

Paul Quinn College

3837 Simpson Stuart Road

Dallas, Texas 75241



Student Handbook 2020-2021

The PQC Student Handbook is regularly reviewed by the faculty and staff of the college and is meant to be used as a resource during the entire student development process. All students are provided with access to the PQC Student Handbook upon their initial enrollment, typically during New Student Orientation. **All students are held accountable for reading, understanding, and abiding by the listed rules and regulations which govern the policies, practices and interactions of students, faculty and staff, both on and off-campus. When the student disciplinary process is triggered, the Student Handbook will be used as a guide for a fair and thorough investigation and adjudication process.**

As policies are created or revised, and then approved by the PQC Board of Trustees, the updated version will be widely disseminated to students and the entire College community. The PQC Student Handbook is published to the College's website – www.PQC.edu.

Questions or concerns about the contents of the Student Handbook should be directed to the Dean of Students, at CEEL@pqc.edu.

Revised February 2020
BOT Approved May 1, 2020

Alma Mater

Words and music by Mrs. H. Miller Yancy
Published by Dr. J. W. Yancy, II

Forever like a beacon light
May Paul Quinn College ever stand?
To guide the human race aright
And bless and brighten all the land.

From North and South, from East and West
Your sons and daughters strong and fair
Stand true in life's refining test -
Resolve the right to do and dare.

As sons and daughters ever devout,
May we resolve the best to be?
And o'er our foes within, without,
March on to signal victory.

And when at last we've won life's day,
A great and strong triumphant throng
Shall chant in heav'n in full array:
Paul Quinn, our Alma Mater song.

CHORUS

Paul Quinn College, song of our souls,
We will strive to bring you fame each day
That time unfolds.
Inspired by God and man, you are a shrine
Beyond compare
Paul Quinn, our dear Alma Mater fair

TABLE OF CONTENTS

PRESIDENT'S WELCOME 2

FOUNDATIONS 7

CAMPUS DIRECTORY INFORMATION 15

ADMISSIONS, ENROLLMENT AND ACADEMIC INFORMATION 17

APPLICATION PROCESS 18

ADMISSION OF FIRST-TIME FRESHMAN 18

ADMISSION OF TRANSFER STUDENTS 18

ADMISSION OF INTERNATIONAL STUDENTS 19

ADMISSION OF FORMER STUDENTS 19

ADMISSION OF NON-TRADITIONAL, PART-TIME AND VETERAN STUDENTS 20

CONDITIONAL ADMISSION 20

STUDENTS WITH DISABILITIES 20

CREDIT FOR PRIOR LEARNING 20

TRANSFER CREDIT POLICY 22

NEW STUDENT ORIENTATION 23

PLACEMENT TESTING 23

PRESIDENTIAL SCHOLARS PROGRAM 24

REGISTRATION 25

COURSE LOAD 25

COURSE OVERLOAD 25

AUDITING COURSES 26

SCHEDULE CHANGES (DROP/ADD/WITHDRAWAL) 26

WITHDRAWAL FROM THE INSTITUTION 26

ACADEMIC INTEGRITY POLICY 31

ACADEMIC STANDING 33

ATTENDANCE POLICY 35

CHANGE OF NAME AND ADDRESS 37

CHAPEL 37

COURSE SUBSTITUTIONS AND WAIVERS 38

ENROLLMENT VERIFICATION 38

FINAL EXAMINATIONS 39

GRADUATION POLICY 42

TRANSCRIPT REQUESTS 43

TRANSIENT POLICY 44

CURRICULUM AND DEGREE PROGRAMS 46

ACADEMIC PROGRAMS 46

GENERAL EDUCATION CORE CURRICULUM 46

LIBERAL ARTS ABILITIES 47

PROGRAMS OF STUDY 48

THE PAUL QUINN COLLEGE WORK PROGRAM 49

THE WORK PROGRAM 50

- **PRODUCING EFFECTIVE, HIGH-QUALITY WORK SUPERVISORS 50**

SCHEDULE OF FEES 68

SAMPLE COST OF ATTENDANCE AND BUDGET FOR FULL-TIME ON CAMPUS AND OFF CAMPUS ENROLLMENT 73

FINANCIAL AID AND SCHOLARSHIPS 75

SATISFACTORY ACADEMIC PROGRAMS (SAP) 77

STUDENT ACCOUNTS 80

THE CENTER FOR CIVIC ENGAGEMENT, ENTREPRENEURSHIP AND LEADERSHIP (CEEL) 83

OVERVIEW OF CENTER FOR CIVIC ENGAGEMENT, ENTREPRENEURSHIP & LEADERSHIP (CEEL) 84

COMMUNITY SERVICE 84

STUDENT ORGANIZATIONS 85

COLLEGE SERVICES 95

HEALTH AND WELLNESS 102

ATHLETICS 103

RESIDENCE LIFE 104

CODE OF CONDUCT AND DISCIPLINARY PROCEDURES 114

114

SANCTIONS 129

SECTION IV: ADMINISTRATIVE RESOURCES 132

COMPLAINT WITH THE TEXAS HIGHER EDUCATION COORDINATING BOARD 132

CAMPUS SAFETY PLAN 134

FIRE ALARM PROCEDURES 136

BOMB THREATS/EXPLOSIONS 136

TORNADO 137

CAMPUS MAP AND DIRECTIONS 139



President's Welcome

Welcome to Paul Quinn College. I am proud to introduce you to one of the greatest stories in the history of higher education. We are a unique school, one that is proud of its role in providing a college education to the underrepresented classes in America. Paul Quinn College is an African Methodist Episcopal institution whose over 145 years of existence make it the oldest Historically Black College west of the Mississippi River. While we are proud of our history, we are also proud of our new role as a college that prepares students to assume the mantle of true servant leadership, who demand production over protocol, and refuse to give quarter to mediocrity and the status quo.

At our core, we are a liberal arts-inspired college that instills in our students the values of integrity, service, leadership and accountability. We strive for excellence and innovation. Our purpose is to teach our students to challenge conventionality through the development of their minds, bodies and souls. We seek to produce scores of leaders who are prepared to guide this world ethically and financially through their thoughts, words and actions.

Paul Quinn College is the school for students whose goal is greatness. Paul Quinn College is the school for people who desire to create legacies. Paul Quinn College is the school for people who leave places better than they found them and who believe in loving something greater than themselves. If you are this person, and if you subscribe to these beliefs, then let me be the first to say “Welcome Quinnite, we’ve been waiting for you.”

Sincerely,

A handwritten signature in cursive script that reads "Michael J. Sorrell".

Dr. Michael J. Sorrell, Esq.

President

Paul Quinn College

Purpose of the Paul Quinn College Student Handbook



The purpose of the Paul Quinn College Student Handbook is to communicate to current and prospective students the College history, expectations, and policies and procedures for student interaction and engagement in a way that is clear, concise and comprehensive.

The Student Handbook provides information to students about the organization of the College. The information contained in the handbook is subject to change at any time as a result of official actions taken by the College. Notices of any changes will be made available to the students via written communication.

The information contained in this handbook does not constitute a contract between Paul Quinn College and a student. It is not the intent of the College to misrepresent its requirements or provisions so it is imperative that one requests clarification on items that are unclear or require further explanation.

Each student is individually responsible for knowledge of all current College policies and regulations and general and specific requirements as contained in this Student Handbook, the Work Program Handbook, Academic College Catalog, and other College publications.

Students who enroll in Paul Quinn College, as well as their parents or guardians, are expected to abide by the educational philosophy, goals of the institution, policies and regulations of the College. Both parties also agree to accept the conditions and consequences defined in this student handbook.



CAMPUS BUILDINGS



LUCY HUGHES RESIDENCE HALL, formerly Pearl C. Anderson Hall was completed in 1971, is named in honor of Mrs. Lucy M. Hughes the first connectional president of the A. M. E. Church.



JOSEPH J. RHODES EDUCATION BUILDING, completed in 1961, houses classrooms, faculty offices, and laboratories for the Teacher Education program. This building is set to be remodeled into a Residence Hall. Construction will begin August 2018.



ISABEL AND COMER COTTRELL STUDENT UNION, completed in 1970, houses a lounge, Student cafeteria, Student Government Association (SGA) Office, Mental Health Counseling Center, snack bar, meeting and Presidents dining rooms, food service facilities, weight room, post office, the Loft

Student Residences, Student Support Services, Upward Bound, Health Center, Student Activity Center, Athletic Offices, classroom and Computer Lab



W. R. WHITE SCIENCE AND MATHEMATICS BUILDING, completed in 1968 and completely renovated in 1992, houses classrooms, general and research laboratories, and offices for natural science, mathematics, and computer science.



JOHN HURST ADAMS ADMINISTRATION AND CLASSROOM BUILDING, completed in 1987, named for former President and Bishop John Hurst Adams, serves as the central Administration Building and contains classrooms, faculty offices, Career Clothes Closet, the Office of the President, and the Adams Auditorium.

RICHARD ALLEN CHAPEL, formerly Carr P. Collins Chapel, completed in 1967, houses the religious education center. This handsomely designed structure with impressive sanctuary is the gift of Mr. Carr P. Collins, Sr. and Mr. and Mrs. Charles S. Sharp, philanthropist and prominent benefactors.





ZALE LIBRARY, completed in 1966, is named for its chief benefactor, Morris B. Zale and family, houses the three computer laboratories, The Adams Archives, media room, Ethnic Cultural Center (ECC), and meeting space.



GYMNASIUM, completed in 1961, provides classrooms, offices, and other facilities for physical education and athletics.



The WE Over Me Farm, Located on the school's former football field, the WE Over Me Farm is a fully operational project that emphasizes sustainable growing practices, stewardship and community engagement. The farm was made possible through a partnership form PepsiCo, which works with the school to create farm-related businesses to serve local communities, chefs and restaurants.

Foundations



The History of Paul Quinn College

Paul Quinn College was founded by a small group of African Methodist Episcopal (A.M.E.) preachers, under the leadership of Bishop J. M. Brown, in Austin, Texas, on April 4, 1872. The College was later relocated to Waco and established as a modest one-building trade school at Eighth and Mary Streets, where the Missouri-Kansas-Texas Railway Station now stands. Here newly freed slaves were taught blacksmithing, carpentry, tanning and other skills.

As A.M.E. districts were developed throughout the South, funds became available for a larger school. Consequently, in 1881 two acres of the Garrison Plantation in East Waco was purchased. Later, twenty more acres were added. To construct the first building, a “Ten Cents a Brick” campaign was launched throughout the A.M.E. congregations, thus, pennies of the desperately poor people built the first solid monument to their dreams.

In May 1882, Paul Quinn College, named for Bishop William Paul Quinn, A.M.E. Bishop of the Western States for almost thirty years, was chartered by the State of Texas. Today the College is the oldest liberal arts college for African Americans in the State of Texas.

In 1950 the college experienced a massive expansion. In the four years between 1950 and 1954 the campus added a campus church, a student union building, a new administration building, and a gymnasium. Major renovations were also made to other campus buildings. In 1954 the Waco Chamber of Commerce initiated a \$100,000 drive to build a new women’s residence hall to replace the one that had been destroyed by a fire. This was the first significant fundraising campaign by non-AME Church members.

In the 1960s further additions and renovations were made at the college including new residence halls, a two-story classroom building, a library, and a fully equipped science building. An Ethnic Cultural Center was added in 1975.

In 1990, with a gift from Dallas businessman Comer Cottrell, Paul Quinn College relocated from Waco to the former campus of Bishop College on 147 acres of beautiful rolling hills and trees just south of downtown Dallas, Texas.

In 2007, the College entered into a new era symbolized by its institutional ethos of WE Over Me and the “Four Ls of Quinnite Leadership”: Leave places better than you found them; Lead from wherever you are; Live a life that matters; and, Love something greater than yourself. This new era has resulted in numerous national honors, including being named “2011 HBCU of the Year,” the 2013 President’s Higher Education Community Service Honor Roll, and “2012 HBCU Student Government Association of the Year.” Dr. Michael J. Sorrell was selected twice as the “HBCU Male President of the Year,” and Paul Quinn College has had two White House All-Star Students—Kevin Lee and Destiny Modeste. Additionally, Paul Quinn College won the inaugural HBCU Battle of the Brains at SXSW in 2017.

In March 2017, Paul Quinn College received designation as the ninth federally recognized Work College in the country. This recognition is especially notable since Paul Quinn College is the only Work College in an urban setting and the only Work College at an HBCU or Minority Serving Institution. The Work College designation forms the foundation of Paul Quinn College’s New Urban College Model, which positions the college for national expansion.

Presidents of Paul Quinn College

1872-Present

Bishop J. M. Brown	(1872-1876)	George Singleton	(1943-1946)
Bishop R. H. Cain	(1876-1880)	Nannie Bell Aycock	(1946-1951)
H. T. Keiling	(1880-1883)	Sherman L. Green, Jr.	(1951-1953)
I. M. Burgan	(1883-1891)	Frank R. Veal	(1953-1956)
N.A. Banks	(1891-1892)	John H. Adams	(1956-1962)
H. T. Keiling	(1892-1896)	L. H. McCloney	(1962-1969)
I. M. Burgan	(1896-1904)	Stanley E. Rutland	(1969-1976)
W. J. Laws	(1904-1908)	Reuben D. Manning	(1976-1978)
D. A. Butler	(1908-1911)	William D. Watley	(1979-1981)
I. M. Burgan	(1911-1914)	L.H. McCloney	(1981-1982)
J. K. Williams	(1914-1924)	Norman W. Handy	(1982-1984)
J. F. Williams	(1924-1926)	Warren W. Morgan	(1984-1992)
N.A. Banks	(1926-1928)	Winston D. Powers	(1992-1992)
Dean Mohr	(1928-1932)	Lee E. Monroe	(1992-2001)
A.S. Jackson	(1932-1939)	Dwight J. Fennell	(2001-2005)
J. W. Yancy II	(1939-1942)	John K. Waddell	(2006-2007)
George Davis	(1942-1943)	Michael J. Sorrell	(2007–present)

Guiding Mission, Values, and Aims

Mission of Paul Quinn College

The mission of the College is to provide a quality, faith-based education that addresses the academic, social and Christian development of students & prepares them to be servant leaders and agents of change in the global marketplace.

Institutional Objective

The six Institutional Objectives connect the mission of the College, the Institutional Ethos of WE Over Me and the Four Ls of Leadership, to the current Strategic Plan of the College in order to provide guidance for the day to day operations of the College. The Institutional Objectives, visually organized around the corresponding L of Quinnite Leadership are listed below:

LEAVE Places Better than you found them: We Over Me

1. Prioritize the needs of the global community over individual pursuits by teaching our students to think critically and act justly in all encounters, whether said encounters be personal, professional, or civic.

LEAD from Wherever You Are: Academic Excellence and Career Readiness

2. Integrate the tools of commanding speech, clear written communication, and broad interdisciplinary academic training to form the bases of knowledge and skill suited to future study, career placement and entrepreneurial enterprise.
3. Connect professional reliability, personal fiscal responsibility, and social accountability with innovative problem-solving to deliver not just quality work product, but also societal change.

LIVE A Life That Matters: Civic Engagement, Social Entrepreneurship, & Faith

4. Treat historic injustice as an opportunity to foster sustainable social change through civic engagement, entrepreneurship, and leadership.
5. Demonstrate understanding of the application of faith-based values to a wide spectrum of challenges, from the local to the global, with appreciation of the values and history of the A.M.E. Church.

LOVE Something Greater Than Yourself: Servant Leadership

6. Cultivate servant leadership as defined by ethical practices, educational excellence, and fiscal responsibility.

Christian Philosophy of Education

Paul Quinn College, founded by and still affiliated with the African Methodist Episcopal Church (A.M.E.), is committed to holistically developing our students with a Christian perspective of the world. Although programs are designed for all students that desire to learn in a Christian community, we welcome students from all faiths who are willing to follow the policies, practices and educational objectives of the institution. The College is committed to providing an exceptional liberal arts education and, as a Christian institution, our students will actively engage as servant leaders and global citizens.

Doctrinal Statement of Paul Quinn College

Paul Quinn College, its students and employees, affirm the Biblical and theological foundations of the A.M.E. Church and commit ourselves to fulfilling the mission and philosophy of education that reflects our foundations. These beliefs are enumerated in the Articles of Religion, the Standard Sermons of John Wesley and the Apostle's Creed.

Apostle's Creed

I believe in God the Father Almighty, Maker of heaven and earth, and in Jesus Christ his only son our Lord who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried. The third day he arose from the dead; he ascended into heaven and sitteth at the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. I believe in the Holy Spirit, the Church Universal, the communion of saints, the forgiveness of sins, the resurrection of the body and the life everlasting. Amen.

Foundational Beliefs

The Trinity: There is but one living and true God, everlasting, without body or parts, of infinite power, wisdom and goodness; the maker and preserver of all things, both visible and invisible and in unity of this God-head, there are three persons of one substance, power and eternity; the Father, the Son and the Holy Ghost. (Article I)

Deity and humanity of Christ: The Son, who is the Word of the Father, the very and eternal God, of one substance with the Father, took man's nature in the womb of the blessed Virgin; so that two whole and perfect natures, that is to say, the God-head and manhood, were joined together in one person, never to be divided, whereof is one Christ, very God and very man, who suffered, was crucified, dead and buried, to reconcile his Father to us, and to be a sacrifice, not only for original guilt, but also for actual sins of men. (Article II)

The Bible: The Bible is primary, authoritative and informative in all matters of faith and practice; all Scripture is given by inspiration of God (2 Tim. 3:16-17). The Holy Scripture containeth all things necessary to salvation; so that whatever is not read therein, nor may be proved thereby, is not to be required of any man that it should be believed as an article of faith, or be thought requisite or necessary to salvation. In the name of the Holy Scriptures, we do understand those canonical books of the Old and New Testament, of whose authority was never any doubt in the Church. (Article IV)

Creation: God is creator of all. (Genesis 1:1) "All things where made by Him, and without Him was not anything made that was made." (John 1:3) We agree with John Wesley (Sermon 56) when he said, "When God created the heavens and the earth, and all that is therein, at the conclusion of each day's work it is said, "and God saw that it was good." (Genesis 1:1-27). Thus, we believe that creation occurred in six literal days.

Redemption: Not every sin willingly committed after justification is the sin against the Holy Ghost, and unpardonable. Wherefore, the grant of repentance is not to be denied to such as fall into sin after justification. After we have received the Holy Ghost, we may depart from grace given, and fall into sin, and by the grace of God, rise again, and amend our lives. and therefore they are to be condemned who say they can do no more sin as long as they live here; or deny the place of forgiveness to such as truly repent. (Article XII)

Salvation: We are accounted righteous before God only for the merit of our Lord and Savior, Jesus Christ, by faith, and not by our own works or deserving; wherefore, that we are justified by faith only, is a most wholesome doctrine, and very full of comfort. (Article IX)

Second Coming: Jesus Christ his only son our Lord who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead; and buried. The third day he arose from the dead, he ascended into heaven

and sitteth at the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. (Apostle's Creed)

Heaven and Hell: and he who was seated on the throne said, "Behold, I am making all things new." Also he said, "Write this down, for these words are trustworthy and true." and he said to me, "It is done! I am the Alpha and the Omega, the beginning and the end. To the thirsty I will give from the spring of the water of life without payment. The one who conquers will have this heritage, and I will be his God and he will be my son. But as for the cowardly, the faithless, the detestable, as for murderers, the sexually immoral, sorcerers, idolaters, and all liars, their portion will be in the lake that burns with fire and sulfur, which is the second death." (Revelation 21:5-8)

Satan: Satan is a real being, a fallen angel, the tempter and the accuser. We believe we are to follow the admonition of James: "Submit yourselves therefore to God. Resist the devil, and he will flee from you" (James 4:7)

The Quinnite Creed

As a Quinnite, I promise to embrace the ideals of servant leadership and will, at all times, display only the highest degree of ethical practices, spiritual faithfulness, and financial responsibility.

As a Quinnite, I believe in the "Four Ls of Quinnite Leadership":

To **Leave** places better than you found them;

To **Lead** from wherever you are;

To **Live** a life that matters; and

To **Love** something greater than yourself.

As a Quinnite, I believe in making no small plans. I will be bold, fearless and relentless in the pursuit of my dreams.

As a Quinnite, I will never allow a stumble to become a fall. I will always keep my eyes on the prize and continue to march forward.

As a Quinnite, I believe in the beauty and strength of families and vow to always be a respectful mate and a loving parent.

As a Quinnite, I believe in the words of Isaiah 58:9-12 and commit to feeding the hungry, taking care of the needs of the troubled and rebuilding old cities, roads and houses.

As a Quinnite, I accept that greatness is the goal for myself, for my school and for my community -- now and forever. Amen.

The Institutional Ethos

The needs of the many supersede the wants of the few, which can be summarized as **WE Over Me**.

A handwritten graphic in purple ink. The word "WE" is written in a bold, slightly slanted font above a thick horizontal line. Below the line, the word "ME" is written in a similar bold, slightly slanted font. The overall effect is a visual representation of the phrase "WE Over Me".

The Quinnite Code of Honor

A Quinnite does not lie, cheat, or steal or tolerate those who do.

Symbols and Other Aspects of Paul Quinn College Culture

Paul Quinn College Colors

The Paul Quinn College colors are black and purple and gold. They were first chosen and used in 1906, and updated in 2008.

Paul Quinn College Mascot



The Paul Quinn College mascot is the “Tiger.”

Operational Authority and Affiliations

Certificate of Authorization

The Texas Higher Education Coordinating Board has granted a Certificate of Authorization to Paul Quinn College to award the following Bachelor of Arts (B.A.) and Bachelor of Science (B.S.) degrees:

Biology

Business Administration – Accounting

Business Administration – Entrepreneurship

Business Administration – Fundraising & Philanthropy

Business Administration – Management

Health & Wellness

Legal Studies

Liberal Arts – Communication

Liberal Arts - General

Liberal Arts – History

Liberal Arts – Mathematics

Liberal Arts – Political Science

Liberal Arts - Psychology

Liberal Arts – Route Teacher Certification

Religious Studies

This certificate does not constitute accreditation; the issuance of this certificate attests only to the institution's having met the Board's standards established for nonexempt institutions.

Questions or complaints about the institution should be addressed to:

Texas Higher Education Coordinating Board

P.O. Box 12788

Austin, TX 78711-2788

512.427.6200

Statement of Accreditation

Paul Quinn College is accredited by the Transnational Association of Christian Colleges and Schools (TRACS), P.O. Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org. For information on filing a complaint against Paul Quinn College, visit the following website:

<http://tracs.org/documents/1.ComplaintInformationSheet-AgainstInstitution.pdf>

Affiliations

Paul Quinn College is affiliated with the Association of Institutions of Higher Education of the African Methodist Episcopal Church (A.M.E.).

