate Removal From Housing
Gambling	\$75.00
Alcohol Violation	\$75.00
Unauthorized Room Change	\$150.00/Removal From Housing
Use of Emergency Exit	\$250.00
Entrance or Exit Thru Window	\$500.00/Removal From Housing
Smoking in the Residential Hall	\$250.00
Violation of Quiet Hours	\$50.00
Failure to Comply	\$100.00
Unauthorized Pets(s)	\$250.00
Littering	\$25.00
Open Flame Devices	\$25.00 Per Item
Disorderly Conduct	\$75.00
False Identification	\$75.00
Lockout	\$25.00
Paraphernalia or Contraband	\$150.00

## Community Assessment of Residential Fines

Violation	Fine Amount
Bathroom: Toilet, Tub, Floor	\$50.00 Per Day
Trash in the room or hallway	\$25.00 Per Day
Common Areas Suite A, B Panther Village	\$50.00
Microwave	\$25.00
Refrigerator	\$25.00
Porch Lights Not On	\$25.00
Improper Checkout	\$150.00
Tampering with Smoke Detector	\$250.00
Fighting	Immediate Removal from Housing.
Gambling	\$75.00
Alcohol Violation	\$75.00
Smoking In the Residential Hall	\$250.00
Violation of Quiet Hours	\$50.00
Failure to Comply	\$100.00
Littering	\$25.00
Disorderly Conduct	\$75.00
Smoking Contraband or Paraphernalia.	\$150.00

### Keys

Each resident receives a key to his/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 Technicians are the only persons 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 keys/Open Path at all times. Lending keys or allowing friends, associates, family or other residents to use your Open Path is strictly prohibited. Residents identified as violating RLC key policies will be sanctioned and/or fined.

### 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 permission of a RLC staff.

### Roommates/Requests/Changes

All residents will be assigned a roommate. Residents may request a particular roommate during the housing application process. Requests to change an assigned roommate must be approved by the 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 Director of Housing and Residential Life. 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 (3) weeks after the semester has started.

### Room Condition Reports (RCR)

Room Condition Reports (RCR) are given to each resident when they initially check into Residential Life. RCRs are used to document the inventory and condition of the room when the

resident checks into the room, and are used again to assess the inventory and condition of the room once the resident checks out of the room. When a resident checks out, any damages that were assessed as repairs and replacement beyond normal wear and tear will be charges directly to the resident(s).

### **Room Consolidation**

All room assignment are for double occupancy. Residential Life will reassign and consolidate rooms in the event of vacant spaces. If this occurs, preference for room/roommate choice 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 reserves the right to enter, inspect and perform repairs, etc. at all times convenient to authorized Residential Life agents.

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

- 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. Note: Room inspections will be conducted whether or not the resident(s) 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, guests 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 behavior to a Residential Life staff member or call Campus Security at (501) 370-5370.

### **Temporary Room**

In the event that a student cannot be immediately checked into Residential Life (i.e., registration discrepancies), Residential Life may offer the student a temporary room assignment. Students who



receive a temporary room assignment will have to sign an agreement to move out of Residential Life within a specified time period.

### **Thefts**

In cases of theft, residents should contact PSU Security and/or a Residential Life staff member for assistance.

To prevent a theft:

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

**Note: Philander Smith University is not responsible for any stolen or missing items. In addition, Philander Smith University does not assume any legal obligation to pay for lost 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 the appropriate insurance to cover such losses.**