Campus Directory Information

Paul Quinn College

3837 Simpson Stuart Road

Dallas, TX 75241-4398

214-379-5449

www.pqc.edu

Academic Advising / Degree Plans	Advising@pqc.edu	214-379-5441
Academic Affairs	AcademicAffairs@pqc.edu	214-379-5484
Alumni Affairs	Alumni@pqc.edu	214-379-5551
Athletics	Athletics@pqc.edu	214-379-5551
Business Office (Student Billing)	Bursar@pqc.edu	214-379-5560
Cafeteria (Menu & Hours)	Cafe@pqc.edu	214-379-5513
Campus Clubs and Organizations	CEEL@pqc.edu	214-379-5442
Campus Security	Security@pqc.edu	214-379-5599
CEEL (Student Affairs)	CEEL@pqc.edu	214-379-5551
College Registrar (Transcript Requests)	Registrar@pqc.edu	214-379-5412
Donations to Paul Quinn College	PresidentsOffice@pqc.edu	214-379-5546
Prospective Students	Apply@pqc.edu	214-379-5449
Facilities	Facilities@pqc.edu	214-379-5403
Faculty	AcademicAffairs@pqc.edu	214-379-5484
General Information	Apply@pqc.edu	214-379-5449
Health Services	HealthServices@pqc.edu	214-379-5526
Housing / Lucy Hughes Dormitory	Housing@pqc.edu	214-379-5455
Information Technology / Computing	ITSupport@pqc.edu	214-379-5507
President's office	PresidentsOffice@pqc.edu	214-379-5546
Scholarships and Financial Aid	FinAid@pqc.edu	214-379-5303
Student Government Association	CEEL@pqc.edu	214-379-5442
Student Support Services (TRiO)	SSS@pqc.edu	214-379-5483
Placement Testing and Disability Services	AcademicAffairs@pqc.edu	214-379-5484
Upward Bound	UpwardBound@pqc.edu	214-379-5419

WE Over Me Farm	PQCFarm@pqc.edu	214-379-5457
Work Program	WorkProgram@pqc.edu	214-379-5517
Zale Library	Library@pqc.edu	214-379-5565
Human Resources	HumanResources@pqc.edu	214-379-5522

Admissions, Enrollment and Academic Information



Admission to Paul Quinn College

Paul Quinn College accepts qualified students who will benefit from its academic programs, without regard to race, color, national origin, gender, age, sexual orientation, disability or veteran status. The College is committed to transform students into global leaders who will strive to accomplish greatness in their service of others.

Application Process

A completed application packet must include the following documents:

- Application for admission (available at pqc.edu/apply)
- Official ACT and/or SAT scores (not required for transfer students with more than 15 credit hours)
- Official transcript(s) sent directly from high school and college
- Letter of recommendation
- Three to five-minute video that answers two of the following questions:
 - If you were inviting any five people-past, present, or future-to dinner, who would they be and why would they be included?
 - One of the Four L's of Quinnite Leadership states: Live a life that matters. This speaks to one's personal legacy. What would you like to be the five words used to describe your legacy? Please explain how you selected these words.
 - What is the biggest problem in your neighborhood/city and how would you solve it?

The minimum required grade-point average (GPA) for regular admission is a 2.75 on a 4.00 scale and/or a 650 average for GED candidates.

Applications are reviewed by the College's Admissions Committee. Upon review, applicants are notified of their status by the Office of Enrollment Management.

Admission of First-Time Freshman

A first-time freshman is a student who graduated from high school or the equivalent and has never attended college. Applicants who have not graduated should show progress toward high school completion and must submit all the application requirements for review.

Home-Schooled Applicants

Students who have been home-schooled follow the same procedures for admission as any other first-time freshman applicant, including the submission of an official transcript and ACT or SAT scores.

Admission of Transfer Students

A transfer student is anyone entering the College as a student from another institution of higher learning. The following additional policies apply to transfer applicants:

1. A transfer student must complete the full application process for the College;

2. Credits can only be transferred from nationally or regionally accredited institutions. Some courses not regarded as consistent with a liberal arts curriculum may not be accepted toward a degree.
3. At most, 60 credit hours can be transferred from a community college, and a maximum of 90 credit hours can be transferred from a four-year institution.
4. Candidates with fewer than 15 transferable credit hours must submit a final high school transcript and official ACT or SAT scores.
5. Transfer credit is given only for courses in which the student earned a C or higher. Developmental and remedial courses will not count toward degree completion.
6. Transfer credit is given only for courses which will count toward the Paul Quinn College degree requirements; and only the transfer courses counted toward the Paul Quinn degree will appear on the official College transcript.
7. The College reserves the right to accept or deny credits earned in the general education core curriculum of another institution. Specifically, English Composition I is not automatically accepted as transfer credit.
8. Transfer students are required to take the ACCUPLACER Placement Exam prior to enrolling in classes at Paul Quinn College, if they have not already received credit for college-level English or math. If the transfer student has already taken a placement exam, the official score report must be submitted for review prior to registration for classes.

Admission of International Students

The College welcomes students from all over the world and will evaluate applicants based on the educational system from which they come. International students should submit their admission credentials well in advance of the semester in which they expect to enroll to allow time for official documents to be received through international mail systems. The application for international students is the same as traditional students, with the following additional requirements:

1. Official or certified true copies of transcripts from each secondary and postsecondary school attended. These should include a record of subjects taken and marks earned for each year of study. Documents must have the official signature and seal of a school official. A certified English translation must accompany all documents not in English. For placement purposes, course descriptions may be requested from international transfer students.
2. Official or certified true copies of all national, public or qualifying examinations that have been completed.
3. Notarized Affidavit of Sponsorship. The Affidavit of Sponsorship must be certified by a bank of the American Consulate, indicating sufficient funds and commitment to the student throughout his/her studies at Paul Quinn College.
4. TOEFL scores for nonnative English speakers.
5. Statement of financial resources.

Admission of Former Students

Former students who have not been enrolled at the College for two consecutive semesters must reapply for admission. A student reapplying for admission must complete the regular admission requirements, and submit official transcripts of any college level work completed while away from the College. A student who was on an approved leave of absence is required to reapply if the approved timeframe has been exceeded.

Students who are absent from the College for one year or more will be required to satisfy the degree and core requirements in effect the year they return to the College.

Admission of Non-Traditional, Part-time and Veteran Students

Paul Quinn College welcomes non-traditional and veteran students to apply for admission to the College. Non-traditional students are students who have been out of school for five or more years. A part-time student is one enrolled in a degree program and taking fewer than 12 credit hours in an academic term. For any of these students, the same admissions and degree completion requirements as traditional students must be satisfied.

Conditional Admission

Students who do not meet the general admission criteria may be admitted to the College under the “Conditional Admission” program. Students who are conditionally admitted to the College will be asked to execute an agreement between themselves and the College outlining what they must accomplish to remain enrolled at the College. If the conditional agreement is violated, the student’s acceptance to the College may be rescinded. Additionally, all conditionally admitted students must participate in the Carrington Living and Learning Community Program (CLLC). This program provides students who are struggling in their academic careers the opportunity to receive additional academic support to better serve their various learning styles. In order to ensure academic success, the CLLC has set standards that students are to abide by in order to remain enrolled at Paul Quinn College. The standards are non-negotiable and, if strictly adhered to, will provide students with the greatest opportunity for collegiate academic success.

Students with Disabilities

The American with Disabilities Act (ADA) extends federal civil rights protection in several areas to people who are considered “disabled.” As required by law, the College will make every reasonable effort to provide accommodations to students who require such assistance. To be considered “disabled” under ADA, individuals must have a condition that impairs a major life activity. Students with disabilities should contact the Office of Academic Affairs/ADA Coordinator for arrangement of the required special services or needs.

Credit for Prior Learning

Paul Quinn College offers Advanced Placement (AP), International Baccalaureate (IB), StraighterLine, Portfolio Review, College Level Examination Program (CLEP) and Credit by Exam credit for prior learning outside formal college courses.

No more than one quarter of the credit applied toward a student's degree program may be based on work completed outside a collegiate setting. A maximum of 12 credit hours can be awarded to a student through CLEP, portfolio review, StraighterLine, or credit by exam. In no instance may credit be awarded for life experience per se or merely for years of service in a position or job. The Registrar will post all applicable credit and monitor total credit hours that may be applied. Credit for prior learning will be applied as indicated below.

Advanced Placement (AP) Examinations

Paul Quinn College accepts credit earned through Advanced Placement Program of the College Board and the American Council of Education (ACE). Credit is ordinarily awarded for AP scores of three or better as indicated on the table below. Students may request a credit review for AP subject tests not indicated below. Credit awarded will be posted on the official transcript and may be used to satisfy degree requirements. AP course equivalencies are reviewed periodically by the faculty and the Vice President of Academic Affairs to verify and determine course equivalents and ensure that they are in line with course learning outcomes.

AP Examinations – Table of Credits Accepted

Minimum Score	Examination	Equivalent Course	Credits
3	Biology	BIOL 1324/1124	4
3	Chemistry	CHEM 1411	4
3	Computer Science	COSC 1301	3
3	Economics-Macroeconomics	ECON 2301	3
3	Economics- Microeconomics	ECON 2302	3
4	English Language/Composition	ENGL 1301/ENGL 1302	6
3	History, United States	HIST 2301	3
3	Statistics	MATH 1303	3
3	Psychology	PSYC 2301	3
4	Spanish Language	SPAN 1301/SPAN 1302	6

CLEP Examinations

Paul Quinn College will award credit for acceptable scores on certain tests published by the College Level Examination Program (CLEP) and the American College Testing (ACT). Students may request a credit review for CLEP subject tests not indicated below. Earned credit will be posted on the official transcript and may be used to satisfy degree requirements. CLEP course equivalencies are reviewed periodically by the faculty and the Vice President of Academic Affairs to verify and determine course equivalents and ensure that they are in line with course learning outcomes.

CLEP Subject Examination	Minimum Score Required	PQC Course	Credit Hours
College Composition	50	ENGL1301	3
Intro to College Literature	50	ENGL 1302	3
College Spanish	63	SPAN 1301, 1302	6
College Algebra	50	MATH 1301	3
Intro to Macroeconomics	50	ECON 2301	3
Intro to Microeconomics	50	ECON 2302	3
Intro to Psychology	50	PSYC 2301	3

International Baccalaureate (IB) Examinations

Paul Quinn College accepts credit earned through International Baccalaureate Examinations. Credit is ordinarily awarded for IB High Level (HL) scores of five or better. Students may request a credit review through the Office of Academic Affairs. Credit awarded will be posted on the official transcript and may be used to satisfy degree requirements. IB course equivalencies are reviewed periodically by the faculty and the Vice President of Academic Affairs to verify and determine course equivalents and ensure that they are in line with course learning outcomes.

Portfolio Review

A student who has completed formal training through their employer, the military or another organization that provides specific documentation on the provided training, can submit a detailed portfolio of completed training, certifications and passed examinations. The portfolio should contain course descriptions, required course content, length of course, license or certifications attained, etc. The Vice President of Academic Affairs, the Registrar and the appropriate faculty member will review the portfolio to determine the amount of College credit to be awarded.

Other Credit by Examination

A student who wishes to demonstrate proficiency in a specific course that does not have a CLEP exam available, may request to take a final comprehensive examination and/or request to complete the major capstone assignments for the course to earn credit. The passing score(s) on the examination or major assignment will be used to justify awarding credit for the course. The faculty member, in conjunction with the Vice President of Academic Affairs, will review the planned exam and/or capstone assignment to be certain it is rigorous enough to award college credit. No content instruction is provided to a student who attempts to earn credit by examination.

StraighterLine

Paul Quinn College awards limited college credit through courses offered by StraighterLine. A maximum of 12 credit hours can be earned for courses with grades of C or better. No credit will be awarded in the following areas: English Composition I and II, mathematics, science, courses required to fill major requirements. See further details in the Transient Policy.

Transfer Credit Policy

The following rules apply to both continuing students and incoming students who wish to be awarded Paul Quinn College transfer credit. Students who have successfully completed college-level courses at nationally or regionally accredited institutions may earn credit that applies to degree requirements. The following policies govern the consideration and acceptance of transfer credit at Paul Quinn College:

1. The Office of the Registrar will evaluate all college transcripts for transferable credit based on a Paul Quinn College degree plan in a declared or intended major within the first semester of enrollment. Upon completion of this review the student will be notified of transferable credits. Assessment of potential credit hours awarded is provisional until the student enrolls and presents official transcripts from all institutions previously attended.
2. At most, 60 credit hours can be transferred from a community college, and a maximum of 90 credit hours can be transferred from a four-year institution;
3. The College will award transfer credit only for courses in which the student earned a C or higher. Developmental and remedial courses are not transferrable, but may be used for placement purposes.

4. The College will award transfer credit only for courses which will count towards an intended or declared Paul Quinn major. Only the transfer courses counted toward the Paul Quinn major will appear on the official College transcript.
5. The College reserves the right to accept or deny credits earned from another institution.
6. Transfer credit will not be awarded for work experience. However, students may be eligible to earn credit for work-related certifications and training. See Credit for Prior Learning.
7. Currently enrolled Paul Quinn College students who wish to take courses elsewhere for transfer credit must complete and submit the Off-Campus Study Request Form. See Transient Policy and Residency Requirement.
8. Students who wish to appeal their transfer credit evaluation may do so by contacting the Vice President for Academic Affairs.
9. Students transferring from PQC should expect other institutions to have similar policies with criteria of performance and fit governing the acceptance of transfer credits. While each institution is different, students should encounter no difficulty transferring credit from Paul Quinn. Any records office with questions about student credit should be directed to contact the Office of the Registrar at Paul Quinn College.

Summer Bridge

The Summer Bridge Program is a six-week summer program designed to prepare students for the rigors of college and life in the Quinnite Nation. The program is mandatory for all new students matriculating in the fall. By attending Summer Bridge, new students are able to earn up to nine credit hours toward their degree requirements. Additionally, the program provides an opportunity for new students to begin creating strong relationships with professors, classmates, staff, and the College President.

New Student Orientation

New Student Orientation (NSO) is designed to ease the transition to college life. Attendance at all NSO activities is required for every first-time student enrolled at the College. Beginning with the new student check-in and concluding with class registration, the NSO is filled with educational, entertaining, and social activities that prepare students for the life of a Quinnite. Students, staff, faculty and administrators interact with the new students during NSO. The orientation experience does not end with New Student Orientation; it extends throughout the academic year and includes student participation in academic and social programs and other activities that are designed to aid students in their adjustment to college life.

Placement Testing

Paul Quinn College requires the ACCUPLACER exam, or a similar placement exam, to determine placement in college-level English and Mathematics. This policy applies to all new students. Students may satisfy this requirement with one of the following:

- Submit an official transcript (high school or college) with ACCUPLACER scores listed.
- Submit an official College transcript with English Composition and/or College Algebra (or their equivalents) shown with grades of 70 percent or above and documentation of the placement process used by that accredited institution (placement testing, developmental course completion, etc.).
- Request the ACCUPLACER score report be sent directly to Paul Quinn College Registrar's Office.

- Take the ACCUPLACER on the campus of Paul Quinn College prior to the beginning of classes.

If neither of these options are met, the student will be placed in the developmental level of ENGL 1300, READ 1300, and MATH 1300 until scores are available. After the semester's census day (12th class day), the enrollment placement will not be change regardless of placement test score.

The ACCUPLACER exam is scheduled for new students during Summer Bridge or the week prior to the beginning of classes, during the New Student Orientation session. Students in the area may contact Academic Affairs (academicaffairs@pqc.edu) for earlier testing dates.

The developmental reading, writing and mathematics courses offered by Paul Quinn College are designed to prepare students for college-level reading, writing and mathematics. The courses are to be taken in sequence. For example, a student who places into READ 1300 must pass the course with a 70 percent or above, and will then enroll in ENGL 1300. After successfully passing ENGL 1300, the student is ready to enroll in ENGL 1301. It is possible for a student to retake the ACCUPLACER to demonstrate preparedness to move on to ENGL 1301. The same pattern applies to mathematics. After successfully passing MATH 1300A, the student will move on to MATH 1300B and then MATH 1301.

It is also important for a student who places into a developmental level course to enroll in the needed courses in math, reading and/or writing as soon as possible so the needed development is not delayed.

Presidential Scholars Program

The Paul Quinn College Presidential Scholars program is a renewable, merit-based, full scholarship offered by the College. Recipients of this honor represent an elite group of students who have demonstrated superior academic achievement and possess the potential to distinguish themselves professionally in their fields of study. The goal of the program is to continuously challenge the scholars to reach their full intellectual potential through rigorous and concentrated study.

Applicants must submit a complete application packet along with a 500-word essay on the following topic: "Identify and discuss the three most important characteristics of an effective servant leader."

First-time freshmen must be projected to rank in the top 15 percent of their graduating class, possess a minimum 3.50 grade-point average on a 4.00 scale, demonstrate outstanding leadership abilities, and submit test scores of a 24 on the ACT or 1100 on the SAT (critical reading and math combined).

Transfer students must be projected to complete bachelor's degree in four years or less, possess a minimum 3.50 grade-point average on a 4.00 scale in non-developmental courses, demonstrate outstanding leadership abilities and submit test scores if student has completed less than 15 college credit hours.

Current Paul Quinn College students must have been enrolled at least one year prior to applying for the scholarship, possess a 4.00 grade-point average, have demonstrated outstanding leadership abilities and have committed no violations to the student code of conduct.

In order to renew the scholarship, Presidential Scholars must maintain a minimum 3.50 grade-point average every semester, be on pace to graduate from Paul Quinn College in four years or less and commit no violations to the student code of conduct.

For more information regarding the Paul Quinn Presidential Scholars Program, please contact the Office of Enrollment Management (apply@pqc.edu).

Registration

An admitted student, approved to enroll by Enrollment Management and Financial Aid, is eligible to register for classes at Paul Quinn College when their status has been updated to matriculated. Only matriculated students may participate in academic advising and other phases of the registration process. During registration, transfer students may request an abbreviated review of their transfer credit hours to determine which classes to enroll in during their first semester. Transfer credits will not be listed on the Paul Quinn College transcript until after the first semester is completed and a full advising session has been completed.

Dates for registration and pre-registration for fall and spring sessions respectively are published in the College Academic Calendar. All students are required to register according to this schedule. A schedule of classes is available online during the registration periods. Using their degree plan, students are urged to study the schedule carefully and in conjunction with their advisor, plan their schedule with appropriate classes. It is the student's responsibility to complete the registration process. Failure to complete the registration process within the scheduled time period will result in a late registration penalty of \$250 added to the student's account. The registration process allows the student to notify the College of their intention to enroll or to continue enrollment. Upon initial enrollment at the College, all new students are charged the \$200 Registration Fee. A student who does not register by the deadline established by the Academic Calendar will be withdrawn from the College.

Meningitis Vaccination Policy

Texas State Law requires the meningitis vaccine for all students under the age of 22 years old, enrolled in on-campus college classes. Documentation of the meningitis immunization must be dated 10 days prior to the move in date or the first day of classes, or students will not be allowed to move into any campus residence hall space.

Course Load

To be classified as a full-time student in the fall and spring semesters, undergraduates must be enrolled in a minimum of 12 credit hours by the end of the drop/add period. Full-time status in the summer term is enrollment in at least six credit hours. Students registered for fewer than 12 credit hours are classified as part-time and charged tuition based upon the number of credit hours in which they are enrolled. Eligibility for many forms of financial aid, participation on intercollegiate varsity sports teams and maintaining certain visa statuses for international students requires full-time status.

A normal course load for full-time students in the fall and spring semesters is 15-18 credit hours. However, students should consult with their academic advisor to determine an appropriate course load each term based upon a holistic review of student obligations. Students should bear in mind that for each enrolled credit hour, faculty expect that they will spend two to three hours outside of class completing the learning and work of the course. NOTE: To graduate in four years, students must successfully complete, on average, 15 credit hours each fall and spring semester.

Course Overload

Students who wish to enroll for more than 18 credit hours during a fall or spring semester must seek permission for a course overload from their academic advisor and the Vice President of Academic Affairs. To enroll in 19-21 credit hours, students must have at least a 3.00 cumulative grade-point average (GPA). Students who wish to enroll in more than 21 credit hours must possess at least a 3.50 cumulative GPA. Seniors who need to take more than 18 credit hours in their final semester to complete graduation requirements may petition for a course overload even if they do not meet minimum GPA criteria. NOTE: Students enrolled in more than 18 credit hours will be charged a per credit tuition rate for each credit hour above 18.

Auditing Courses

A student may audit a course, meaning they are enrolled as an observer or listener, with written approval of the instructor and the Vice President of Academic Affairs. Students must indicate their intention to audit the course at the time of registration. Approval is granted based on space availability. Once a course has been registered for audit, it may not be changed. No credit is granted for audited courses and the grade of audit does not affect the grade-point average. Students who are auditing a course are not required to prepare written assignments or take examinations. The fee to audit a single course is \$300.

Schedule Changes (Drop/Add/Withdrawal)

Once the regular registration period has ended, a student cannot change class sections, drop a class, enroll in a new class, or withdraw from all classes without approval. Requests for schedule changes are not official until updated and filed in the Registrar's office.

If a course is dropped during the official drop/add period, there is no penalty. The dropped course will not appear on the student's record. Courses withdrawn from after the drop/add period are recorded as W. The published deadline for course withdrawal is listed in the academic calendar.

Course Withdrawal

The official withdrawal deadline is posted in the academic calendar. Students who withdraw from a course(s) prior to the withdrawal deadline will receive a grade of W on their Paul Quinn College transcript. After the deadline has passed, a student who is unable to complete the semester will receive a performance grade earned at the time the student stopped attending. If there are extenuating circumstances which restrict a student from withdrawing from a course prior to the deadline, individual circumstances will be considered by the Vice President of Academic Affairs. Written documentation of extenuating circumstances is required.

Depending on when the request to withdraw from a course is submitted, the student's Financial Aid Award MAY be impacted. A student who changes from full-time to three-fourths time, or to part-time status MAY be required to pay Financial Aid funds back to the Department of Education. Any funds required to be returned will be calculated by the Financial Aid Office and updated to the student's account. Students are encouraged to consult with the Financial Aid Office and their academic advisor prior to withdrawing from any course.

Withdrawal from the Institution

In order to completely withdraw from the College within any term, a student must meet with their academic advisor to obtain a withdrawal form and to begin the withdrawal process. Refunds will be made according to the policy outlined in the Refund Policy section.

A student who formally withdraws from all classes, prior to the published withdrawal deadline will receive grades of "W" in all courses. Students who miss the published deadline to withdraw from classes may file a written request for an exception to be considered. Petitions will not be considered unless the student provides evidence of extraordinary circumstances that prevented the student from withdrawing from classes by the published deadline. Not being aware of the published deadline does not meet the requirement for an exception to be considered. Requests for exceptions to this policy are to be submitted to the Vice President of Academic Affairs.

Return of Financial Aid Funds

Depending on when the request to withdraw from the institution is submitted, the student's Financial Aid Award MAY be impacted. A student who, who completely withdraws from ALL classes MAY be required to pay Financial Aid funds back to the Department of Education. Any funds required to be returned will be calculated by the Financial Aid Office and updated to the student's account. Students are encouraged to consult with the Financial Aid Office and the Retention Mangers prior to withdrawing for any course.

Administrative Withdrawal

Administrative Withdrawal from a course(s) may result from habitual delinquency in class or any other circumstance that prevents the student from fulfilling the purpose of the class. Students can be administratively withdrawn for failure to maintain sufficient attendance in their courses. The College reserves the right to cancel the registration of any student. Students who are withdrawn due to disciplinary issues forfeit the right to a refund.

Disciplinary Withdrawal

Students may be expelled immediately for the following items:

- a. Possession of illegal drugs. Drugs are not allowed on Paul Quinn College campus.
- b. Possession of weapon(s), ammunition, or explosives of any kind.
- c. Storing, possession, or detonation of firearms (including BB, paint ball and Pellet guns).
- d. Assault and/or intimidation of faculty or staff.
- e. Academic dishonesty.
- f. Theft on- or off-campus.
- g. Behavior unbecoming of a Quinnite.

Suspension

Suspension means separation from the College for a period set by the President, Vice President of Academic Affairs, or Dean of Students. In some circumstances, the College may select to summarily suspended a student for his/her safety or while an investigation is being conducted.

Suspension shall:

- a. Be effective on the date of notice of suspension, except that the notice may state otherwise;
- b. Prescribe the conditions, including, but not limited to, the term of suspension;
- c. Be entered into the student's permanent record;
- d. Prescribe the date and conditions upon which a student may petition for reinstatement;
- e. Subject a student to re-instatement probation and to any or all of those conditions imposed therewith. Any student suspended from the College for disciplinary reasons shall not be permitted on campus during the period of such sanction without prior written approval from the President, Vice President of Academic Affairs, or Dean of Students or their designee.

All students that are suspended must surrender their Paul Quinn College ID the day the sanction begins.

Expulsion

Expulsion means permanent dismissal from the College. Expulsion means that a student may never return to the institution.

Expulsion shall be effective on the date of notice of expulsion, unless the notice states otherwise. Expulsion will be entered into the student's permanent records.

Condition of Suspension and Reinstatement

Any student suspended from the College:

- a. Shall be denied all privileges afforded a student.
- b. Shall be required to leave immediately when it is determined by Dean of Students that the student's continued presence on the College property constitutes a danger to the College or threatens to disturb the normal educational functions of the College and to remain away so long as that threat or danger continues, except that the individual.
- c. May petition to Dean of Students for entrance to the College for a specific purpose.
- d. Has the right to petition to Dean of Students to remove or reduce the terms of this condition.
- e. Shall petition for reinstatement to the College before being re-admitted and be subject to reinstatement probation.
- f. May be required to meet certain conditions upon reinstatement that are recommended by the Vice President for Academic Affairs or Dean of Students.

Failure to Observe Terms and Conditions

Failure to observe the terms and conditions (Suspension or College Disciplinary Probation) will result in immediate suspension for not less than one academic semester. Students are expected to follow the terms of their Probation/Suspension. No exceptions. **Sanctions not followed to the letter will result in removal from the residence hall or suspension per your letter.**

Medical Withdrawal

Medical withdrawals are only granted to students in the rare case where their physical, mental, or emotional health prevents them from continuing studies at the College. Medical withdrawal may be granted only for the current semester and it is the sole responsibility of the student requesting a medical withdrawal during any semester to complete and submit all required paperwork as soon as reasonably possible. A retroactive medical withdrawal may be considered only in the event that the illness or condition prevented the student from submitting required paperwork prior to the end of the semester. Students granted a medical withdrawal will receive the grade of W in all attempted classes.

All requests for medical withdrawals must be accompanied by a medical professional's letter of recommendation for withdrawal and documentation of illness. This letter must include a medical diagnosis, the time frame during the semester in which the illness or medical condition occurred and an explanation of how the illness prevented the student from being able to continue with his/her academic requirements.

Upon return to the College, the student must present documentation that states the student has been treated by the same or another referred medical professional and in his/her expert opinion the student's condition has improved to the point that they can handle the demands of college life.

Emergency/Military Service Withdrawal

Extreme personal circumstances, such as call-up to active military duty, may constitute grounds for emergency withdrawal from school after the official withdrawal deadline. Emergency withdrawal must be caused by circumstances beyond the student's control and be of an extenuating nature that cause the student to be unable to complete the current semester.

Documentation of the circumstances must be provided before an emergency withdrawal will be considered and must be provided at the time the emergency arises. Students granted any type of emergency withdrawal will receive the grade of W in all attempted classes.

Student Classification

Students are classified as freshmen, sophomores, juniors, or seniors, based on the number of semester credit hours earned and transferred, regardless of the hours' applicability toward a degree. The credit hours associated with each classification are listed below.

Freshman	0-29 credit hours
Sophomore	30-59 credit hours
Junior	60-89 credit hours
Senior	90+ credit hours

Students who have previously earned a bachelor's degree are considered post-baccalaureate students and are not included in these classifications.

Academic Course Policies

Course Numbering System

1000	-	1999	Freshman level courses (except ENGL 1300, MATH 1300, READ 1300)
2000	-	2999	Sophomore level courses
3000	-	3999	Junior level courses
4000	-	4999	Senior level courses

Grade points earned for a course are calculated by dividing the total amount of grade points earned by the total amount of credit hours completed.

Course Type

Lecture: Courses in which instruction is delivered in a lecture or seminar format in a traditional classroom setting. Credits earned are generally equal to the number of hours a class meets weekly.

Lab: Courses delivered in a laboratory format with hands-on instruction.

Internship: Courses in which students apply knowledge from classroom instruction within a work setting for a designated period of time.

Hybrid: Courses that blend traditional classroom lecture format with online or out-of-class experiences and learning activities.

Online: Courses that utilize the College's learning management system to deliver content and instruction over the Internet (online). Learning experiences equivalent to those gained in traditional classroom settings.

Study Abroad: Courses taken in an international setting. Credit determined upon review by the Registrar's office and the Office of Academic Affairs.

Credit Hour

One credit hour may be earned for at least 15 hours of seat time. The 15 hours may be spread out over a 15-week semester, which includes the final exam period. As the number of credit hours increases, the required seat time increases proportionally. Three credit hours are earned for 45 hours of seat time. In a 15-week semester, a three-credit hour course will meet three times for one hour at a time, or two times for one hour and twenty minutes each time. If an eight-week term, a three-credit hour course will meet six hours per week to reach the required seat time minimum. The College includes a buffer of time in the seat time requirement to allow for a 10-minute break for each hour of instruction. The following chart addresses other credit hour and term length configurations currently used by the College:

Credit Hour	Course Length in a 15-week semester	Course Length per week	Example
1	15 hours	1 hour	Personal Finance
2	30 hours	2 hours	Texas Government
3	45 hours	3 hours	College Algebra, English Composition
4	60 hours	4 hours	Calculus I

The number of credits a course is worth is determined by the faculty who are credentialed to teach the course and is based on the type and amount of content to be covered in the course, the length of the course, and whether or not the course content is beginner level, intermediate, advanced, etc.

Double Counting

“Double Counting” refers to instances when one course can fulfill more than one degree requirement simultaneously. Specifically, courses may be used to count for both a course in the General Education Core Requirements as well as major or other degree requirements. No course can count for more than one General Education Core Requirement or more than one major or other degree requirement. Academic programs may restrict the number of General Education Core courses that count toward the major. Duplicate credit will not be awarded for double counted courses.

Internships

Internships are a type of experiential learning that provide students with real world work experience in an environment related to his/her academic major and career interests. The goals of an internship are threefold: to apply the knowledge and skills gained in courses to a work context; to learn the culture, needs, expectations, and dynamics of a work context; and, to complete a work project or research project that demonstrates students’ ability to make meaning of their experience and use and apply their skills and knowledge. An internship experience gives students applied work experience and potential career connections.

All undergraduates are required to complete two, three credit hour internships to satisfy major degree requirements. Students pursuing teacher certification (Liberal Arts – EC-6 Teacher Education or Health & Wellness leading to Teacher Certification) will use their student teaching experience to satisfy the internship requirements. Students ordinarily enroll

in FUND 4999 (previously a 4999 course in their academic discipline e.g., MGMT 4999) in their junior and/or senior year. A maximum of six credit hours of internship credit can be awarded to meet graduation requirements.

Students must identify a possible internship opportunity, gain prior approval from a site supervisor, complete and submit an Internship Approval Form, and receive approval from the Vice President of Academic Affairs prior to starting the internship experience. The Work Program Office, the Office of Personal and Career Development, and the Office of Academic Affairs are all able to assist students in identifying suitable internship opportunities. Students should identify and gain approval for an internship opportunity in the term prior to the term they intend to enroll in the internship course (see FUND 4999).

Internship Guidelines:

1. Internships can be completed on- or off-campus.
2. Internships may be paid or unpaid.
3. Internship experiences must afford students the opportunity to complete tasks and projects related to their academic major and career interests.
4. Students must work a minimum of 80 hours over a minimum of four weeks during a term (fall, spring, summer).
5. Students must identify a possible internship site and gain prior approval from the site supervisor and the Vice President of Academic Affairs prior to starting work hours. Students gain approval through submission of the Internship Approval Form.
6. The internship site supervisor must be willing to verify worked hours, provide an evaluation of the student intern, and provide some degree of guidance and support for the work or research project.
7. An internship work project or research project must be pre-approved by the Vice President of Academic Affairs.
8. Students who fail an internship experience cannot complete another internship at the same site.
9. Students cannot complete two internships at the same site unless their positions are significantly different (e.g., working in an accounting department and working as a human resource analyst) or unless otherwise approved.
10. Worked hours used to satisfy the course requirements must be completed two weeks prior to the last day of classes.

Textbooks

Effective Summer 2015, students are not required to purchase textbooks or supplemental course materials. All required course content will be provided to students by the instructor as electronic resources, links to Web sites and/or handouts. All students and faculty members have access to the Zale Library Electronic Databases, from on and off campus. Electronic resources may also be posted in the CAMS Student Portal and/or MOODLE for student access. In rare cases where open resources are not available for a particular course, the College will acquire a course set of resources which will be loaned to students for the duration of the course. If the loaned resources are not returned to the College in a timely manner, a replacement will be charge will be applied to the student's account.

Academic Integrity Policy

Academic integrity is a fundamental requirement of the learning environment at Paul Quinn College. All members of the Quinnite Nation are expected to understand and adhere to basic standards of honesty and integrity and maintain high ethical standards. Students are expected to uphold the highest levels of academic honesty by creating and submitting their own work and by giving appropriate credit to the work and ideas of other people.

Paul Quinn College supports the statement below from the Center for Academic Integrity found in the 1999 publication, *The Fundamental Values of Academic Integrity*:

“Academic Integrity is a commitment to fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Specifically, these values are defined as follows:

- **HONESTY**: advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.
- **TRUST**: fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.
- **FAIRNESS**: establishes clear standards, practices, and procedures and expects fairness in the interaction of students, faculty, and administrators.
- **RESPECT**: recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas.
- **RESPONSIBILITY**: upholds personal responsibility and depends upon action in the face of wrongdoing.

Types of Academic Dishonesty

- **CHEATING**: the act of using or attempting to use any materials, notes, information, study aids, electronic equipment, or other assistance in any type of written or oral examination/evaluation that has not been authorized by the faculty; presenting previously graded material with the intent of aiding oneself or another on any academic work that is considered in any way in the determination of a course grade.
- **FABRICATION**: the act of inventing, counterfeiting, altering, forging, purchasing, or downloading materials, data or other information and submitting as your own work.
- **FACILITATING ACADEMIC DISHONESTY**: any student who knowingly or negligently allows his/her work to be used by other students or who aid others in any acts of academic dishonesty.
- **PLAGIARISM**: the act of intentionally or carelessly presenting work of another as one's own, such as inaccurately or inadequately citing sources from publications or from the Internet.
- **IMPERSONATION**: the act of allowing another person to take any examinations or to complete graded exams or assignments for another enrolled student under his/her name.

Process for Addressing Violations of Academic Integrity Policy

Students believed to have engaged in academic dishonesty are expected to meet with their professor to discuss the violation and any sanctions.

Responsibility of Faculty – meet with student to present the evidence of the offense, give student an opportunity to state his/her case, and make known the charges and possible sanctions which may be imposed and/or recommended to the Vice President of Academic Affairs. If student does not meet with faculty, the faculty shall notify the student by certified mail with a copy to the Vice President of Academic Affairs. The faculty shall proceed to assign a failing grade for paper, examination or project related to the offense; or assign the failing grade for the course.

Responsibility of the Vice President of Academic Affairs - after receipt of the student's file, the Vice President of Academic Affairs will meet with the student and faculty member. After those meetings and a review of the case, the Vice President will determine if the recommended sanction will be upheld or modified. The student and relevant College offices will be informed of the decision.

Sanctions of Academic Dishonesty

After consultation with the Vice President of Academic Affairs, the faculty will either assign a failing grade of zero on submitted paper, examination, project, or other material related to the offense; or assign a failing (F) grade for the course in which the offense occurred. The Vice President of Academic Affairs may choose to issue a more severe sanction as described below:

- **FORCED REMOVAL** from the class, with a grade of “F”, in which the offense occurred;
- **SUSPENSION** from Paul Quinn College for a specified period of time. When suspended, the student is excluded from all classes and student status is terminated, resulting in the loss of related privileges and activities. If student violates any terms of the suspension, he/she will be subject to further discipline in the form of expulsion (permanent dismissal);
- **DISMISSAL** from the College. This sanction is final; and any reconsideration is only after review of the College President.

NOTE: Forced withdrawal, suspension, or dismissal may result in the student having to pay back the federal government and/or Paul Quinn College any financial aid (federal, state, or institutional) awarded for the semester.

Right of Student to Appeal

The student has the right to appeal, in writing, the allegation to the Vice President of Academic Affairs within 48 hours or two business days.

The student shall have the right to attend and participate in any classes until a decision is made on his/her appeal.

Sanctions (forced removal with a grade of F, suspension, or dismissal) may be appealed to the next higher level (the President).

Academic Standing

Academic Standing (Academic Standing) is determined at the end of each semester and is based upon earned grade-point average in Paul Quinn College (Paul Quinn, PQC, or College) courses. Academic Standing governs a student’s enrollment status with the College and eligibility for graduation. While academic performance also determines Satisfactory Academic Progress (SAP) for financial aid purposes, Academic Standing and SAP are two distinct policies with which students must familiarize themselves (*see Satisfactory Academic Progress Policy*).

Good Academic Standing – Students will be in Good Academic Standing at the College (Good Standing) and maintain Good Standing, so long as they earn 2.00 semester and cumulative grade-point averages (GPAs). Failure to maintain this standard will result in students being placed on Academic Probation or being Academically Suspended from the College (*see below*).

Academic Probation: Students who fail to earn a 2.00 term or cumulative GPA will be placed on Academic Probation (Academic Probation) for the subsequent term. These students will be required to meet with their academic advisor to complete an Academic Improvement Plan and then meet regularly with their advisor to ensure they are on a path to being restored to Good Standing. While on Academic Probation, students are not permitted to hold elected/officer positions in any student organization, participate in Varsity Athletics, or be initiated into a Greek letter organization. This status will be posted on the official transcript.

Continued Academic Probation: There are three situations in which a student will be placed on Continued Academic Probation (Continued Academic Probation):

- A student on Academic Probation for earning a cumulative GPA < 2.00, who subsequently earns a term GPA of at least 2.00, but their cumulative GPA remains below a 2.00;
- A student on Academic Probation for earning a term GPA < 2.00 but whose cumulative GPA is ≥ 2.00 , who subsequently earns another term GPA < 2.00, but their cumulative GPA still remains ≥ 2.00 ;
- A student who is eligible for Academic Suspension, but whose suspension appeal is granted.

Students on Continued Academic Probation will be required to meet with their academic advisor to complete a revised Academic Improvement Plan and then meet regularly with their advisor to ensure they are on a path to being restored to Good Standing. While on Continued Academic Probation, students are not permitted to hold elected/officer positions in any student organization, participate in Varsity Athletics, or be initiated into a Greek letter organization. This status will be posted on the official transcript.

Academic Suspension I: There are two ways that a student may be academically suspended: 1) earn a term GPA of a 0.00 with a cumulative GPA < 2.00, or 2) fail to return to Good Standing after being placed on Academic Probation or Continued Academic Probation. Students who are suspended must sit out for one year (fall and spring semester) before petitioning to be reinstated. This status will be posted on the official transcript.

Students may appeal their suspension in writing. Instructions for submitting an appeal will be sent to all students eligible for Academic Suspension I (Academic Suspension I).

Academic Suspension II: Students who return to the College after being Academically Suspended and reinstated will be eligible for Academic Suspension II (Academic Suspension II) if they 1) earn a term GPA of a 0.00 with a cumulative GPA < 2.00, or 2.00) fail to return to Good Standing after being placed on Academic Probation or Continued Academic Probation. If placed on Academic Suspension II, students must sit out from the College for a minimum of two years (two fall and two spring semesters) before petitioning to be reinstated and reapplying. This status will be posted on the official transcript.

Students may appeal their suspension in writing. Instructions for submitting an appeal will be sent to all students eligible for Academic Suspension II.

Reinstatement After Suspension: Students who wish to return to Paul Quinn after being placed on Academic Suspension I or II must submit a Petition for Reinstatement (Petition) form prior to enrolling. Students who wish to return in a fall semester must submit the Petition form by June 1, while students who wish to enroll in the spring semester must submit the form by November 1. Petitions must be submitted to the Office of Academic Affairs. Reinstatement for a specific term is not guaranteed. Petitions will be reviewed by a committee and decisions will be communicated by the Vice President of Academic Affairs. Students must also successfully reapply for admission.

Upon reinstatement, students must meet with their academic advisor to complete an Academic Improvement Plan and then meet regularly with their advisor to ensure they are on a path to being restored to Good Standing. Students are not permitted to hold elected/officer positions in any student organization, participate in Varsity Athletics, or be initiated into a Greek letter organization in their first semester back from Academic Suspension I or II.

Students who return from Academic Suspension I or II may be eligible for Academic Forgiveness (*see below*) and may be required to update their catalog year.

Enrollment at Other Institutions While on Academic Suspension I or II: Students are not encouraged to immediately re-enroll in another institution after being academically suspended from the College. Rather, the College encourages students to reflect on what went wrong and work to determine how to realize future academic success. During Academic Suspension, students are encouraged to consider their academic and career goals, be intellectually engaged (e.g., reading,

writing, connecting to their academic/career interests) and save resources to support the cost of education upon their return.

Although not sanctioned, students who choose to enroll in courses at other institutions during their academic suspension period will be subject to the College's Transfer Credit Policy (*see Transfer Credit Policy*).

Academic Dismissal: Academic Dismissal is the final action taken when a student has been suspended twice and returned, but is still not able to meet minimum Academic Standing standards. Students who are dismissed are considered separated from the College permanently. This status will be posted on the official transcript.

Academic Forgiveness: Students suspended from Paul Quinn who successfully Petition to be reinstated will be eligible for Academic Forgiveness (Academic Forgiveness) if they have been away from the College for at least two full years (four semesters). The Academic Forgiveness Policy allows reinstated students one chance to reset their Paul Quinn GPA. The following rules govern this policy:

1. Students must request Academic Forgiveness on their Petition;
2. All prior courses and grades will remain on the official transcript;
3. Academic Forgiveness will be noted on the official transcript;
4. Cumulative GPA will be reset to 0.00;
5. Students will be subject to the Course Repeat Policy which governs the number of eligible course repeats;
6. Only courses with grades of C- or better will be counted for course credit. Therefore, students who earned grades of D-, D, or D+ prior to reinstatement will lose credit for those courses;
7. Academic Forgiveness will only be awarded once;
8. Students must contact the Office of Financial Aid to determine how Academic Forgiveness impacts financial aid eligibility;
9. Students who use Academic Forgiveness are not eligible to receive Latin Honors or be designated as valedictorian or salutatorian.

Attendance Policy

The goal of the Paul Quinn College attendance policy is to provide students with the best opportunity to be successful in achieving a college education by motivating all students to attend class regularly. The College believes a contract is created between the faculty member and the student for teaching and learning. There are certain aspects of this contract, if not in place, will make it nearly impossible to fully complete the course to its full potential. Attendance is one such aspect of course success.

All Paul Quinn College students are viewed as students first. Status as an athlete, student leader, etc. is considered secondary to being a successful student. This perspective requires any student who does not regularly and consistently engage in all enrolled classes to not be allowed to participate in athletics, hold an office in a student organization or officially represent the College on- or off-campus.

This policy extends to Online and Independent Study courses which do not have scheduled meeting dates and times. In these learning situations, attendance is interpreted as course participation according to the course syllabus and calendar.

Regular and engaged attendance in all classes requires preparation for the learning experience specific to the course content and also assists the student in the development of discussion, debate, collaboration and problem-solving skills which are useful in and outside of the classroom. Instructors evaluate student learning and comprehension on a regular basis by assessing student understanding and ability to use learned knowledge. Absenteeism disrupts these processes and causes difficulty in carrying out the course content as planned. Regular and engaged attendance in all classes also allows a student to communicate their understanding and comprehension of the course material.

The Paul Quinn College learning contract expects students, as well as instructors, to attend classes regularly, prepared to engage in the learning process.

Although engagement is defined differently based on the specific course content, at a minimum engagement includes the following:

1. On time arrival to all class sessions. Arriving after official attendance has been recorded is considered absent.
2. Regular and consistent participation in course activities. Attendance is 10 percent of the final grade.
3. More than five absences (excused or unexcused) is considered excessive.
4. Consequences of violating the PQC Attendance Policy will be uniformly enforced.

Policy for Regular Engagement in an Online Course

The student engagement needs in a 100 percent online course are different from a traditional face to face course. Students are expected to participate in all classes for which they are registered. An online student who does not maintain course and instructor contact for more than one week, or for more than 48 hours (in an eight-week course) will be deemed excessively absent and their course grade will suffer as a result. Students who are unable to participate in class regularly, regardless of the reason or circumstance, should withdraw from the class. A student in an online course should expect a response from their instructor during stated office hours and within 72 hours or three business days, or 24 hours or one business day for eight-week courses.

Examples of regular participation may include:

- submitting assignments according to posted deadline
- participating in discussions
- responding to emails / phone calls
- attendance at scheduled chats
- adherence to scheduled events in the syllabus
- logging into the virtual classroom, reviewing messages and responding to messages
- Web conferences or other live events scheduled for the class
- On-campus events or other locations where instructor and students meet for class (e.g., museum, observatory, etc.)

Attendance records are collected for retention purposes. Not attending and engaging in class on a regular basis is a red flag that will trigger certain provisions of the Leave No Quinnite Behind Retention Plan.

Paul Quinn College Classroom Etiquette

The classroom is an exciting, energetic and engaging environment conducive to learning. Students and instructors are expected to engage in a wholesome cooperative learning experience. Students are expected to behave as responsible adults and maintain an attentive posture in the classroom. They are expected to show respect for their peers and their instructors at all times. The following behaviors and restrictions should be observed:

- Attend class regularly
- Be on time for class
- Bring necessary textbooks and materials to class
- Dress for success (Follow the PQC dress code)
- Come to class prepared
- Be prepared to take notes when class begins
- Complete assignments on time
- Do not plagiarize any of your work
- Do not use cell phones or other electronic equipment other than for class purposes
- Do not talk out of turn, pass notes, or send text messages during class
- Do not fall asleep during class
- Do not use obscenities, threatening, or offensive behavior
- Do not use violence, intimidation, abuse, or destructive behavior in or out of class.

-Adapted from Jennifer Hurd, *Campus Companion*

Change of Name and Address

It is the obligation of every student to notify the Registrar's Office of changes in name, phone number, mailing address and personal email **within 10 business days of the occurrence**. The college utilizes PQC email as the official mode of communication with enrolled students.

Chapel

The Paul Quinn College weekly Chapel service is designed to impact the religious and spiritual education of the student regardless of the student's faith tradition. The mission of the Paul Quinn College Chapel is to affirm our faith and identity as a Christian College, and to strive to fulfill the Motto of the African Methodist Episcopal Church "God Our Father, Christ Our Redeemer, Holy Spirit Our Comforter, Humankind Our Family."

Chapel, led by the Dean of Chapel, is open to all students, faculty, and staff, and is designed to bring the campus community together to focus on the word of God. The service is held in the Grand Lounge Fridays from 10:10 – 11:05 a.m. and comprises contemporary, inspiring worship, ecumenical prayers, and a weekly homily from the Dean of Chapel or other distinguished and renowned orators. Although the Chapel service is delivered in the African Methodist Episcopal Church tradition, the service is accessible to those of all faith traditions.

All degree-seeking students must enroll in Chapel (EDUC 1000), each semester through graduation. Weekly Chapel attendance is mandatory and Chapel is a graduation requirement. In the event of an illness or emergency preventing attendance, students must provide documentation to the Dean of Chapel.

Students with regular schedule conflicts due to off-campus work, those engaged in student teaching, and students enrolled part-time may request access to an alternative Chapel experience. The request must be made to the Office of Academic Affairs in writing and must include documentation that verifies the time conflict. Requests must be received no later than

the end of the Drop/Add period. Upon approval of the Dean of Chapel and the Vice President of Academic Affairs, students will be enrolled in the alternative Chapel experience.

Course Substitutions and Waivers

A student's approved degree plan will include the required courses that a student is required to take to complete their specific degree. Substitutions to required courses are reviewed and approved in exceptional circumstances by the Vice President of Academic Affairs.

Enrollment Verification

Current students may request an enrollment verification in the Registrar's Office in order to confirm enrollment, both past and present, for the purposes of insurance, scholarship, employment and to provide documentation to other necessary parties. These verifications contain the school seal and the signature of the registrar. Verifications for alumni and past students are done through the National Student Clearinghouse.

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) guarantee students the right to review, inspect and challenge the accuracy of information kept in a cumulative file by the College. It also ensures that records cannot be released without the written consent of the student. These are the following exceptions:

1. Records may be released to school officials and faculty who have a legitimate educational interest.
2. Records may be released when the information is classified as "directory information." The following categories of information have been designated by the College as directory information:
 - a. name,
 - b. email address,
 - c. major field of study,
 - d. participation in officially recognized activities and sports,
 - e. weight and height of members of athletic teams,
 - f. photographs (real, printed and/or digital),
 - g. dates of attendance, degrees and awards received,
 - h. the most recent previous educational institution attended by the student and
 - i. information needed for honors and awards.

Students who do not wish such information released without their consent should notify the Registrar's Office and the Business Office in writing prior to the end of the first day of classes.

3. Violations of drug and alcohol policies may be disclosed to parents of students who are under the age of 21.
4. Disciplinary proceedings of violent crimes or sex offenses may be disclosed to the victims of the crime regardless of the outcome of the proceedings. They may also be disclosed if the accused was found to have violated the College's rules or policies.
5. Records may be released to a court if a parent or student has initiated legal action against the College or if the College has begun a legal action against a parent of a student.

6. Records may be released to the Texas Office of Student Financial Aid if a student's legal residence is in the state.
7. If students would like their parents to have access to their records, they must give written consent in the Registrar's Office. This consent must be renewed at the beginning of each academic year.

Final Examinations

Final examinations are held at the completion of a term at a time determined by the Office of Academic Affairs and the Registrar's Office. Courses requiring one hour of theory or practice (e.g., labs or physical activity courses) are allowed, but not required, to hold final examinations.

Students should carefully check their final examination schedule for conflicts or issues. Any confusion on when a final examination is offered will not be considered justification for missing an examination. When a student has more than two final examinations scheduled in one day, the student may submit a request no later than one week prior to the final day of class to the Office of Academic Affairs for alternative scheduling of one of the examinations during the final examination period. Every effort will be made to accommodate the request presuming the full cooperation of the student and faculty member.

If a student misses a final examination, a written explanation must be submitted to the Office of Academic Affairs immediately. If the justification for the absence is approved, a grade of "Incomplete" will be assigned and a make-up examination will be scheduled by the Office of Academic Affairs. If the absence is unexcused, the faculty member will record a grade of zero for the final examination and assign a final grade in the course consistent with the course's grading policy.

Grading Policies

Official Grades of the College

SYMBOL		<i>GRADE POINTS PER SEMESTER CREDIT HOUR</i>
A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
F	=	0.00

Grades not included in the Grade-Point Average

P	=	Passing (with "C" or above)
I	=	Incomplete
E	=	Exempt from Chapel
AU	=	Audit
AW	=	Administrative Withdrawal
W	=	Withdrawal (student initiated)

Minimum Grade Requirements

No credit toward graduation is given for any course in which the final grade is below a D or 60 percent. Additionally, no credit toward graduation is given for ENGL 1301, 1302 or any course in the students major in which the final grade is below a C. In order to graduate from the College, a student must not only have earned the required numbers of hours, but also the required number of grade points. Current students may view course progress, midterm and final grades in the CAMS Student Portal.

President's List

Each fall and spring semester, Paul Quinn College recognizes student academic excellence through the President's List. To earn this honor, students must achieve a term grade-point average (GPA) of 3.50 or higher, be enrolled full-time and have earned letter grades in 12 or more credit hours at Paul Quinn College. Students with incomplete grades or a failing grade in any course will not be placed on the List. Students have up to one year after the President's List is posted to petition for reconsideration if a grade changes makes them eligible for the President's List. This petition should be made to the Registrar's office. Students on academic or disciplinary probation may not receive this designation.

Repeated Courses

The Course Repeat Option provides students who earned a C-, D+, D, or F in a credit-bearing course the opportunity to repeat that course with the hope of earning a better grade. When a course is repeated using this option, the better grade of the two attempts of that course will be used in calculating the cumulative GPA and for completion of degree requirements. The grades earned for both attempts will remain on the official transcript. A notation (R) indicating that the Course Repeat Option has been applied will appear on the official transcript. Degree credit is granted only once when the student earns a passing grade for the course.

Students who wish to exercise this option must complete the Course Repeat Option Form and submit it to the Registrar's Office no later than 5:00 p.m. on the last day to withdraw from a course in the term in which the course repeat is completed. The following guidelines govern this policy:

- This option applies only to courses taken at Paul Quinn College.
- Students may use the Course Repeat Option no more than four times throughout their undergraduate career.
- The Course Repeat Option may be exercised only once per course.
- The Course Repeat Option may not be applied to courses using P/F grading.
- The Course Repeat Option may not be applied once a degree has been conferred.

- The Course Repeat Option cannot be used to replace a grade earned as an Academic Integrity sanction.

The Course Repeat Option may not be used by students who 1) wish to retake a course in which they earned a C or better, 2) need to repeat more than four courses and/or 3) need to retake a course more than two times; however, students are permitted to retake courses in these circumstances. When they do so, grades from all course attempts (except for attempts using an approved Course Repeat) will be calculated into the cumulative grade-point average. The grades earned in all course attempts will be visible on the official transcript. Degree credit is granted only once when the student earns a passing grade for the course.

NOTE: Prior to retaking a course, regardless of whether the Course Repeat Option is used, students should consult with their advisor and the Office of Financial Aid in order to understand academic progress and financial aid implications.

Incomplete Grade Policy

In the event that an unforeseen and extenuating circumstance occurs prior to the end of the term, a student may request a grade of incomplete from the course instructor. To request an incomplete grade, the student must complete the Incomplete Grade Request Form, provide documentation of the extenuating circumstance that occurred and develop a proposal for completing the outstanding work. The student then presents the form and accompanying documentation to the instructor for approval.

An instructor may only approve an incomplete grade under the following conditions:

- The student has completed the majority of the course assignments.
- The student is passing the course at the time the extenuating circumstance occurs.
- It is possible for the student to complete the outstanding work within an agreed upon timeframe not to exceed week eight of the subsequent term.

If these conditions are met, the instructor and student must document the outstanding work and deadlines for completing that work on the Incomplete Grade Request Form, sign the form and submit it to the Vice President for Academic Affairs for approval. Once approved, the Registrar will enter a grade of I for the course on the student's transcript.

It is the student's responsibility to communicate with the instructor to complete the outstanding work. If a student fails to complete the work by the established deadline and not later than week eight of the subsequent term, the instructor will enter a zero for the outstanding work and a final grade will be calculated and entered on the transcript.

NOTE: The student should not register for the course a second time (to complete the coursework).

Change of Grades and Grade Disputes

After final grades are submitted any change of grade must be reported on a "Change of Grade Form" by the instructor of record. The form must provide justification for the grade change, contain the instructor's signature, and be approved by the Vice President of Academic Affairs. Any grade change must be processed within one academic year (two full semesters or terms) from the time the original grade was recorded. A grade change will be reviewed only as valid documentation proves that errors in the calculation of the final grade were made and that all the grades obtained by the student were obtained during the semester in which the enrollment of the course occurred (no late work is allowed). No consideration will be given to any grade changes two full semesters (or terms) from the time the original grade was recorded. This policy is designed to protect the integrity of the College and to protect the faculty from external pressure for grade changes. All grade changes, including a retroactive change to "W" and "I" grades, must be approved by the Vice President of Academic Affairs. After the Change of Grade Form has been completed and signed by the Vice President of Academic Affairs, the form is submitted to the Registrar's Office, where the grade change is recorded.

A student may formally challenge a grade earned in a course by completing a “Student Request for Academic Resolution” form with the Office of Academic Affairs. However, the student must first attempt to resolve the grade dispute with the instructor. This grievance must be submitted in writing, together with all supporting documentation, before final grade evaluations are due two full semesters after the disputed grade was received. If the Vice President of Academic Affairs finds that the grievance is valid, a conference with the instructor involved in the dispute will be set. If no solution is reached at this conference, a committee of three instructors directed by the Vice President of Academic Affairs will review the grievance and make a final decision within two weeks of the conference. The decision reached by this committee is final and no further appeal will be allowed.

The deadline for submitting grade changes or disputes to the Registrar’s Office will be no later than the date that final grades are due two full semesters following the one that contains the disputed grade. The same deadline will apply to changes in grades for students who have already graduated. No changes will be made in class rankings or graduation rankings based upon grade changes for students who have graduated. Any changes in distinction will be posted to the individual’s record. If a change in distinction occurs, the student must return the original diploma to the Registrar’s Office. Once the original diploma is received, another diploma will be ordered with the correct distinction.

It is the student’s responsibility to discuss any grade dispute with the instructor involved prior to contacting the Vice President of Academic Affairs or the Registrar’s Office.

Graduation Policy

Residency Requirement

The residency policy describes the proportion of degree credits which must be completed at Paul Quinn College. Courses taken through the College’s partnership with the University of Phoenix are considered resident credit. The following residency rules apply:

- The final 25% of a student’s coursework must be completed in residence at Paul Quinn College;
- No more than 25% of a student’s degree requirements can be earned through a combination of AP, IB, CLEP, Portfolio Review, Credit by Exam, and StraighterLine, but only a maximum of 12 credit hours can be earned through CLEP, Portfolio Review, Credit by Exam, and StraighterLine;
- At most, 60 credit hours can be transferred from a community college, and a maximum of 90 credit hours can be transferred from a four-year institution;
- At least 15 credit hours of major requirements must be completed at Paul Quinn College;
- After matriculation and upon earning 60 credit hours at a community college or four-year institution, a student may not take additional coursework outside Paul Quinn College unless enrolled in an approved study abroad program, through approved enrollment at SMU, or through enrollment at another institution with the approval of the Vice President of Academic Affairs.

Graduation Requirements

A candidate for graduation must meet the following requirements:

1. Complete a minimum of 120 credit hours (see individual major requirements), including all general education core and major requirements;
2. Complete all coursework in the major with at least a C;
3. Earn a C or better in ENGL 1301 and ENGL 1302;

4. Earn a cumulative grade point average of 2.00 (*Teacher Education majors must earn a cumulative grade point average of 2.75*);
5. Successfully pass EDUC 1000 – Chapel each semester;
6. Complete at least 60 or more credit hours in residence at Paul Quinn College with at least fifteen credit hours in the major/area of concentration. *The last 30 semester hours or 25% of the required hours for graduation must be done in residence at Paul Quinn College;*
7. Satisfy all financial obligations with the Business Office;
8. Complete all Application for Graduation documents;
9. Pay \$135.00 graduation fee in the Business Office.

Note: Only students who have completed all academic and financial requirements will be permitted to participate in graduation exercises.

Latin Honors for Graduation

A student who has a final cumulative grade point average of at least 3.20 will graduate cum laude. Students who have a final cumulative grade point average of 3.50 will graduate magna cum laude, while those with a final cumulative grade point average of 3.80 will graduate summa cum laude. Students who use Academic Forgiveness are not eligible to receive Latin Honors or be designated as class valedictorian or salutatorian.

Degree Conferral

Paul Quinn College confers degrees in the months of May, August and December. A commencement ceremony is held each May for students who have completed all graduation requirements in the preceding academic year. A diploma is issued once the degree has been certified and conferred. Students with degrees conferred in August or December of an academic year are welcome to attend the commencement ceremony held in the following May. NOTE: Official transcripts and diplomas are withheld from students with outstanding financial obligations to the College.

Commencement Ceremony

A commencement ceremony is held each May to celebrate the fulfillment of academic requirements for graduating students. The Office of Academic Affairs authorizes participation in commencement for those students who are expected to complete all degree requirements by May and those who completed degree requirements in previous terms, but who have not yet participated in a commencement ceremony. Students may not participate in commencement if they have not completed all degree requirements. The College reserves the right to deny student participation in commencement activities based on violations of the Code of Conduct or other College policies, or as a result of an outstanding balance with the College.

A ***Request to Participate in Commencement Form*** must be submitted to the Registrar's Office two months prior to the commencement ceremony.

Transcript Requests

A student may formally request an official transcript through the National Student Clearinghouse website. Detailed instructions are available online. The cost of each transcript is \$15.00 payable with a money order or credit card. Transcripts will not be provided for students who have outstanding financial obligations to the College. Transcript requests ordinarily take five to seven business days to process; however, those submitted during registration period may take longer.

Transient Policy

Students may seek approval to enroll in courses outside Paul Quinn College by completing the Off-Campus Study Approval Form. If prior approval is not awarded, course credit will not be transferred. Off-campus study must adhere to all established Transfer Credit and Residency Policies. These additional rules govern off-campus enrollment:

- Students must be in good academic standing to enroll in courses off-campus;
- All courses taken off-campus must be pre-approved and must fulfill specific degree requirements;
- Students must request that an official transcript be sent to Paul Quinn College upon completion of any off-campus course;
- Credit will only be awarded for courses completed with a C or better from nationally or regionally accredited institutions.

University of Phoenix Partnership

Paul Quinn College partners with the University of Phoenix to expand course offerings in selected academic disciplines. University of Phoenix courses are fully online and last for four to seven weeks. Courses completed through this partnership are posted on the Paul Quinn College transcript and appear as if they are regular Paul Quinn College courses, not transfer credit; and, as such, count toward residency. Grades earned are posted on the transcript and calculated into the student's term and cumulative grade point average.

Ordinarily, students only access University of Phoenix course offerings if required courses are not offered at a day, time, and term that permits timely degree completion. Students must request permission from the Vice President of Academic Affairs to enroll in University of Phoenix courses. Approval is contingent on established student need and students being in Good Academic Standing. Once approved, the Registrar will work with the student and the University of Phoenix to complete necessary paperwork, register for the course(s), and monitor progress. Students are held accountable for and governed by all University of Phoenix classroom, conduct, student behavior and other associated policies as outlined in the University of Phoenix Academic Catalog.

SMU (Southern Methodist University) Partnership

SMU and Paul Quinn College established a partnership which allows a limited number of selected high achieving Paul Quinn College students to enroll in specified SMU courses to fill some degree requirements. Students with an interest in this opportunity should speak with the Vice President of Academic Affairs.

Study Abroad

Paul Quinn College is committed to preparing Quinnites for the global marketplace. The global marketplace is the intersection of business, entrepreneurship, education, community and faith-based organizations, with Paul Quinn College and the cultures, religions, languages and politics of the world. To prepare our students for the global marketplace, we must:

- inform them of the importance, personal and professional benefits of, effectively operating from a global perspective,
- prepare them for global interactions while on campus, and
- place them in experiences abroad to participate in hands on learning activities in the actual global marketplace.

In support of its goal for every Quinnite to travel or study abroad prior to graduation, the College will 1) actively create external partnerships with organizations who specialize in study abroad opportunities for college students, 2) support

students in raising the necessary funds to cover tuition, fees and travel expenses, and 3) will provide student development opportunities for students to prepare for cultural immersion experiences. The College may award scholarships to assist in defraying the costs of traveling and studying abroad. Eligible students are also encouraged to access federal and state financial aid funds that can be used for study abroad experiences.

The student is ultimately responsible for the costs associated with traveling and studying abroad. If federal and state financial aid funds are received for a study abroad experience, the student is responsible for using received funds to cover the cost of tuition, fees, travel and other instructional costs, maintaining minimum enrollment, earning passing grades, and complying with all rules and regulations of the Financial Aid Office. In order to earn academic credit that can be applied toward degree requirements, the Vice President of Academic Affairs must review and approve all requests for a study abroad experience, course or internship. Earning College credit is not a requirement for travel abroad; however, for study abroad purposes, a student must enroll in an approved academic credit course(s) to access federal and state financial aid.

Curriculum and Degree Programs

Academic Programs

Paul Quinn College has academic programs leading to Bachelor of Arts (B.A.) and Bachelor of Science (B.S.) degrees in the following areas:

Business Administration (B.A.)

- Accounting
- Entrepreneurship
- Management
- Fundraising & Philanthropy

Health & Wellness (B.S.)

- Health & Wellness
- Health & Wellness with Teacher Certification

Legal Studies & Criminology (B.A.)

Liberal Arts (B.A.)

- Communication
- EC-6 Leading to Teacher Certification
- History
- Mathematics (B.S.)
- Political Science
- Psychology

Religious Studies (B.A.)

Paul Quinn College offers the following certification program:

Education

- Alternative Teacher Certification

General Education Core Curriculum

Students seeking a Paul Quinn College Bachelor's degree enroll in a rigorous, well-rounded course of study that starts with Paul Quinn's General Education Core Curriculum. The Core Curriculum is designed to acquaint students with a Christian liberal arts focus, a broad range of knowledge, and to encourage students to explore new areas of interest. With the Core Curriculum, all students are expected to develop their written, verbal, and quantitative abilities. The liberal arts curriculum is designed to provide a knowledge base that is broad and deep and instill students with the values of service, leadership, accountability, and integrity.

General Education Core Curriculum Goals

- Provide a diverse liberal arts background to develop effective basic skills (reading, writing, mathematics and communication);
- Preparation for servant leadership in chosen major and in under-resourced communities.

Mission Statement for General Education Core Curriculum

The General Education Core Curriculum of PQC prepares students to serve as agents of social change by enhancing the abilities of students to solve problems, communicate effectively and think critically and creatively.

Learning Outcomes for General Education Core Curriculum

1. Demonstrate communication skills (reading, writing and speaking) using appropriate forms, conventions and styles;
2. Interpret and analyze various types of information;
3. Use mathematical and scientific reasoning to solve problems;
4. Implement ETA (Entrepreneurial Thought and Action) to solve problems;
5. Demonstrate computer and information literacy;
6. Engage in leadership to initiate social change.

Liberal Arts Abilities

The College's liberal arts education is intended to help develop these abilities:

Reasoning—the ability to analyze and synthesize arguments, to question assumptions, to evaluate evidence, to argue positions, to draw conclusions and to raise new questions; varieties of reasoning include quantitative, scientific, ethical and aesthetic:

Quantitative—the ability to use mathematical reasoning as a tool of analysis and as a means of conveying information;

Scientific—the ability to understand and to use the scientific method;

Ethical—the ability to analyze the principles and assumptions of moral claims and to make informed and reasoned moral arguments;

Aesthetic—the ability to analyze visual, performing, or literary art;

Communication—the ability to express ideas, arguments and information coherently and persuasively orally and in writing;

Historical Consciousness—the ability to understand the achievements, problems and perspectives of the past and to recognize their influence upon the course of events;

Social & Cultural Awareness—the ability to engage perspectives other than one's own.

Programs of Study

As the Quinnite Nation is growing, we anticipate adding new academic programs to the curriculum in the near future. This will be done in full compliance with the process articulated by our accrediting body, TRACS. As these programs are approved, the website will be updated accordingly. All questions regarding Paul Quinn's academic programs should be directed to the Vice President of Academic Affairs.

Majors: A major at Paul Quinn is a specialized course of study required of all students, offering the opportunity to focus in depth in a particular discipline. Specific requirements for the major are outlined below. Students are expected to declare a major no later than the end of their sophomore year.

Minors: Paul Quinn College does not currently offer minors.

The Paul Quinn College Work Program



The Work Program

In 2017, Paul Quinn College (PQC) became the first and only, federally designated urban work program in the country. The work program provides students with meaningful pre-professional work opportunities that allow them to incorporate their need to work into their overall academic experience; graduate with less than \$10,000 of debt; and develop the necessary skills, habits and experiences to be competitive in a 21st century job market. All full-time residential students work up to 20 hours per week in an on- or off-campus work assignment to earn a tuition credit that is applied to their tuition and fees, as well as a monthly stipend that is paid directly to the student as work hours are completed.

The vision of the PQC Work Program is to transform ability into action and potential into achievement by encouraging all students to embrace the ideals of disciplined work, servant leadership, and initiative in preparation for lives of financial freedom, community engagement and absolute integrity.

The PQC Work Program is one component of an innovative educational model committed to the education of the “whole student.” Here at Paul Quinn College, our goal is to create a continuous learning environment in which our students’ education begins in the classroom, but reaches beyond those four walls to every aspect of campus life and culture. Our students are encouraged to actively participate in their learning experiences, to serve each other and their community and to make no small plans for their futures. The PQC Work Program enables students to excel in all of these areas while working towards reducing their educational debt.

Mission of the Paul Quinn College Work Program

The Work Program is designed to provide students with meaningful work opportunities that allow them to better serve the Paul Quinn community while also developing the necessary skills, habits, and experiences to be competitive in the 21st century job market and practicing economic leadership by actively contributing towards the cost of their education. This mission is fulfilled by:

- Creating a workforce that provides PQC with the staffing for campus operations and students with opportunities for debt reduction.
- Expanding the educational experience of the student.
- Strengthening students’ work ethic and commitment to the service of others.
- Encouraging the pursuit of excellence, reflection, and self-development.
- Producing effective, high-quality work supervisors

Work Program Enrollment

Residential Students: All residential students enrolled in Paul Quinn College are required to participate in the Work Program regardless of their classification or financial need. Once a student enrolls in the program, s/he is considered a participant for as long as he remains enrolled in the College and lives in on-campus housing. If an enrolled Paul Quinn student who participated in the Work Program previously moves off campus, even if s/he is suspended from the Work Program, s/he is considered a non-active Work Program student until s/he graduates or withdraws from the College. Non-active Work Program students may not receive tuition credits and are not subject to semester work hour requirements; however, they are required to pay off any balance in full that resulted from not completing the work hour requirement for a semester. A student is considered active again if he moves

back into on campus housing. All Work Program students are required to sign the “Paul Quinn College Work Program Enrollment Agreement”, which outlines the requirements of the Work Program as well as the consequences for program non-compliance. This agreement stays in effect for the entire period of a student’s enrollment.

Non-residential Students: At this time, non-residential students will only be admitted into the Work Program if there is available space for them and if they demonstrate a financial need that can be alleviated by participation in the program. Non-residential students who participate in the Work Program are held to the same expectations as residential students and must agree to abide by the same guidelines.

Work Requirement

All Work Program students who work on campus must complete 150 hours each semester (300 hours the entire year) in exchange for receiving the tuition reduction of \$5,000. The minimum amount of hours per week a student may work is 10 hours per week; the maximum number of hours is 20 hours per week. Students participating in the Paul Quinn College Corporate Work Program are required to work no less than 16 hours per week and may work no more than 20 hours per week.

On rare occasions, a student may work more than 20 hours per week. Students must receive permission from the Dean of the Work Program to work more than 20 hours per week. No student will be permitted to work more than 40 hours in a week or to work more than 8 hours a day.

Students who do not complete the required number of hours will be considered Work Program Noncompliant and subject to consequences, including Work Program Suspension.

Students have the opportunity to work in over 35 work stations side-by-side with full-time staff members in departments vital to making the College run. A sample of work stations includes:

- Registrar’s Office
- WE over Me Farm
- Enrollment Management Office
- Fitness Center
- Financial Aid Office

Work Request & Applications

The Work Program Office will make requests in the middle of each spring semester for Work Program position descriptions for the following school year. While the Work Program Office will attempt to honor the requested number of students for a department, additional students may be placed in a work station due to enrollment increases.

New Work Program students can apply for a position within a work station by completing the “Application for On-Campus Student Employment” at the beginning of each school year or at the beginning of the first semester they enroll in the Work Program. Work assignments will be made by evaluating the information provided on the application. Current Work Program students will have the opportunity to participate in Work Program job fair and interview for open positions during the spring semester of each academic year.

Students will be notified of their work assignment and will be required to contact their supervisors immediately to review responsibilities and to establish work schedules. Once a student is assigned a work station, they will remain in that work station a full semester. The Work Program Office may change a student's work assignment during the middle of the semester for the following reasons:

- A change in the student's class schedule conflicts with the operating hours associated with the work station.
- A student has become physically unable to carry out the responsibilities of the work assignment.
- A supervisor believes that a student is not a good fit and requests that he be reassigned.
- Another work station requires additional student workers.

A student may not be released from or leave his work assignment without prior approval from the Work Program Office.

Work Schedules

Students are only permitted to work during the stated Work Program semesters, which coincide with the Paul Quinn College academic semesters. Most work stations are closed to student workers during the following holidays and campus breaks:

- Labor Day
- Winter Break
- Martin Luther King Jr. Day
- Good Friday
- Easter Sunday
- Spring Break
- Summer Break

Students assigned to work in the following work stations may be allowed to work during breaks in order to ensure on-going, essential campus operations:

- Cafeteria
- Facilities
- Security
- WE over Me Farm

Any hours worked outside of the Work Program semesters or during breaks without prior approval will not count towards a student's semester work hour requirement.

Most Work Program students will be scheduled to work Monday through Friday between the hours of 8:30 AM and 5:30 PM. However, some on-campus work stations and Corporate Work Program positions may require students to work after hours and/or on the weekends. Students may not work when they are scheduled to be in class and must notify their supervisors if their class schedules change.

Excused vs. Unexcused Absences

If a student can attend class, then a student can go to his scheduled work shift. There may be some instances where a student may be excused from work. A student is required to notify his/her supervisor at least four hours before his/her scheduled shift if s/he is unable to make it to work. Students may be excused from work for the following reasons, which must be documented in order to not receive official written warnings:

- An illness
- A family emergency requiring travel home
- A funeral
- A required College-sponsored event (i.e. town hall meetings, class field trips, Speaker Series events, etc.)

Students may not be excused from work for reasons including, but not limited to:

- Attending or participating in events and activities that are not required for a grade or are advertised as mandatory for all students
- Forgetting a scheduled shift
- Feeling unmotivated to work
- Visiting other campus departments to handle personal business without approval from a supervisor

Work Credit for Excused Absences

Should an emergency arise, such as an illness requiring hospitalization or a death in the family, a student should notify their work supervisor and the Work Program Office as soon as possible in order to determine if the student will be credited with hours worked. Students requesting for their hours to be excused due to an emergency should complete the Work Hour Credit Form. This form and supporting documentation should be submitted within two weeks after the absence.

A student who requests Work Hour Credit due to an emergency absence must commit to making up the first five hours of his missed work hours. Once the five hours have been made up, the student can receive credit for any remaining missed hours. A student may only receive credit for a maximum of 15 hours for excused absences.

Non-Work Program Off-Campus Jobs

The Work Program Office strongly urges against Work Program students taking on a non-Work Program off-campus job, as it will be difficult for students to handle a full academic course load as well as the semester work hour requirements. If a student decides to accept a work position off-campus, s/he must make sure his/her off-campus work schedule does not conflict with his/her on-campus work schedule or his/her class schedule. The semester work hour requirement will remain the same for a student who decides to work off-campus in a non-Corporate Work Program business and s/he may not receive Work Program credit for this work.

Work Assignments

Students have the opportunity to work in over 35 work stations side-by-side with full-time staff members in departments vital to making the College run. The Work Program Office will make requests in the middle of each spring semester for Work Program position descriptions for the following school year. While the Work Program Office will attempt to honor the requested number of students for a department, additional students may be placed in a work station due to enrollment increases.

New Work Program students can apply for a position within a work station by completing the “Application for On-Campus Student Employment” at the beginning of each school year or at the beginning of the first semester they enroll in the Work Program. Work assignments will be made by evaluating the information provided on the application. Current Work Program students will have the opportunity to participate in Work Program job fair and interview for open positions during the spring semester of each academic year.

Students will be notified of their work assignment and will be required to contact their supervisors immediately to go over responsibilities and to establish schedules. Once a student is assigned a work station, they will remain in that work station a full semester. The Work Program Office may change a student’s work assignment during the middle of the semester for the following reasons:

A change in the student’s class schedule conflicts with the operating hours associated with the work station.

A student has become physically unable to carry out the responsibilities of the work assignment.

A supervisor believes that a student is not a good fit and requests that he be reassigned.

Another work station requires additional student workers.

A student may not be released from or leave his work assignment without approval from the Work Program Office.

Recording Hours

The Work Program uses the Bowles MOSAIC Time Management software to track student hours. In order to receive credit for hours worked, students must use MOSAIC to clock in at the start of work and clock out at the end of work. Students may only access the system via a computer or smartphone app.; students assigned to certain on campus work stations and Paul Quinn College Corporate Work Program student interns may use the MOSAIC smartphone app. Falsifying MOSAIC timesheets will result in an automatic Work Program Probation for the guilty student or Work Program Suspension, if deemed to be egregious.

Anti-Discrimination Statement

Paul Quinn College admits students of any race, color, religion, sex, sexual orientation, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the College. It does not discriminate on the basis of race, color, religion, sex, sexual orientation, or national or ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and

other school-administered programs. No handicapped person is, on the basis of the handicap, excluded from participation in, denied benefits of, or otherwise subjected to discrimination under any program, employment, or activity at Paul Quinn College. For information regarding the Americans with Disabilities Act, contact the Vice President of Academic Affairs.

Financial Assistance

Paul Quinn College makes every effort to offer financial assistance through a variety of programs (federal, state and institutional), to students that meet the criteria for each fund. In addition to providing funds based on demonstrated financial need in the form of grants, work awards, and loans, the College may offer scholarships to recognize and reward talent, academic achievement, and meritorious performance. Students must apply for need-based financial assistance each year by completing the Free Application for Federal Student Assistance (FAFSA) online at www.fafsa.gov.

Financial assistance to help defray educational-related expenses, including tuition and fees, books and supplies, housing, meals, transportation, miscellaneous, and health insurance may be provided in the form of scholarships and grants (gift monies that are not repaid) and self-help (loans and work-study employment). Loans must be repaid, usually after 6 months of the day the recipient has graduated or discontinued studies. Under the federal work-study program, students are provided employment. Students may use money earned to defray expenses directly related to educational costs.

A student receiving aid at the time of admission may expect to continue receiving assistance during subsequent years, provided:

1. The student makes satisfactory academic progress as defined in this Policy and Procedure Manual;
2. The need for aid continues;
3. The student meets the specific requirements of the various scholarship/grant programs;
4. The College continues to receive adequate federal and/or state aid funds; and
5. The student files the proper forms (i.e., FAFSA, requested documents, etc.).

In the event the student fails to maintain satisfactory academic progress and is denied such assistance, he or she may appeal for a decision by the financial aid committee, reestablish student financial assistance by enrolling at his or her own expense and subsequently raising his or her PQC cumulative GPA to 2.0 and/or increase the rate of pace (credit hours earned divided by credit hours attempted) to meet the required standard (67%).

Federal Work Study Program

Any student that is eligible for Federal Work Study (FWS) may be awarded FWS funds based on need and availability of funds. Students are notified once a month of current openings within the program. This notification may be sent via email to the student aid applicants. The award amount depends on the student's need but will not exceed \$2,500.

Students are highly encouraged to work in an environment that re-enforces their major. All students are asked what their major is upon meeting with a Financial Aid Counselor during the first interview.

All students that are interested in the FWS are given the opportunity to work off campus if they have their own transportation. A hire wage is given to students that work off campus for two reasons: 1) the hire wage is an incentive to work off campus and 2) the higher wage will help compensate for traveling cost.

The FWS Coordinator identifies all eligible on and off-campus employers and positions. The FWS Coordinator researches prospective jobs with off-campus non-profit organizations by contacting a representative from a local organization either by phone or letter. A job description is required before any position is approved for student employment. The job description is to list all duties that a student would be performing during work activities. All duties must be within reasonable constraints based on the purpose of the position. Each position will have its own benefits when applying it to an educational complement. After the position is approved, if off campus, an off-campus agreement is to be signed by the FWS Coordinator, the site supervisor, and PQC's President before the student is cleared to work.

Packaging Philosophies

PQC's philosophy of providing financial assistance to students with need is reflected in the packing policy administered by the Financial Aid Office. The goals of this policy are:

To provide each student applicant with information about their eligibility, including the types of aid (federal, state, institutional, outside) and amounts for which they qualify for

- To distribute federal aid across the eligible populations in a manner that is fair and equitable and complies with federal regulations
- To utilize institutional funds to recruit and retain students
- To provide work experience opportunities to students while at the same time providing PQC with a valuable employment pool
- To assist students with the greatest need in attaining awards and loans to cover the cost of education at PQC.
-

Career Preparation and Graduation Rates

Paul Quinn College is currently instituting policies which will allow students to gain employment at the college and earn money to go toward their education. The work college model will address responsible borrowing for the management of those students and tracking money earned by students for their education.

In addition, the college offers students who are eligible for work study funds the option to participate in a hiring fair for the institution. Students are required to come prepared to interview for different positions throughout the college which includes preparing a resume and dressing in business casual attire. These events expose students to interview etiquette, and prepare them for real-life application once they graduate from the institution.

Lastly, students are presented with opportunities for internships with outside organizations to increase exposure to trends in their field and options for career advancement. Most majors require students to participate in an approved internship related to their field of study. Students can receive credit for their participation and are required to submit a report detailing their experience to the Vice-President of Academic Affairs.

Frequently, students working as interns with outside companies are offered employment during the summer and in between semesters. It also is quite common for college interns to be offered full time positions with these companies immediately after graduation, incenting students to complete their program of study and graduate on-time. Graduates who are employed soon after they separate from the institution are more likely to be in a position to pay back their loans and stay out of default status.

Work Program Tuition Assistance Grant

All Work Program students receive a \$2,500.00 Work Program Tuition Assistance Grant each semester, which is applied to their Paul Quinn student ledgers along with the rest of the scholarships, loans and grants included in their financial aid packages. In exchange for this grant, on-campus students are required to work 150 hours each semester. If a student does not complete the required 150 hours by the last day of work of the fall semester, s/he will owe the College the unearned portion of the Tuition Assistance Grant.

In order to satisfy this balance, a student will be required to agree to complete one of the options:

Pay the outstanding balance in full before the start of the next semester.

Take out a loan in the spring semester to cover the balance.

Students who fail to complete their hours at the end of the fall semester will be considered program non-compliant during the spring semester and will be suspended from the Work Program if they fail to complete their hours at the end of the spring semester.

No Work Program student will receive refunds based on the application of the Work Program Tuition Assistance Grant and additional institutional aid amounts may be adjusted as a result of receiving grant funds.

Direct Cash Stipend Payments

In addition to the Tuition Assistance Grant, on-campus students may be able to earn up to \$500.00 in direct cash payments each semester. Eligible students must meet set hour targets each month in order to qualify for the corresponding cash stipend payment. Students who fail to meet the minimum monthly hour target forfeit the cash payment for that month. Funds are deposited directly into student accounts on or around the 16th of each month. This payment structure is meant to motivate students to complete their work hours each month and to ensure that students stay on-track for successful completion of the semester work hour requirement. Students who are on Work Program Probation may not receive cash payments during the course of their probation period. If a student's probation period begins in the middle of the month, any hours accumulated before the start of the probation will be counted towards the cash payment award.

Cash payment funds are awarded on a first-come-first-serve basis. In order to be awarded cash payment funds, a student must:

- Complete the Free Application for Federal Student Aid (FAFSA)
- Qualify for Federal Work Study funds

Have a bank account that allows direct deposits

Submit all of the required HR paperwork to be set up in the Paul Quinn College payroll system

Students who previously received cash payments throughout the semester may be denied subsequent payments if a student commits a work violation serious enough to warrant a denial of cash payments. Additionally, if a student no longer qualifies for Federal Work Study funds, s/he may stop receiving cash payments.

Performance Concerns

Students can be penalized for not meeting work performance expectations and for not complying with Work Program policies. Supervisors are authorized to give students written warnings. Warnings follow students throughout a semester, and four written warnings will result in a student being suspended from the Work Program. Previously issued warnings will be forgiven at the beginning of a new semester, unless a student has been suspended from the Work Program or placed on Work Program Probation. Students may appeal warnings by submitting a formal written appeal to the Dean of the Work Program.

Work Program Probation *

A student will be placed on Work Program Probation for the following reasons:

- S/he received three written warnings due to work performance concerns.
- S/he commits an act that the College's administration deems offensive enough to warrant Work Program Probation.

If a student is placed on Work Program Probation during the semester due to receiving two written warnings, he will be placed on a performance plan for a period of 30 days and will not be allowed to receive cash payments for the remainder of the semester. This plan details the steps the student must take to restore his or her good standing. If after the 30-day period, it is determined that the student has made significant performance improvement, s/he will be allowed to continue in the Work Program.

*Students can appeal their probation status by submitting a formal appeal to the Dean of the Work Program.

Work Program Suspension*

A student will be suspended from the Work Program for a full year the following reasons:

- S/he received four written warnings due to work performance concerns.
- S/he failed to complete the work requirement for two semesters.
- S/he failed a drug test or was found in possession of drugs.
- S/he commits an act that the College's administration deems offensive enough to warrant suspension.

Once a student has been issued a suspension during the school year, s/he will be removed from on-campus housing and will not be allowed to move back into on campus housing until the end of the term of the suspension. Additionally, s/he will forfeit the remainder of the Tuition Assistance Grant and will be required to pay off any remaining balance. Students suspended at the end of the school year will not be allowed to move back into on-campus housing for the term of their suspension. Depending on the offense, the College may impose additional

sanctions (i.e. social probation or academic suspension). Work Program Suspensions will be noted on students' transcripts.

*Students can appeal their suspensions by submitting a formal appeal to the President of the College and the Dean of the Work Program

Work Program Expulsion*

A student may be permitted expelled from the Work Program for the following reasons:

- S/he has previously been suspended from the Work Program and qualifies for suspension again.
- S/he failed a drug test or was found in possession of drugs.
- S/he commits an act that the College's administration deems offensive enough to warrant expulsion.

If a student is expelled from the Work Program, s/he is permanently excluded from participation in the Work Program even if the student re-enrolls in the College. Furthermore, the student is prohibited from living on-campus. Depending on the offense, the College may impose additional sanctions (i.e. social probation or academic suspension). Work Program Expulsions will be noted on students' transcripts.

*Students can appeal their expulsions by submitting a formal appeal to the President of the College and the Dean of the Work Program.

Drug Testing

The College reserves the right to administer drug tests to all students participating in the Work Program. Students who are participating in the Corporate Work Program will be required to take a drug test before beginning their work assignment. Refusal to take a drug test at any time will be treated as a failed drug test and punished accordingly.

Failed Drug Tests*

Students who fail drug tests will face the following penalties:

Students working on-campus

First Offense: Social Probation for one year and mandatory drug counseling.

Second Offense: Suspended from the Work Program for one year.

Third Offense: Expelled from the Work Program and recommendation for expulsion from school.

Students working off-campus

First Offense: Social Probation for one year, mandatory drug counseling and \$2,500 of tuition credit taken away.

Second Offense: Expelled from the Work Program and recommendation for suspension from the College.

Employer administered drug test

If a student fails an employer's drug test, s/he will be expelled from the Work Program and will be recommended for expulsion from the College.

Written Warnings

Students can be penalized for not meeting their work stations' performance expectations and for not complying with Work Program policies. The Work Program Office will issue official written warnings to a student after a supervisor notifies the office of a performance concern. Written warnings consist of the date, time and description of the work violation as well as steps students must take in the future to correct the behaviors. These warnings carry throughout the semester and remain in the student's work file permanently. Previously issued warnings will be forgiven at the beginning of a new semester, unless a student has been suspended from the Work Program or placed on Work Program Probation.

A student may receive up to four warnings during a semester before being suspended from the Work Program. The following actions occur after each written warning has been issued:

1st written warning: The Assistant Dean of the Work Program works with a student and supervisor to devise strategies to correct the behaviors that are preventing the student from performing optimally on the job.

2nd written warning: The student is placed on Social Probation for the remainder of the semester. If the second warning is issued after the first half of the fall semester, the Social Probation will carry over in to the spring semester. If the second warning is issued at the end of the spring semester, the student will be required to fulfill their probation period during the fall semester of the next academic year. While on Social Probation, a student will not be allowed to:

Hold leadership positions on campus, including Student Government Association positions. Participate in any activity where s/he will be representing the College. This includes athletics, Miss PQC, Homecoming Court, etc. The Assistant Dean of the Work Program will require the student to meet with her frequently to monitor work performance.

3rd written warning: The student is placed on "Work Program Probation." Once a student is placed on Work Program Probation, s/he will not be allowed to receive direct cash payments, if eligible to receive them. Additionally, s/he will be placed on a 30-day performance plan designed and monitored by the Dean of the Work Program and be required to meet with the Dean of the Work Program on a weekly basis over the 30-day period. If a student shows improvement after the 30-day period, he will not have to meet weekly with the Dean but s/he will not be allowed to receive cash payments until the next semester.

If the student is placed on Work Program Probation at the end of a semester, the status will carry over in to the spring semester or the next academic year.

4th written warning: The student is officially suspended from the Work Program for the next two semesters. Consequences of suspension are:

The student must immediately vacate the dorm room and will be ineligible for on-campus housing during the suspension period.

The student will owe the College a balance corresponding to the unearned portion of the Work Program Tuition Assistance Grant.

The student may become ineligible for other institutional aid or assistance. The student may be recommended for suspension from the College.

Warnings follow all enrolled students through a semester, even if they change work stations. Students will be forgiven for all previously issued warnings at the beginning of a new semester, unless they have been suspended from the Work Program for one academic year.

For off-campus students enrolled in the Corporate Work Program, the Dean of the Work Program administers each written warning and oversees the implementation of the disciplinary action.

Examples of Work Violations

The following list details examples of violations that could result in a written warning:

- Failing to report to work without notifying a supervisor at least 2 hours prior to a scheduled work shift.
- Reporting to work late without notifying a supervisor at least 30 minutes prior to a scheduled work shift.
- Leaving an assigned work station without prior approval.
- Neglecting duties while still clocked into work.
- Refusing to follow the policies and procedures of an assigned work station and/or the Paul Quinn College Work Program.
- Producing unsatisfactory work that results in additional work for other students or staff members.
- Being disrespectful to supervisors, the Assistant Dean of the Work Program or the Dean of the Work Program.
- The following work violations will result in automatic Work Program Suspension and possible suspension from the College:
 - Falsifying a timecard.
 - Participating in activities or behaviors that threaten the safety of others in the workplace.
 - Stealing or conducting acts of vandalism.
 - Physically or verbally abusing another individual.
- A student who is interning through the Corporate Work Program being fired from their position in a partner organization.

Work Program Noncompliance

A student is considered Work Program Noncompliant if s/he does not complete the required number of work hours per semester.

Student fails to complete 150 semester hours for one semester

- Required to pay the balance of the unearned portion of the Tuition Assistance Grant corresponding to the amount of unworked hours.
- Failure to complete 150 semester hours for BOTH semesters
- Suspended from the Work Program for the duration of one semester.

- Ineligible for on-campus housing for the duration of one academic year.
- Payment in full of any remaining balance on student's ledger.

Appeal Process

Students may appeal their probation, suspension or expulsion status. Appeals must be written and submitted to the Dean of the Work Program and the President of the College within 48 hours after the warning was issued. A student worker will be notified as to whether his/ her appeal is granted and no disciplinary actions will be taken while the request for appeal is being considered.

In order for an appeal to be granted, a student must prove one or more of the following:

The punishment is excessively harsh considering the work violation.

Improper procedures were followed.

S/he is not guilty of the work violation or behavior that triggered the punishment.

Paul Quinn College Corporate Work Program

Corporate Work Program

For the first two years, most Work Program students will work in positions on-campus. However, once a student is deemed "ready," they become eligible to participate in the Corporate Work Program. Corporate Work Program students work 16 – 20 hours each week for 400 hours each academic year in internships at Dallas-Fort Worth area businesses. All Corporate Work Program interns are required to go through a screening process and must attend trainings before they are placed in positions off-campus.

The Paul Quinn College Corporate Work Program ("Corporate Work Program") is designed to give Paul Quinn students the opportunity to explore various career options prior to graduation and to receive one-on-one professional mentoring through internships at businesses and organizations throughout the Dallas-Fort Worth area. Businesses and organizations desiring to hire interns through the Corporate Work Program must agree to provide funds that apply directly towards an intern's tuition, cash stipend payment, and transportation and administration costs incurred by the College.

Corporate Work Program student interns are selected on the basis of their prior record of performance in the Work Program, their academic performance, and their demonstrated leadership on campus. Additionally, participants are required to complete an entrance interview with the Dean of the Work Program and possibly other staff members, and must go through extensive training prior to being placed in an off-campus internship. The Work Program Office reserves the right to dismiss a student from the Corporate Work Program at any time before placement or during the internship period.

Like on-campus Work Program students, Corporate Work Program students are required to complete their work hour requirement, 400 hours, each academic year in order to earn the full \$5,000 Tuition Assistance Grant. No student intern in the program may work less than 16 hours each week and must not work more than 20 hours each week, without prior approval from the Dean of the Work Program.

Interns are expected to arrive on time for all scheduled shifts. If a student is unable to make it to work, s/he is required to provide his/her supervisor with proper notice of his absence, as well as the Dean of the Work Program. Interns are expected to arrange to make up any missed hours with supervisors and the Dean of the Work Program as soon as possible after returning to work.

If an intern does not complete his/her required hours by the end of the fall semester, s/he may either arrange with his/her supervisor to make up hours over Winter Break or arrange to make up his/her hours over the course of the spring semester. Interns who choose to make up hours over the Winter Break must complete all of their hours before December 18th. Any remaining unworked hours must be completed during the spring semester or by May 31st.

While the College endeavors to assist students with transportation to and from their off-campus work assignments, it is ultimately the responsibility of the student interns to ensure they arrive to work on time for every scheduled shift.

Student interns are required to comply with the guidelines of both the Work Program and the rules, regulations and policies of the business or organization to which they are assigned.

Interns will be evaluated by their Corporate Work Program supervisors at the midpoint end of each semester and will receive grades based on their evaluation scores, in addition to the successful completion of their required work hours.

Evaluations and Work Transcripts

Performance Evaluations

Supervisors officially evaluate student work performance at the midpoint of the semester and at the end of the semester. Supervisors evaluate the degree work students fulfill the following expectations:

Attendance/Punctuality

Response to Supervision

Accountability

Workplace Culture, Policy, and Safety

Initiative/ Willingness to Learn

Communication

Teamwork/ Attitude

Problem solving/ Critical Thinking

Prideful Workmanship & Presentation

Student Work Performance Evaluation Grading Scale	
Evaluation Rating	Description
Exemplary	Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as a leader that improves the overall team.
Proficient	Demonstrated the skills required for the position, but needs additional development. Met work hour requirement.
Needs Development	Inconsistent in demonstrating and developing skills for the position, but development is needed.

Each	Performance Improvement Plan Needed	Is not yet demonstrating the skills required for the position and needs to have a formal plan for improving skills. May need additional training.
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performance expectation is rated on a four-item scale, indicated below:

Additionally, in this evaluation supervisors rate students on their overall performance using the above scale. This rating, in combination with the number of work hours a student completes each semester translate into a work transcript grade. The table below outlines the work performance factors that corresponds to each grade.

Final	Work Transcript Grading Legend	
	Grade	Description
	A	Exemplary: Consistently demonstrated skills required for the position. Often exceeded expectations and emerged as leader who improved the work environment. Met work hour requirement.
	B	Good: Met expectations and demonstrated initiative in improving skills. Met work hour requirement.
	C	Proficient: Demonstrated the skills required for the position, but needs additional development. Met work hour requirement.
	D	Needs Improvement: Did not demonstrate the skills required for the position and needs to follow a Performance Improvement Plan developed with the Supervisor moving forward. May not have met minimum work hour requirement.
	F	Unsatisfactory: Did not meet minimum expectations of the position and/or did not complete work hour requirements.

evaluation grades are reported on students' work transcripts. The grade does not affect academic G.P.A.s.

Transcript Requests

A student may formally request an official transcript, by downloading from the college website the Transcript Request Form and then mailing or faxing the form to the Office of the Registrar. The cost of each transcript is \$15.00 payable with a money order or credit card. Transcripts will not be provided for students who have outstanding financial obligations to the College. It normally takes five to seven working days to process a transcript request. Requests made during the College's registration periods will take longer.

Permanent, Confidential, and Redundant Storage of Student Academic Records

In keeping with the document retention guidelines found in PH B.8, Paul Quinn College securely maintains a permanent academic record for each student who has enrolled at the College. Electronic records of current students are also stored on local servers, regularly backed up, and stored in perpetuity to ensure redundancy in case of damage. All such records are confidential and are property of the College.

The Family Educational Rights and Privacy Act of 1974 (FERPA) guarantee students the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the College. It also ensures that records cannot be released without the written consent of the student. Individual students shall be afforded the right to correct or amend, upon reasonable request, an inaccurate record. Information contained in a student's educational records file shall not be

disclosed or used for other than authorized College purposes without his or her express written consent, unless required by law.

Guidelines for Confidentiality of Records

Confidential Nature of Student Records

Except as herein set forth in this policy statement; certain educational records shall be kept confidential with respect to requests made by all persons other than appropriate school officials, as determined by the President, or parents of a dependent student, as defined for income tax deduction purposes in Section 152 of the U.S. Internal Revenue Code.

Release of Information to Investigators

When written consent has been received by the College from a student who is the subject of a governmental or employment investigation, information requested by such investigator for records of such student may be released through authorized staff personnel of the College within whose offices such records are maintained upon proper identification of the investigator. Investigators must adequately identify themselves through the display of official credentials, must indicate the agency they represent and demonstrate a satisfactory basis for their request. Even to such investigators, information in student records not yet released will be withheld if a student timely notifies the Registrar's Office in writing that he or she has withdrawn his or her prior consent.

Release of Information to Investigators

Officers and employees of the College will not release addresses or telephone numbers of students to non-college affiliated persons. In the event of an emergency, a student or guardian may request the release of his or her information in writing to the office of Student Affairs.

Faculty Review of Student Academic Record

Individual faculty members may review academic records of their students with each student's written consent, except that such consent shall not be necessary for faculty members who serve as advisors and other administrative officers or counselors of the College in the discharge of their official functions.

Removal of Records from Custodial Office

Except as required in cases involving litigation, a student's permanent academic records may not be removed from the Registrar's Office. Copies of the content of such records may be made available to administrative staff officials in conducting official business involving such records.

Additional Guidelines

Public Law 93 -382, the Family Educational Rights and Privacy Acts (FERPA), grants all students access to their records. The law also limits others' access to student grades, reports of academic performance, reports of disciplinary action and other personal data unless the student grants permission. As provided in Public Law 93-380, donors and/or potential donors of scholarships may be provided copies of a student's record without prior consent from the student or parent (s) provided the student has made application for the scholarship.

No record thereof will be maintained. Records will also be released in compliance with a valid court order.

Student's Waiver of Privacy to Third Parties

Information about a student, including but not limited to, any personally identifiable information, records or files, may be released with the student's written permission in the following cases only:

The College will release the following information directly upon request: student name, current address, telephone number, and field of study, dates of attendance, degrees and awards received. The College will release such information if the student has completed a release of information form and specified who should be the recipient of the information;

To College officials, including faculty and staff who have a legitimate educational interest;

In connection with a student's application for the receipt of financial aid; and

If there is written consent from the student specifying records to be released, the reasons for such release, and to who the records are to be released.

Evaluation of the Work Program

Students will have the opportunity to evaluate their work stations, supervisors and the Work Program at the end of the academic year by completing the Work Program Evaluation Survey. This feedback is vital to assisting the Work Program Office with improving the quality and effectiveness of the program. All students are encouraged to complete a Work Program Evaluation Survey prior to enrolling in the Work Program the following academic

Financial Aid and Student Accounts



Schedule of Fees

The schedule of fees is provided as a guide to assist students in budgeting and planning for college enrollment. Exact tuition and fees are available upon course enrollment and completion of the registration process. The College reserves the right to update the above fee schedule at any time. Fees and/or fines which may be incurred by a student, which are not typically included in Financial Aid budgeting, such as the late registration penalty or the drop/add fee are detailed in the following section.

PAUL QUINN COLLEGE Schedule of Fees 2017-2018

Full-time On Campus

On Campus (Full-time)	Fall	Spring	Year
Tuition ¹ (12-18 credit hours)	\$ 2,960.00	\$ 2,960.00	\$ 5,920.00
Dormitory Room	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
Meal Plan ²	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
Fees			
Campus / Building Use Fee	\$ 200.00	\$ 200.00	\$ 400.00
Technology Fee	\$ 500.00	\$ 500.00	\$ 1,000.00
Health Services Fee ³	\$ 250.00	\$ 250.00	\$ 500.00
Student Activity Fee	\$ 300.00	\$ 300.00	\$ 600.00
Laundry Fee	\$ 37.50	\$ 37.50	\$ 75.00
Books ⁴	\$ -	\$ -	\$ -
Estimated Total Costs with Fees	\$ 7,247.50	\$ 7,247.50	\$ 14,495.00

Full-time Off Campus

Full-time Off Campus	Fall	Spring	Year
Tuition ¹ (12-18 credit hours)	\$ 2,960.00	\$ 2,960.00	\$ 5,920.00
Meal Plan ²	\$ 750.00	\$ 750.00	\$ 1,500.00
Fees			
Campus / Building Use Fee	\$ 200.00	\$ 200.00	\$ 400.00
Technology Fee	\$ 500.00	\$ 500.00	\$ 1,000.00
Health Services Fee ³	\$ 250.00	\$ 250.00	\$ 500.00
Student Activity Fee	\$ 300.00	\$ 300.00	\$ 600.00

Books ⁴	\$ -	\$ -	\$ -
Estimated Total Costs with Fees	\$ 4,960.00	\$ 4,960.00	\$ 9,920.00

Part-time (6 Credit Hours)

Part-time (6 Credit Hours)	Fall	Spring	Year
Tuition ¹	\$ 1,480.00	\$ 1,480.00	\$ 2,960.00
Meal Plan ²	\$ 250.00	\$ 250.00	\$ 500.00
Fees			
Campus / Building Use Fee	\$ 150.00	\$ 150.00	\$ 300.00
Technology Fee	\$ 250.00	\$ 250.00	\$ 500.00
Health Services Fee ³	\$ 250.00	\$ 250.00	\$ 500.00
Student Activity Fee	\$ 150.00	\$ 150.00	\$ 300.00
Books ⁴	\$ -	\$ -	\$ -
Estimated Total Costs with Fees	\$ 2,530.00	\$ 2,530.00	\$ 5,060.00

Part-time (3 Credit Hours)

Part-time (3 Credit Hours)	Fall	Spring	Year
Tuition ¹	\$ 740.00	\$ 740.00	\$ 1,480.00
Meal Plan ²	\$ 250.00	\$ 250.00	\$ 500.00
Fees			
Campus / Building Use Fee	\$ 100.00	\$ 100.00	\$ 200.00
Technology Fee	\$ 125.00	\$ 125.00	\$ 250.00
Health Services Fee ³	\$ 250.00	\$ 250.00	\$ 500.00
Student Activity Fee	\$ 100.00	\$ 100.00	\$ 200.00
Books ⁴	\$ -	\$ -	\$ -
Estimated Total Costs with Fees	\$ 1,565.00	\$ 1,565.00	\$ 3,130.00

- 1) Tuition is computed at \$246.67 per credit hour and is tied to the Federal Pell Grant and may be adjusted annually as the Pell Grant is adjusted. Part-time enrollment status, for Federal Financial Aid, is determined by a minimum of six credit hours.
- 2) Students living in College housing are required to participate in the 19-meal per week meal plan. Full-time off-campus students are required to participate in the 150-meal per semester meal plan. Part-time students are required to participate in the 45-meal per semester meal plan.

- 3) The Student Health Services Fee of \$250 covers PQC TigerCare Health Plan. Students may be seen at no additional cost by the PQC Nurse, or at the PQC TigerCare Health Center located within the Methodist Charlton Medical Group. All enrolled students taking classes on campus must also carry PPACA Compliant Health Insurance. If a student does not carry their own insurance they will be enrolled in our Comprehensive Health Insurance Plan through Aetna as well.
- 4) Paul Quinn College has adopted an open source policy for textbooks for the majority of course materials. There may be a limited number of required texts which are not available via open source and may generate a nominal fee to acquire or use.

The exact tuition and fees will be available upon course enrollment and completion of the registration process. The College reserves the right to update the above fee schedule at any time. Fees and/or fines which may be incurred by a student, which are not typically included in Financial Aid budgeting are detailed in the current college catalog and the Student Handbook available at www.pqc.edu.

Fees

Auditing of Courses – Courses are audited with written approval of the instructor and the Vice President of Academic Affairs. Students must indicate their intention to audit at the time of registration. There will be charge of \$300.00 to audit a course.

Campus/Building Use Fee – This fee is charged to full-time and part-time students for access and goes towards the maintenance of campus buildings, including classrooms, library, student union building, residence hall and other areas used by students.

Course Overload Fee – A fee of \$246.67 per hour is charged for course loads above 18 hours.

Graduation Fee – A \$135 fee is charged of all prospective graduates to defer the cost of regalia, the diploma and general Commencement expenses. The fee is due upon submission of the candidacy application.

Laundry Fee – Students living in campus residential facilities have access to laundry services. Since these machines are not paid per use, students are charged \$37.50 for unlimited use each semester.

Meal Plan Fee – Students living in College housing are required to participate in the 19-meal per week meal plan. Full-time off-campus students are required to participate in the 150-meal per semester meal plan. Part-time students are required to participate in the 45-meal per semester meal plan.

Registration Fee – A \$200 fee paid by new students enrolling in their first semester that covers a portion of matriculation-related activities such as placement testing and orientation activities.

Student Activity Fee – The student activity fee is used to defer the cost of campus activities, such as Homecoming, the student government association, student organizations and clubs.

Student Health Services Fee – This \$250 fee covers PQC TigerCare Health Plan. Students may be seen at no additional cost by the PQC Nurse or at the PQC TigerCare Health Center located within the Methodist Charlton Medical Group. All enrolled students taking classes on campus must also carry PPACA Compliant Health Insurance. If a student does not carry their own insurance, they will be enrolled in our Comprehensive Health Insurance Plan through Aetna as well.

Technology Fee – The Technology Fee supports technological/Infrastructure needs and services directly related to delivering and facilitating instruction and student learning. Services include computer labs, CAMS, Moodle and classroom technology.

Fines

Students may receive fines for violations of the Code of Conduct.

Sample Cost of Attendance and Budget For Full-time On Campus and Off Campus Enrollment

On Campus Full-time Cost of Attendance Budget: \$18,195.00	
Direct Costs	
Tuition	\$ 5,920.00
Room and Board	\$ 6,000.00
Health Services Fee	\$ 500.00
Technology Fee	\$ 1,000.00
Student Activity Fee	\$ 600.00
Building Use Fee	\$ 400.00
Laundry Fee	\$ 75.00
Subtotal	\$ 14,495.00
Indirect Costs	
Loan Fee	\$ 100.00
Books and Supplies	\$ 600.00
Transportation	\$ 1,500.00
Personal Expenses	\$ 1,500.00
Subtotal	\$ 3,700.00
TOTAL	\$ 18,195.00

Off Campus Full-time Cost of Attendance Budget: \$18,120.00	
Direct Costs	
Tuition	\$ 5,920.00
Room and Board	\$ 6,000.00
Health Services Fee	\$ 500.00
Technology Fee	\$ 1,000.00

Off Campus- Apartments Full-time Cost of Attendance Budget: \$18,860.00	
Direct Costs	
Tuition	\$ 5,920.00
Room and Board	\$ 6,600.00
Health Services Fee	\$ 500.00
Technology Fee	\$ 1,000.00

Student Activity Fee	\$ 600.00
Building Use Fee	\$ 400.00
Subtotal	\$ 14,420.00
Indirect Costs	
Loan Fee	\$ 100.00
Books and Supplies	\$ 600.00
Transportation	\$ 1,500.00
Personal Expenses	\$ 1,500.00
Subtotal	\$ 3,700.00
TOTAL	\$ 18,120.00

Student Activity Fee	\$ 600.00
Building Use Fee	\$ 400.00
Subtotal	\$ 15,020.00
Indirect Costs	
Loan Fee	\$ 100.00
Books and Supplies	\$ 600.00
Transportation	\$ 1,500.00
Personal Expenses	\$ 1,500.00
Laundry Fee	\$ 140.00
Subtotal	\$ 3,840.00
TOTAL	\$ 18,860.00

Financial Aid and Scholarships

The Office of Financial Aid and Scholarships is committed to working with students and their families to explore funding opportunities for their education. Options range from grants and scholarships to Veteran's benefits to the Work Program as well as federal and private loans for those that need extra assistance. Paul Quinn College uses an Urban Work College Tuition Model to provide students with one of the lowest tuitions in the state of Texas and a simplified application process.

Scholarships are a critical component of a student's financial aid package and students are required to submit two external scholarship applications each semester. Institutional scholarships are also available for students who meet established donor or college criteria.

Federal aid is awarded based on the completion of the Free Application for Federal Student Aid (FAFSA). It allows students to obtain need-based aid like grants, loans and federal work study. Eligibility is based on federal regulations and institutional policies. The priority deadline for federal aid is March 1 and must be renewed annually.

Federal Grants

Federal Pell Grants are federal aid that does not have to be repaid unless a student withdraws from school or owes a refund. Eligibility is determined in the semester a student applies and has been fully admitted to the College. To be considered, the student must apply for admission, declare a degree seeking major and submit final high school transcript, GED, or academic transcripts from all institutions attended to the Registrar's Office. Financial Aid will not be dispersed until all eligibility requirements are met.

Federal Supplemental Educational Opportunity Grants (FSEOG) are available to Pell Grant recipients who have exceptional need. To be eligible, a student must be enrolled in a least six credit hours. Funds are awarded dependent on the availability of funds allocated to the college by the Department of Education and students with a zero-estimated financial contribution (EFC) receive priority consideration.

State Grants

Tuition Equalization Grants (TEG) are provided by the Texas Legislature to assist students with need in paying the difference between tuition charged in independent colleges and universities and public institutions in the State of Texas. Recipients of the grant must be a Texas resident or a National Merit Scholarship finalist, enrolled at least three-quarter time (9 credit hours) and show financial need. Recipients cannot be enrolled in a religious degree program or be the recipient of any form of athletic scholarship.

Federal Loans

The William D. Ford Federal Direct Loan Program is the largest federal student loan program. The U.S. Department of Education is the lender for the four types of Direct Loans in the program. Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school. Direct Unsubsidized Loans are loans made to eligible under-graduate, graduate and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan. Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Direct Consolidation Loans allow students to combine all of their eligible federal student loans into a single loan with a single loan servicer.

Federal Work Study

The Paul Quinn College-Federal Work-Study (FWS) program is a need-based financial aid program. Students earn funds through part-time employment to help pay for their cost of their educational expenses. Funds earned are paid directly to the student each month and do not credit to the student's account unless authorized. Priority is given to off-campus students or those not eligible for work program participation.

To be eligible for a Federal Work-Study job, students must

- have a completed Financial Aid file
- meet the Satisfactory Academic Progress (SAP) standards
- be enrolled in at least six credit hours (half time) for Fall/Spring
- be a U.S. citizen or eligible noncitizen
- not have any prior institutional balance or blocks

The amount of a student's Federal Work-Study award is determined by financial need, based on cost of attendance, budget and Free Application for Federal Student Aid (FAFSA) information. Financial need is defined as the difference between the total cost of attendance and the expected family contribution (EFC) which is determined by the FAFSA and other current financial aid awards.

Federal Work-Study jobs may be on or off campus. FWS jobs with federal, state or local public agencies, or private nonprofit organizations must be in the public interest. FWS jobs with private, for-profit organizations must be academically relevant to the student's course of study to the maximum extent possible.

For information on current FWS wages, students should contact the Office of Financial Aid. Students in this program may not work more than 20 hours per week. Students may earn up to their awarded amount. Since total earnings are based on a college wide federal allocation, the amount a student is allowed to earn could be less than the amount awarded.

Paul Quinn does offer limited funding for summer federal work study opportunities. Students must meet the same requirements, along with:

- Be enrolled in at least three credit hours for the summer or be enrolled for the upcoming fall semester
- There is no summer housing available, you must secure your own off campus living arrangements
- Students are awarded and placed on a first-come first-served basis, based on availability of funds

Non-Federal Work Study Opportunities

Paul Quinn College also provides a limited number of Work Program, on-campus, part-time employment opportunities for students who do not demonstrate financial need. Visit the PQC Work Program and Personal and Career Development Offices for more information and available job for openings off-campus students.

Institutional Scholarships

The Presidential Scholars Program provides full, renewable scholarships to first-time freshmen, transfer students and current PQC students. The scholarships cover tuition, fees, and room and board. Applicants submit an essay for consideration. Finalists will be required to complete an interview with the College President. Recipients must accept scholarship by the established deadline and meet prescribed standards each year to be eligible for renewal.

The Honors Scholarship is a partial, renewable scholarship offered to first-time freshmen for up to eight consecutive semesters.

The Richard Allen Servant Leaders Scholarship is a partial, renewable scholarship offered to first-time freshmen and transfer students who have displayed exceptional leadership skills or demonstrated the potential for becoming outstanding leaders.

The Cristo Rey Scholarship is a partial, renewable scholarship offered to first-time freshmen graduating from a Cristo Rey Network High School. Applicants must commit to attend Paul Quinn College by May 1 for consideration.

The Recruiting and Retention Scholarship is awarded to new and current PQC students who recruit and retain other students to the College. The scholarship is awarded for each semester the recruited student(s) are enrolled at PQC beyond the Census Date.

The PQC Legacy Scholarship is a partial, renewable scholarship only awarded to incoming and current students who attend the college based on the recommendation of a family member who is a PQC student or alum. Scholarship award is given after approved by the College President.

Satisfactory Academic Programs (SAP)

Paul Quinn College is required by law to formulate standards to measure a student's progress toward completion of a program of study while receiving financial assistance through federal, state, or institutional student aid programs by applying both qualitative and quantitative measurements to academic work. [34 CFR 668.34]

To comply with applicable laws and accreditation standards, PQC has developed a policy describing Satisfactory Academic Progress (SAP) for both applicants and recipients of student financial aid. These measurements shall be used to determine student eligibility for all need-based and federal Title IV financial assistance, unless the terms of a particular grant or funding source state otherwise. All current and returning students to PQC, after a lapse of one semester or longer, will be re-evaluated under the current SAP policy.

The following SAP policy measurements became effective as of May 17, 2016. Satisfactory Academic Progress is measured at the end of each semester. Some Financial Aid programs have specific requirements. In those instances, the program requirements will supersede the general SAP policy stated here. Each financial aid applicant must select a primary program of study prior to receiving financial aid payments. Students may not be allowed financial aid funding for multiple changes of programs for the purpose of extending financial aid eligibility. All previously repeated courses will be counted.

Qualitative Measure

A Cumulative Grade-Point Average (CGPA) of 2.00 or higher must be attained by the end of a student's first semester of enrollment at DCC. This average must be maintained at the end of each subsequent semester for a student to continue to receive financial aid. Students who do not meet this minimum CGPA requirement will be placed on Financial Aid Warning for one semester. If a CGPA of 2.00 or higher is not reached by the end of the warning period, the student will be placed on Financial Aid Suspension.

Quantitative Progress

Maximum Time Frame 150 Percent

A student may apply for and if eligible, receive financial aid for attempted credit hours that do not exceed 150 percent of the minimum number of hours required to complete the student's primary program of study. All hours attempted toward the completion of a program of study will be counted regardless of whether financial aid was received. Credit hours transferred to PQC are counted when calculating the 150 percent maximum. When SAP is calculated, students who have

attempted 150 percent of the allowed number of credit hours, or for whom it would be mathematically impossible to complete a program of study within the 150 percent maximum, will be placed on Financial Aid Suspension.

Students placed on Financial Aid Suspension for this issue have exhausted financial aid eligibility to complete the program and may not again receive financial aid benefits to complete their program of study.

Examples:

For a student completing a bachelor's degree that requires 120 hours, the student must complete the degree within 180 attempted hours. The student will lose eligibility for additional financial aid to complete the program after 180 attempted hours.

For a student completing a certificate program that requires 30 credit hours, the student must complete the certificate within 45 attempted credit hours. The student will lose eligibility for additional financial aid to complete the program after 45 attempted credit hours.

Pace of Completion 67 Percent

To avoid exceeding the maximum time frame required to complete a program of study using financial aid, students are expected to maintain a "pace of completion". At the end of each semester, students must have a cumulative passing rate of at least 67 percent. Grades of "I", "W", "NR", "NC", "IP" and "IU" will be counted as hours attempted, but will not be counted as hours successfully passed. Repeated course enrollments will be counted in the completion rate and against the overall maximum time limit required to complete the program of study. Students who do not meet this minimum requirement will be placed on Financial Aid Warning for one semester. If the 67 percent pace of completion is not reached by the end of the warning period, the student will be placed on Financial Aid Suspension.

Warning and Suspension Period

If a 67 percent cumulative pace of completion and/or GPA of 2.00 or higher at the end of the semester, the student will be placed on a warning period for one semester. During the warning period, the student is still eligible to receive financial aid. However, if the 67 percent completion rate and/or CGPA of 2.00 or higher is not reached by the end of the warning period, the student will be placed on Financial Aid Suspension. During the Suspension period, the student is not eligible to receive financial aid.

Withdrawals & Incompletes

In the calculation of the 67 percent Pace of Progress, Grades of "I", "W", "NR", "NC", "IP" and "IU" will be counted as hours attempted, but will not be counted as hours successfully passed. All other letter grades (A, B, C, D, F) will be counted.

In the calculation of Cumulative GPA, Grades of "I", "W", "NR", "NC", "IP" and "IU" will be counted as hours attempted, but will not be counted as hours successfully passed. All other letter grades (A, B, C, D, F) will be counted.

In the calculation of 150 percent Maximum Time Frame Grades of "I", "W", "NR", "NC", "IP" and "IU" will be counted as hours attempted, but will not be counted as hours successfully passed. All other letter grades (A, B, C, D, F) will also be counted.

Treatment of Remedial Courses

An otherwise eligible student may receive financial aid for a maximum of 30 attempted credit hours of developmental/remedial course work.

Once the 30-hour credit hour maximum is reached, additional development/remedial credit hours will not be used to calculate the award amount. Developmental hours are not included in the calculation of the overall maximum time frame to complete the student's academic program or in the grade-point average calculation.

However, developmental/remedial attempts and grades are used in the measurement of the pace of completion.

Treatment of Transfer, Change of Major, Second Degree & Second Major Courses

Transfer students must submit official transcripts from all previous colleges attended. If transcripts are not received and evaluated prior to the start of your enrollment, SAP standards cannot be calculated.

Each financial aid applicant must select a Primary Program of Study prior to receiving financial aid payments. Students may not be allowed financial aid funding for multiple changes of programs for the purpose of extending financial aid eligibility. All previously repeated courses will be counted.

Students must be in an eligible program of study leading to a degree or certificate in order to receive federal aid and most non-federal aid. A second major being added to a previous degree is not considered an eligible program of study.

Completion of Degree Requirements

A student who has completed all the coursework for his or her degree or certificate but has not yet received the degree or certificate cannot receive further financial aid for that program.

Appeals

A student who has been placed on financial aid suspension for not meeting the required SAP guidelines may appeal his/her suspension if there were unusual or extenuating circumstances that contributed to the student's failure to meet these guidelines.

If the appeal is granted, the student will be placed on a SAP Probation Status and will be allowed to receive financial aid. A student who wishes to appeal must submit a completed appeal form to the Office of Student Financial Aid & Scholarships. Financial aid will only be awarded if an appeal is approved.

The student who was placed on an academic plan will be reviewed for SAP at the end of the probationary semester. If the student is still not meeting SAP requirements as stated in the academic plan, the student will be placed on Financial Aid Suspension and will be ineligible for financial aid. Students may appeal Financial Aid Suspension.

If the student's appeal is denied, the student will be ineligible for financial aid until the student meets the SAP requirements.

Regaining Eligibility

To regain financial aid eligibility, a student placed on suspension may pay enrollment related expenses from personal resources until minimum SAP standards are met. The student's progress will continue to be reviewed at the end of each semester of enrollment.

Eligibility will automatically be reinstated for the next term of enrollment upon successful completion of a term of enrollment in which the student meets the required SAP standards described in this section.

This process will be enacted at the end of each term. The Director of Financial Aid will serve as the single point of contact for the process, collecting reports on progress from members of each unit (Registrar, Bursar, Retention Manager(s), Financial Aid Officer(s)) and serving as chairperson of the SAP Committee.

Student Accounts

Paying for College

Enrolling in classes at Paul Quinn College is a financial commitment. Students who fail to make full payment to the College for tuition, fees, or installment plans by the published due dates are subject to the following consequences:

1. Late payment fee of \$100 for each late payment
2. Possible withdrawal from all courses
3. Placement of student account registration holds so that registration and/or dropping of classes are not allowed
4. Withholding of grades, diplomas and/or official transcripts
5. All penalties and collection actions authorized by law
6. Reporting to a collection agency

Please be advised it is the student's responsibility to drop/withdraw classes for which they cannot make payment by the deadlines below to avoid accruing late payment charges. Monies owed the College may be paid in the Business Office located in Adams 208.

Regular Registration Payment Deadline First day of Class

Financial Aid Recipients** Census Date (12th Class day)

Late Payment fee begins..... Day after Census Date

****Financial Aid recipients** who have met all necessary requirements for the authorization and disbursement of FA funds have an extended deadline to allow time for their aid funds to be awarded. However, if a pending financial aid status, including verification issues, is not cleared by Census Day, alternative payment arrangements must be made to avoid possible cancellation of classes and/or late fees.

To avoid late fees, students must pay in full or enroll in a payment plan by the payment deadlines listed below.

Payment Methods

Paul Quinn College accepts cash, money order, or Visa/MasterCard for payment.

Payment Plans

Paul Quinn College offers an Installment Payment program in which students can defer payment of the portion of their tuition and fees not covered by financial aid grants, loans and/or scholarships. A one-time installment agreement fee of \$30 will be added to the outstanding student balance.

The specific terms of a payment plan are detailed on the installment agreement. Financial Aid, additional scholarships or third-party payments and/or credits from dropping a class may reduce a payment amount, however, a payment is due on the due date as long as there is an outstanding balance. **Financial aid may NOT be used as your first payment.**

A \$100.00 late payment fee will be assessed for each payment not paid in full by 5:00 p.m. on the due date.

Payment deadlines are approximately one month apart and typically fall on the 17th of the month, or the first business day immediately following the 17th of the month.

Non-Payment of Financial Obligations to College

The college reserves the right to discipline students who do not meet their financial obligations to the college. Students are expected to pay their bills in full and on-time.

In the event of non-payment, the total amount due shall accrue interest from the third missed payment deadline at the rate of ten percent (10 percent) per year until the note is paid in full. The College may turn over the unpaid bill to an external Collections Agency.

Managing Defaulted Students

Paul Quinn College uses several different methods to address defaulted students and student who are at risk of defaulting with continued missed payments. The School Portfolio Report and borrower information are imported into the processing system provided through USAFunds (Borrower Connect).

Monthly reports are run to identify students at risk of default by number of days and those closest to default are contacted first in an attempt to gain any updated information since the last date of attendance. Student information can also be obtained from other public sources such as phone books, Internet sites and publications.

USAFunds and Paul Quinn College contacts delinquent students to assist with disseminating information and collecting data to assist the borrower with repayment options. Borrowers are encouraged to explore options for lowering the payment amount, income based, repayment options and if necessary, options for deferment or forbearance. Letters are mailed to the last known address on file detailing how the student can get assistance for repayment of their loans. Updated address forms are included in the letters so borrowers can submit their updated contact information to the school. Calls are attempted to reach each borrower and give assistance for repayment, curing defaults and loan rehabilitation.

Refund Policy

A student who makes a change to their student status within the dates listed below, which triggers a change to their student account, will be due the stated refund (such as moving off campus, or reducing credit load from 12 hours to 6 hours). A 100 percent refund is not available on or after the first day of class. After the refund period has ended, any change made to the student status will NOT result in a refund and the student is financially responsible for all charges on their student account.

The following schedule will dictate refund amounts:

14-week classes

4 th business day of long semester (includes the first day of class).....	90%
8 th business day	80%
12 th business day	50%
16 th business day	25%
After the 16 th business day	0%

6-week classes

2 nd business day of long semester (includes the first day of class)	90%
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4 th business day	80%
6 th business day	50%
8 th business day	25%
After the 8 th business day	0%

4-week classes

1 st business day of long semester (includes the first day of class)	90%
2 nd business day	80%
3 rd business day	50%
4 th business day	25%
After the 4 th business day	0%

Any student account that remains unpaid at the end of the semester and not paid within 30 days may be turned over to an outside collection agency. The student will be responsible for all collection costs and/or attorney's fees necessary to collect these accounts.

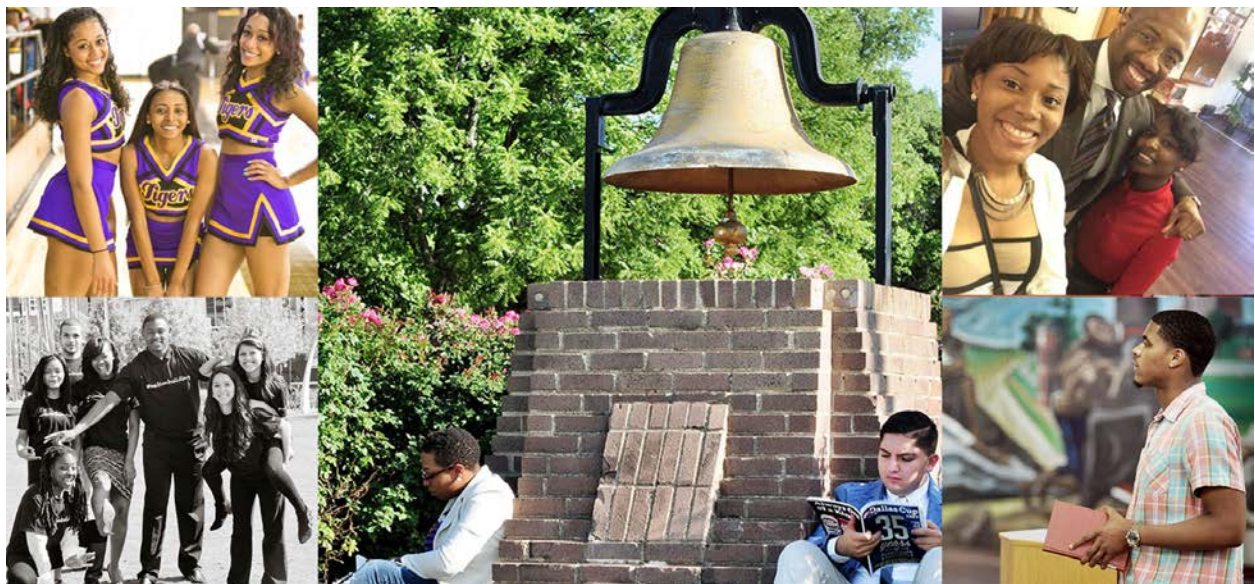
Students receiving federal financial aid will be subject to the federal guidelines with respect to withdrawal. A student may obtain a refund of any overpayment on his or her account by making a request in the Business Office. The date of withdrawal from which all claims to reductions and refunds will be referred is the date on which the Registrar's Office receives official notice from the student of the intention to withdraw (See regulations relative to withdrawals.)

The College reserves the right to cancel the registration of any student at any time. In such a case, the pro rata portion of tuition will be returned. Students withdrawing or removed under disciplinary action forfeit the right to a refund.

A refundable credit balance may result on the student account due to financial aid payments, loan disbursements, account adjustments and/or payments posted to the account. When refunds are issued, students will receive an email to their PQC email alerting them to a pending check in the Business Office. Refunds are issued to the student. Refunds due to over-payments are processed no sooner than 14 business days after the credit balance appears.

Credit balances due to overpayment of student account charges will be refunded to the student as long as the amount of the over-payment is minimal. Payments sent to the College (by check) on the student's behalf should be limited to educational expenses billed to the student account. Funds intended to cover student "spending" or "living expenses" should be sent directly to the student - not to PQC. Paul Quinn College is unable to transfer funds to the student on behalf of a separate party. If the College receives such funds, they will be applied to any outstanding charges on the student account. If there are no outstanding charges, the College will hold the funds to be applied to the student account for a future term's charges or until the student leaves the College.

The Center for Civic Engagement, Entrepreneurship and Leadership (CEEL)



Overview of Center for Civic Engagement, Entrepreneurship & Leadership (CEEL)

Student life is a vital extension of the classroom experience and it is an important component of the education and maturation process of students. At Paul Quinn College, the traditional role of Student Affairs is fulfilled by the Center for Civic Engagement, Entrepreneurship, and Leadership (CEEL). The Center for Civic Engagement, Entrepreneurship, and Leadership offers an array of living-learning activities in order to engage students, foster self-discipline, improve time management skills, study skills, and organizational skills with the overall goal of graduating Quinnites ready to impact their communities and their respective careers.

Mission

The mission of CEEL is to cultivate 1) an understanding of personal responsibility for our collective communities through Civic Engagement, 2) problem solving skills through the use of Entrepreneurial, Thought and Action (ETA), and 3) the development of an intention to Lead, regardless of title or position.

To achieve this mission CEEL has established the following objectives:

1. Create a campus environment that supports the positive growth of all Paul Quinn College students with particular attention to the maintenance and development of leadership skills, entrepreneurial experience, and civic responsibility.
2. Seamlessly integrate the concept of CEEL into the traditional student affairs functions, including student activities, Student Government and other organizations, community standards of conduct, housing/residential life, recreation and intramural sports, career development, health services and mental health wellness.
3. Expose the campus community to professionals who are creative, innovative and disruptive thinkers in their respective fields who will further challenge the academic and social development of all students.
4. Seek external resources through gifts and grants to support the operations of CEEL
5. Foster a campus climate supportive of the unique heritage of the College, of both current and former Quinnites, by vigorously reaffirming the value of multi-cultural diversity where people of all ages, ethnicities, and gender work cooperatively.
6. Seek and maintain partnerships with other institutions and organizations to disseminate the mission of CEEL and to further develop the student affairs functions of the Quinnite Nation.

The objectives of CEEL are carried out through student programming both on and off campus. Opportunities for students to be engaged continue to expand and are only limited by the imagination and innovation of students.

Community Service

Students participate in a wide variety of community service events/projects on and off campus. Community service activities are coordinated by the various campus departments as well as individual student organizations. These include: campus clean-up, breast cancer awareness, blood drives, clothing drives, and

canned food drives for needy families, Penny for Peace drive to assist families in the surrounding area, Census education, and the annual President's service learning trip. All students are expected to participate in service projects and opportunities. Students are encouraged to complete the community service form to document their hours. Forms are available in the CEEL office. This information is utilized for service recognition, leadership awards and in some cases graded assignments in specific classes.

Student Organizations

Student organizations serve a vital role in helping students become productive citizens in a democratic society by providing experience in decision-making and problem solving. Approved student organizations are an important component of the College, providing an opportunity for students to develop leadership skills, and maintain a sense of care and concern within the community. All student organizations and activities are expected to have educational values complementary to those derived from the pursuit of formal credit courses.

Recognition and Registration

The recognition of a student organization is a privilege, not a right. Recognition is the endorsement and approval by the College of the goals and purposes of the organization as being consistent with and supportive of the goals and purposes of Paul Quinn College.

Once recognized, the organization carries the name of Paul Quinn College and represents its student body. This relationship should be considered when programs and activities are planned and presented.

The College accepts organizations in the following categories:

- Academic Interest/Majors
- Honor Societies
- Civic Engagement
- Entrepreneurship
- Greek Life
- Music/Vocal
- Recreational Sports Clubs/Spirit Groups
- Religious/Spiritual
- Community Service

Student organizations will be reviewed periodically to determine if they are meeting the needs of the College and remaining true to their purpose. Recognition may be discontinued if this is in the best interest of the College.

Chartering a New Student Organization

If students desire to create an organization to supplement those that already exist, they must adhere to the following process:

1. **Initial interview and proposal:** Students will meet with a CEEL staff member to present a written proposal for the new student organization. The proposal should include:

The mission and purpose statement of the proposed organization,

- a. Specific short-term goals,
- b. A justification for the creation of the proposed organization,
- c. A list of minimum six students willing to commit to membership,
- d. An indication of the student who will be the primary contact person, along with her/his contact information,
- e. A completed petition with the appropriate number of signatures.

During this initial meeting, the CEEL staff member will discuss any outstanding questions and explain the chartering process. CEEL will respond to the proposal within thirty (30) business days, indicating whether the organization is clear to proceed with the chartering process.

2. **New Student Organization Packet:** Once approval to continue the chartering process is obtained, complete the New Student Organization Packet. Students will be required to fully complete the New Student Organization Packet in order to receive approval for probationary student organization status. CEEL has paper and electronic copies of the packet. Once the students successfully complete the packet, it will be reviewed by the Dean of Students for approval to move to probationary status.
3. **Probationary status:** Student Organizations must demonstrate that they will be viable once the original members graduate. Therefore, new student organizations must complete a year on probationary status. No institutional funding will be available to them during this period.

During probationary status, the organization must hold four (4) events each semester, track attendance with a sign-in sheet and satisfaction survey, and do a minimum of eight (8) community service projects, four (4) on-campus and four (4) off-campus, each semester. Each project must last at least one hour and have at least 80% of the organization's members participate. The organization must submit their calendar of events according to the student organization planning cycle, and maintain a binder that tracks their progress according to the guidelines set forth by CEEL.

4. **Evaluation year:** After successfully completing a year of probationary status, a new student organization will be up for review for full student organization status. During this second year, student organizations will be expected to increase their membership and continue to meet the criteria required during their probationary period. Based upon the organization's performance during their probationary period, and their continuing success during the evaluation year, the Dean Students will determine if the organization will be granted full student organization status.

Student organization chartering guidelines are reviewed at the start of each semester during the student organization leadership retreat, and will be reviewed with new student organizations who decide to apply in the middle of a semester.

Penalty

Any student(s) that attempts to start an organization to be affiliated with Paul Quin College without the expressed consent of Paul Quinn College designees will be subject to disciplinary action.

Established Organizations

In order for an organization to continue in active status, the following requirements must be satisfied:

The president and advisors of each organization must file a declaration sheet by the third Monday after the first day of class of each semester with CEEL indicating any changes to the information currently on file. Changes may include:

- a. Name of organization
- b. Officers and number of members (each organization must have a minimum of five members)
- c. Purpose and objectives
- d. The constitution and bylaws
- e. Planned activities for the current year

NOTE: New organizations may apply for a charter at any time of the year. Existing organizations, however, must meet the registration deadlines (the third Monday after the first day of each semester) or they will not be able to meet or operate on campus. Please consult CEEL for a list of current clubs and organizations.

Eligibility for Membership

Student participation in student organizations is encouraged as a means of learning to work better with others, in addition to gaining spiritual and intellectual stimulation, pursuing individual interests, developing social skills, and obtaining a better understanding of the individual. Learning and personal development are directly proportional to the quality and quantity of student involvement, so it is hoped that all students take full advantage of the educational and co-curricular opportunities available to them. Organization participation is a privilege and students are subject to certain requirements that may include:

1. Satisfactory academic standing, which includes a GPA of 2.5 or better to join and to remain active;
2. No current disciplinary charges or sanctions, such as disciplinary probation;
3. Good standing with Work Program Office

Greek Letter Organizations

Fraternities



ΑΦΑ

Alpha Phi Alpha Fraternity Inc., founded December 4, 1906 on the campus of Cornell University in Ithaca, N.Y. The Iota Kappa Chapter was chartered December 4, 1972 on the campus of Paul Quinn College.

Motto: First of All, Servants of All, We Shall Transcend All



KΑΨ Kappa Alpha Psi Fraternity Inc., founded January 5, 1911 at Indiana University in Bloomington, Indiana. The Lambda Lambda chapter was chartered on December 11, 1982 at Paul Quinn College.

Mott: Achievement in Every Field of Human Endeavor



ΩΨΦ Omega Psi Phi Fraternity Inc., founded November 17, 1911 at Howard University in Washington, D.C. The Zeta Eta Chapter was chartered at Paul Quinn College on April 5, 1975.

Motto: Friendship is Essential to the Soul



ΦΒΣ Phi Beta Sigma Fraternity Inc., founded January 9, 1914 on the campus of Howard University in Washington, D. C. Paul Quinn Colleges Gamma Kappa Chapter was chartered on May 9, 1951.

Motto: Culture for Service and Service for Humanity



ΔΑΩ Delta Alpha Omega Fraternity Inc., founded on August 18, 2001 at The University of Texas Arlington, Arlington, Texas. The Beta Chapter was chartered at Paul Quinn College on August 18, 2003

Mott: The harder you work in the beginning the more fruitful you will be in the end.

SORORITIES



AKA Alpha Kappa Alpha Sorority, Inc., founded January 15, 1908 on the campus of Howard University in Washington, D. C. Theta Theta Chapter was chartered December 1, 1973 at Paul Quinn College.

Motto: By Culture and By Merit



ΔΣΘ Delta Sigma Theta Sorority, Incorporated founded January 13, 1913 on the campus of Howard University in Washington, D. C. The Lambda Nu Chapter of Paul Quinn College was chartered on April 27, 1974.

Motto: Intelligence is the Torch of Wisdom



ZPB **Zeta Phi Beta Sorority, Inc.** founded January 16, 1920 on the campus of Howard University in Washington, D. C. Paul Quinn Colleges Tau Beta Chapter was chartered on March 8, 1951.

Motto: A community-conscious, action-oriented organization



ΣΓΡ **Sigma Gamma Rho Sorority, Inc.** founded November 12, 1922 on the campus of Butler University in Indianapolis, Indiana. The Gamma Iota chapter at Paul Quinn College was chartered on December 14, 1963.

Motto: Greater Service, Greater Progress



ΔΑΣ **Delta Alpha Sigma Multicultural Sorority, Inc.** founded March 10, 2004 on the campus of The University of Texas Arlington. The Gamma chapter of Paul Quinn College was chartered on March 25, 2015.

Motto: Beautiful by birth, Delta Alpha Sigma by choice

Greek Intake

All Paul Quinn College students must meet the following criteria in order to be considered for membership in a Greek Letter Organization:

1. Each prospective member must be enrolled as full-time status during the semester in which he or she is seeking to participate in membership intake.
2. Each prospective member shall be eligible for membership into a Greek-letter organization upon the successful completion of thirty (30) earned semester credit hours towards a degree.
3. Each prospective member must hold a 3.0 minimum institutional grade point average at the time of application for membership. The 3.0 minimum G.P.A. requirement supersedes any other requirements that might be lower, in place by the national organization. If membership is granted by the organization, a 3.0 GPA is required to maintain active status at the campus.
4. Transfer students, in addition to the aforementioned requirements, must have earned fifteen (15) semester hours toward their baccalaureate degree at Paul Quinn College. Transfer students must also hold a grade point average of 3.0, both institutional (PQC) and cumulative grade point average.
6. Each student must be in good standing (academic, disciplinary, work program and financial).
7. Attend a Greek Life Perspective Seminar the semester preceding the semester seeking membership intake into a Greek Letter Organization.

College requirements for membership into a Greek Letter Organization will be verified through the Dean of Students or designee. Dean of Students clearance does not automatically clear students to become eligible for membership in Greek Letter Organizations; additional requirements include membership qualifications outlined by the specific organization.

Greek-Letter Organization Ineligibility

Members of Greek-letter organizations at Paul Quinn College become ineligible under the following circumstances:

- Failure to achieve the minimum 3.0 Grade Point Average as required
- Violations of the Student Code of Conduct

Penalty for ineligibility

- Ineligible students **CANNOT** wear organization paraphernalia, colors, display hand signs or calls, take photos, post messages or information via email, social media, attend campus approved events and meetings, organization events and meetings or anything that would be extended to eligible members.

Queens

All expenses of the campus queens are the responsibility of the queen and the particular organization that elected her. This includes all coronation and parade expenses.

Scheduling Events

Student organizations must have all events including regularly scheduled meetings approved at least 10 days in advance and recorded on the calendar. This must be accomplished by completing the Event Toolkit and submitting it to the CEEL Office (CEEL@pqc.edu) no less than 10 days prior to the event date. If an event requires assistance from the Dallas Police Department or other outside agencies, approval should be requested at least 15 business days in advance. Student organizations are expected to secure an approval signature from their organization's sponsor, AND CEEL before submitting the Toolkit to Facilities. If required approvals are not obtained the requested date will not be scheduled, and requested facilities must be released for other users.

Organizations should comply with the following process:

1. Pick up an Event Toolkit from the office of Campus Facilities or CEEL;
2. Check availability of a facility on the preferred date at least two weeks in advance;
3. If the date and needed facilities are available, complete the appropriate scheduling paperwork;
4. Seek approval for the event from the organization sponsor and CEEL; and
5. Submit the Toolkit at least 10 days prior to event date. No events will be approved if the request is less than 10 days in advance.

Use of Facilities

Organizations and their officers are responsible for the conduct of their activities and their guests. This means that the institution will hold an organization and its guests accountable for any disruptive acts.

Problems should be reported immediately to the advisor/sponsor, campus security, or appropriate CEEL personnel.

Organizations are responsible for the following:

1. Setting up prior to and cleaning up after activities;
2. Proper conduct of members, students, and other guests;
3. Care and return of equipment; and
4. Maintenance of College property.

Organizations will be fined a minimum of \$250 for failure to clean the facility. Repair or replacement costs for damages, lost or stolen equipment, or damage or abuse of facilities will be billed to the organization. Repeat offenses or failure to pay assessed charges will result in suspension of the organization and potentially Code of Conduct violations.

Sales and Solicitations

Selling or soliciting on campus, including the residence halls, off-site housing, and the Student Union Building is prohibited except when special permission has been granted by CEEL. Selling or soliciting off campus by a student organization must also be approved before it is allowed. Student organizations wishing to sell or solicit donations should obtain approval at least three weeks in advance by completing a fundraising form which is available in CEEL.

Student Government Association

SGA serves as the official representative and liaison between the student body and the College administration. Annual elections are held for officers of the SGA, Miss Paul Quinn College, and officers for each class.

The Student Government's responsibility is to create and mold leaders, while at the same time providing vision and direction. To ensure continued professionalism and efficient handling of the numerous responsibilities of this body, faculty/staff advisors guide the student leaders. Student government is the vehicle through which students actively participate in college decision-making. The College recommends students from SGA to serve on the various committees of the College to represent the student body.

General Organizations

Student Government Association: The SGA provides student governance in matters pertaining to the common interest of all students.

Class Organizations: Class organizations include the four levels of student classification: senior, junior, sophomore and freshmen classes.

Special Interest/Service Groups: Association of Fundraising Professionals Paul Quinn College Chapter, Vocal Ensemble, Latino Student Association, Bible Study, Student Activities Council, Quinnite Ambassadors

Academic Clubs: Legal Stars, The Society for Fundraising Professionals

Greek Organizations: Alpha Kappa Alpha Sorority, Inc.; Delta Sigma Theta Sorority, Inc.; Sigma Gamma Rho Sorority, Inc.; Kappa Alpha Psi Fraternity, Inc.; Phi Beta Sigma Fraternity, Inc.; Omega Psi Phi Fraternity, Inc.

Athletic Teams: Men's and Women's Basketball, Men's and Women's Track & Field, Men's and Women's Cross Country, Men's and Women's Soccer, Club Volleyball, and the Purple Elite Dance Team. PQC Athletes are required to participate in two different sports each academic year.

All student organizations operate at the will of Paul Quinn College. Therefore, all organizations must adhere to the policies, rules and regulations of the College. All student organization activities must be cleared through CEEL. Off campus activities must be approved by the organization's advisors and CEEL. **Violations may result in suspension of individual members involved or suspension of the entire organization for a predetermined time period that will last up to two academic years and in severe cases more.**

Student Activities

CEEL coordinates student activities, oversees student organizations and provides programs that lead to the students' mental, social, emotional, physical, and spiritual development. Student activities include cultural, social, and intramural events that fit into the overall objective of the College to develop well-rounded individuals. Meetings and every scheduled event held by a student organization must be approved at least 10 days in advance. The staff of the office will also provide assistance in planning and scheduling events.

All of the registration and approval procedures for student organizations and student activities are centralized through this office, as well as the registration process for student organizations and approval of student event calendars. The office also serves as a resource for officers, sponsors, and members in planning, scheduling and promoting events. In addition to maintaining a directory of all recognized student organizations, the office is also responsible for publishing items of particular interest to students and student organizations.

Student Union Building

The Comer and Isabell Cottrell Student Union Building (SUB) is the hub of student life activities at Paul Quinn College. The following areas are located within the Student Union Building: the cafeteria, student post office, Tiger's Den (student lounge), Exercise Facility, the office of CEEL, Student Support Services, Health and Wellness Center, Mental Health Wellness Clinic, the Carrington Study Hall, Upward Bound Offices, Athletics and various meeting rooms. Students are encouraged to use the many facilities of the Student Union Building.

Cultural Events and Activities

The Dallas/Fort Worth metropolitan area offers a number of outstanding cultural opportunities. These include world-class museums, lectures, displays, exhibits, traditional dance, classical music, plays, and documentary films. Many of these activities are available to students for free or at a reduced price upon presentation of their identification card. From time to time, cultural events will be scheduled on the Paul Quinn College campus which are mandatory for enrolled students to attend. Students should check their PQC email and campus bulletin boards for information about scheduled activities.

Spiritual Life

Paul Quinn College is committed to both the spiritual and academic development of students. One of the goals of the College is to develop servant leaders. It is the College's desire to develop servant leaders who will go into society and make a positive difference. To accomplish this, Paul Quinn College holds College Assembly/Chapel, Religious Emphasis Week, weekly Bible study, and invites students to attend local services on Sundays. The College is affiliated with the African Methodist Episcopal Church.

College Assembly/Chapel

As a part of the spiritual life of the campus, students are expected to attend weekly College Assembly/Chapel as a requirement for graduation. Attendance records are maintained by CEEL. See the College Catalog for the specific expectations to complete the graduation requirement.

Bible Study

The study of the Bible and spiritual principles are essential for growth and development. Bible study is a tool that helps to deepen the spiritual life of students. Ministers from the Dallas area teach Bible study each week to members of the Quinnite Nation.

Religious Emphasis Week

This is a designated week generally during the spring term, around Easter, set aside by the College for spiritual renewal and revival. It is a time to deepen each student's spiritual and prayer life as defined in the doctrinal statement. The week provides religious activities for all students, faculty, staff, administration and the community.



Annual College Events

New Student Orientation: Orientation activities are required of all students enrolling at Paul Quinn College for the first time. Activities include registration, testing, and the introduction to key staff, departments and services of the College. Students, staff, faculty, and administrators interact during orientation week. Although this is a time of intense activity, orientation does not end here. Orientation extends throughout the year to include student participation in academic and social programs and various activities that are designed to aid students in their adjustment to college life.

Heritage Bell Ceremony: The Heritage Bell is an important historic symbol of Paul Quinn College. It has become a tradition that new students touch the bell as they enter the College during orientation, and departing students touch it again during Commencement exercises.

Fall Convocation: Fall or Opening Convocation is typically held within the first three weeks of the fall semester. Faculty and staff wear regalia and student organizations and athletics teams are recognized and introduced to the Campus community. Invited speakers are asked to challenge students to set goals for the academic year and plan and work toward success on a daily basis.

Homecoming Week: Homecoming is a time when the Paul Quinn College family, students, alumni, faculty, staff, and friends, come together for an annual reunion and celebration. It is marked by a variety of activities, which may include the coronation of Miss Paul Quinn College, the crowning of the Homecoming King and Queen, tailgating and Men's and Women's Basketball Competitions.

Founder's Day: Founder's Day is celebrated to commemorate the founding of the College. It includes scheduled events, such as convocation, where Alumni participate and interact with students.

Honor's Convocation: Honor's Convocation is an annual activity, which honors the students who have excelled academically. During this special occasion, students who have obtained academic honors are recognized, such as the President's List, Vice-President of Academic Affairs List, and all honor societies.

Springfest: Springfest, usually in April can be described as a spring Homecoming. Like Homecoming Week in the Fall Semester, Springfest includes a campus-wide church outing, a service project, and multiple social activities throughout the week.

Baccalaureate: The Baccalaureate Convocation is a prayer service in honor of the graduating class, and is held the day before Commencement. Both graduates, alums, faculty and staff participate in the prayers for the past, present and future of Paul Quinn College and its graduates. The family and friends of graduates are invited guests.

Commencement: The Commencement Convocation is the highlight of the Quinnite Experience. The Board of Trustees confers degrees three times per year, however, one commencement ceremony is held the first Saturday in May. Only students who have completed all academic requirements and met all financial obligations to the College will be cleared to participate in the graduation ceremony.

Campus Special Events Announced As Mandatory

Periodically, the campus will hold events that will be announced as mandatory. Students should expect to receive a fine if they do not attend a mandatory event. Students with direct work conflicts or other extenuating circumstances should contact the Dean of Students or the President's Office before the event to inquire if their absence might be excused.

College Services

Academic Support

The College Catalog

The College Catalog contains important policies and procedures which support the academic success of current and formerly enrolled students. All students are required to read, know and abide by the policies and procedures detailed in the College Catalog. The College Catalog is posted on the PQC website, www.PQC.edu. All course syllabi contain excerpts of academic policies which apply to the academic and classroom experience.

Student Support Services

In addition to the tutoring provided by faculty members, students can use the Center for Student Support Services to receive additional free tutoring. The center provides comprehensive tutorial services, academic support and advisement. Students can also receive free writing assistance from the staff at the Writers' Hub (the campus writing center).

Retention Office

The Retention Managers serve as academic advisors to assigned students and work with faculty to identify students who are at risk of not graduating. Students are assigned a retention manager who will meet with the student at least three times during a regular semester. Faculty are asked to report retention alerts on specific students to retention managers, who then contact the student to ensure all necessary supports are in place for the student's success.

Library And Information Services, Open-Access Educational Resources

The library subscribes to electronic databases providing access to ProQuest newspapers online, as well as Reference USA/infoUSA, JSTOR (Journal Storage). Remote access to all electronic resources is available to library users with Internet connectivity. Library staff members are available to assist students with finding appropriate research materials for class assignments.

Textbooks

Beginning with the Summer 2015 term, students are not required to purchase textbooks or supplemental course materials. All required course content will be provided to students by the instructor as electronic resources, links to websites, and / or handouts. All students and faculty members have access to the Zale Library Electronic Databases, from on and off campus. Electronic resources may also be posted in the CAMS Student Portal and /or MOODLE for student access. In rare cases, where open resources are not available for a particular course, the College will acquire a course set of resources which will be loaned to students for the duration of the course. If the loaned resources are not returned to the Institution in a timely manner, there will be a replacement charge applied to the student's account.

Computer Centers

Computer centers are located throughout the campus. The system is networked and wireless with access in the residence hall, classroom buildings, Student Union Building, and library. Students can use campus owned computers and software applications to complete homework assignments. The computers are equipped with the Microsoft Office Suite. Limited printing is also available in campus computer labs. The College's network is monitored. Students who engage in illegal downloading, excessive printing, or use of email or Internet services that violate College policies may be charged with violations of the Student Code of Conduct.

Student Records and FERPA

It is the policy of Paul Quinn College that students should have access to information about themselves in the College record-keeping systems. Individual students shall be afforded the right to correct or amend, upon reasonable request, an inaccurate record. Information contained in a student's educational records file shall not be disclosed or used for other than authorized College purposes without his or her express written consent, unless required by law. Paul Quinn College maintains a permanent academic record for each student enrolled. All records are confidential and are property of the College. Contact the Registrar's Office for more information on your student records and FERPA.

Student who wish to add a FERPA release to their student account, both for financial and academic records, must complete the FERPA Release Form available in the Registrar's Office. The release is for the academic year, and must be renewed annually.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The American with Disabilities Act (ADA) extends federal civil rights protection in several areas to people who are considered "disabled". As required by law, the College will make every reasonable effort to provide accommodations to students who require such assistance. To be considered "disabled" under ADA, individuals must have a condition that impairs a major life activity.

Requests for accommodations, of any nature, must be submitted in writing upon initial enrollment at the College, or as soon as the disability is documented. As required by law, the College will make every reasonable effort to provide accommodations to students who require such assistance. Reasonable efforts may not infringe on the needs of other students or community members, and reasonable efforts may be impacted by the physical, human and financial resources of the College.

Accommodations, once approved, are provided to enrolled students in response to the submission of official documentation of a condition which impairs a major life activity. Needed accommodations may be

provided in housing assignments, in academic settings, both in face to face and ONLINE environments, specialized meal plans (to address Food Allergies), or in other areas in which requests are supported by documentation and recommendations from relevant professionals. Accommodation requests which include on campus or in class guides or aides, sign language interpreters, modifications to standard on-campus housing amenities, Service Animals or Emotional Support Animals, etc., are reviewed and approved on a case by case basis.

Requests for Accommodations

A new student should formally report a documented disability and request an accommodation during the initial application and enrollment process by contacting the Enrollment Management Office. Currently enrolled students with a documented disability should contact the Office of Academic Affairs for assistance. Once an accommodation request has been reviewed and approved, details of the approved accommodation will be communicated to the enrolled student, and to the appropriate campus faculty and/or staff members for implementation.

A continuing student who experiences a change in their documented disability or in the details of their accommodation needs must submit a new accommodation request for review and approval. The College will review accommodations to ensure there is still a documented need justifying the accommodation, and to ensure the accommodation is not impeding access for other members of the College community. The College will end accommodations no longer needed to support an enrolled student.

Accommodations approved for implementation in an academic setting, or in a course enrolled for college credit, are not retroactive. Waiting to submit a request or not submitting a request for accommodations in an academic setting may permanently impact course performance.

Business Office

The Business office is located in the John Hurst Adams Building, Room 208. This office is responsible for preparing student's bills, collecting tuition payments, and issuing various payments of checks to students. Students are encouraged and expected to take an active role in managing their school finances. If this is done, the Business office can render prompt and efficient service to students. Clearance from the business office is required to register for classes, for graduation, and the issuance of transcripts.

Mail Services

The Paul Quinn College postal service is located on the first floor of the Student Union Building. The postal service is a service activity that provides inter-campus mail services required for the preparation and delivery of all out-bound and incoming mail through the United States Postal Service. Paul Quinn College postal boxes are assigned by the office of Campus Facilities. Students living on campus may stop by the office of Campus Facilities to be assigned a box. A student identification card is required to pick up UPS, Express Mail, Federal Express, Certified, Registered, and/or insured items.

Food Service

Food service is provided in the cafeteria on the second floor of the Student Union Building. Students expecting to receive dining room privileges must be in dress code, and present their validated student ID card at all meals. **Students who fail to present ID cards must pay for their meals with a debit or credit card; cash is not accepted.** Student ID cards are college property and are non-transferable. The hours for the cafeteria are established at the beginning of each term. The schedule may be modified to accommodate special events. The dining hall is open seven days a week, but is closed during select holiday periods. Please check the Academic Calendar to determine when the dining hall will be closed.

All Paul Quinn College students are expected to comply with specified rules and regulations governing campus facilities, including the dress code. Failure to do so will result in referral for disciplinary action.

Food Service Rules

1. All persons are expected to form a line at the dining hall as they arrive, and no one will take a position other than at the end of the line. Food, dishes, silverware, or other equipment may not be taken from the cafeteria without the written permission of the dining hall manager. Violations will result in the charge of theft.
2. Students not currently working their assigned post in the cafeteria, are now allowed to enter the kitchen and service areas.
3. All food and beverages must be consumed in the dining hall unless previously arranged with the manager on duty.
4. Visitors are defined as persons who do not have a college approved meal plan.
5. Students are expected to behave appropriately when using the dining hall. This includes but is not limited to: not sitting on tables, not standing on chairs, not playing music loudly, clearing used utensils and plates, etc..
6. Dining hall personnel are to be treated with courtesy.
7. Persons who fail to cooperate with cafeteria personnel or to comply with cafeteria regulations will lose their cafeteria privileges without compensation and may be referred for disciplinary action.
8. Student identification cards may not be used by anyone other than the person to whom it is issued. Students who use another student's identification card or students who allow others to use their identification card will lose their identification card and be will be charged with fraud.
9. Students who are sick and cannot leave their rooms to have meals in the cafeteria should notify their resident assistant or the Residential Life Coordinator so that staff may make arrangements for meals.
10. Only valid identification or credit or debit cards will be accepted in the cafeteria. Notes will not be accepted for students who have lost or misplaced their identification card. Students must present their identification card when entering the cafeteria.
11. The College dress code is in effect for all meal periods, except Saturday and Sunday. However, pajamas, doo-rags, house shoes, and other prohibited clothing items are not to be worn outside of the residence hall at any time.

Information Technology (IT)

Electronic Mail (Email) Accounts

PQC email accounts assigned to students shall be considered the official method of communication from college faculty and administrators to faculty, enrolled students, and staff members, either collectively or individually. It is the responsibility of each enrolled student to check for and appropriately respond to all such email messages on a regular and frequent basis. The College will use the College's email system to communicate official messages about event dates, new policies, important dates, career fairs and job announcements, residence hall and all town hall meetings, and other messages deemed important to student

life. Students are responsible for protecting username and passwords assigned to them for the use of the campus email system, the CAMS Student Portal, and the MOODLE system. Paul Quinn College is firmly committed to data security. To restrict unauthorized access and to ensure data integrity and security, Paul Quinn College implements physical, electronic, and administrative policies and procedures intended to safeguard information the College collects and/or stores. However, the College cannot assure or warrant absolute data security.

Identification Cards

All registered students must have a Paul Quinn College identification card (ID card). The identification card is issued by the I.T. Department upon completion of the registration process and is valid for the current term of enrollment. The identification card is used for identification, admission to college sponsored events, entrance to and use of college facilities (dining hall, library, fitness room, residence hall, etc.), and entrance to the campus. The identification card is non-transferable and must be surrendered upon withdrawal from the college. A lost or damaged identification card may be replaced for a \$10 fee. Misuse of the identification card or failure to present it upon request may result in disciplinary action.

Printing and Copying

Students are able to print a limited number of pages, for academic and/or campus life purposes in the open computer labs on campus. Print jobs are connected to the individual currently logged into a campus computer. Excessive print jobs will be tracked and printing privileges may be terminated. Faculty are encouraged to accept electronic assignments to alleviate the cost of unnecessary printing.

Security and Parking

Security Services

The purpose of the security team is to provide 24-hour security to protect the physical properties of the campus, students and employees. The security's authority encompasses all properties owned and operated by the College. The Welcome Center also serves as the Security Station and is located at the front entrance of the campus. It is open 24 hours a day. All reports or requests for security services should be directed to (214) 379-5599 and/or security@pqc.edu. **Dial 911 for Emergency situations.**

Core Security Functions

1. It is security's function to patrol the campus to ensure the safety of the students and the college's property and facilities.
2. Security has the authority to issue fines for violations and is authorized to notify the Dallas Police and/or Fire Department during emergencies.
3. Security officers have the authority to remove a student and his/her personal belongings from campus when directed to do so by the Administrative Officers of Paul Quinn College.
4. Security has the authority to have unauthorized and illegally parked vehicles towed without notice.
5. Security has the authority, with the approval of the President, CEEL, or the Office of the Chief Financial Officer, to conduct searches of residence hall rooms when there is the suspicion of drugs, weapons, stolen items, any other prohibited or illegal activity or potentially threatening behavior.
6. Security has the authority to investigate and submit incident reports to the Campus Facilities and Security Manager, who will coordinate with CEEL and the CEEL professional staff for further investigation and charges.

Criminal actions or emergency concerns can and should be reported by any student. The Office of Campus Facilities and Security maintains the college buildings and grounds with a concern for the safety of all. Campus facilities are regularly checked and repaired for safety and security purposes; i.e., broken windows, locks, and doors. College officials along with Security will observe the campus to maintain proper lighting and other items of concern for the well-being of our campus community. Any deficiencies observed are reported to the proper individuals for repairs.

When the College is officially closed, buildings are locked and are only accessible to security and those approved by the College.

Motor Vehicles on Campus

Motor vehicles must meet the requirements of the State of Texas, or the state within which the vehicle is registered. Students must have a valid Paul Quinn College parking sticker in order to receive parking privileges on campus, and as a resident of off-site housing. All vehicles must be registered in the Office of Campus Facilities. Students may park only in designated areas. All students must provide proof of insurance and a valid driver's license.

The campus speed limit is 15 mph.

- The College assumes no responsibility or liability regarding students riding in public or private vehicles. Vehicles improperly parked on the grass, walkway, service roads, guest parking area, or in unauthorized parkways will be fined, and may be towed away at the owner's expense.
- Unauthorized vehicles (vehicles which are not registered with campus security as evidenced by Paul Quinn College sticker) will be subject to a fine or may be towed at the owner's expense.
- In addition to fines, speeding, reckless driving, drunk driving, improper or false registration of a vehicle on campus will result in additional disciplinary action such as written reprimand, suspension, expulsion or other appropriate remedy.
- Any repeated violation of campus motor vehicle regulations will result in loss of on-campus parking and driving privileges.
- Motor vehicle fines must be paid in the Bursar/Business office within 15 days upon receipt of ticket. Students with outstanding fines will not receive a transcript, cannot register for subsequent semesters, or participate in commencement activities.

Information on fines and penalties for vehicle violations are available in the Business office.

Career Development

The office of Personal and Career Development in collaboration with CEEL, Academic Affairs and Student Support Services will coordinate or facilitate opportunities for participation in career development activities including an annual Career Fair, graduate school visits, and job skills workshops. These activities provide contacts for students and alumni with various professionals through various interactions. Students are able to meet with employers, become aware of current internship and hiring requirements, and use that information to improve their skills. The College may also host a Graduate and Professional School Visitation Day annually to provide an opportunity for students and alumni to meet with representatives from various universities to explore graduate and professional programs.

Study Abroad

Paul Quinn College is committed to preparing Quinns for the Global Marketplace. The global marketplace is the intersection of business, entrepreneurship, education, community and faith-based organizations, with Paul Quinn College and the cultures, religions, languages and politics of the world. To prepare our students for the global marketplace, we must:

- inform them of the importance, personal and professional benefits of, effectively operating from a global perspective,
- prepare them for global interactions while on campus, and
- place them in experiences abroad to participate in hands on learning activities in the actual global marketplace.

In support of its goal for every Quinnite to travel or study abroad prior to graduation, the College will 1) actively create external partnerships with organizations who specialize in study abroad opportunities for college students, 2) support students in raising the necessary funds to cover tuition, fees and travel expenses, and 3) will provide student development opportunities for students to prepare for cultural immersion experiences. The College may award scholarships to assist in defraying the costs of traveling and studying abroad. Eligible students are also encouraged to access federal and state financial aid funds that can be used for study abroad experiences.

Student Financial Responsibility

The student is ultimately responsible for the costs associated with traveling and studying abroad. If federal and state financial aid funds are received for a study abroad experience, the student is responsible for using received funds to cover the cost of tuition, fees, travel and other instructional costs, maintaining minimum enrollment, earning passing grades, and complying with all rules and regulations of the Financial Aid Office. The Vice President of Academic Affairs must review and approve all requests for a study abroad experience, course or internship to result in academic credit earned and applied toward a student's degree plan. Earning College credit is not a requirement for travel abroad, however, for study abroad purposes, a student must enroll in an approved academic credit course to access federal and state financial aid.

The Work Program

Paul Quinn College's *Work Program* provides students with meaningful pre-professional training and work opportunities that allows them to combine their need to work with a rigorous academic experience; graduate with less than \$10,000 of student loan debt; and develop the necessary skills, habits, and experiences to be competitive in the global marketplace.

All full-time, residential students are required to participate in the *Work Program*. Work placements are based on a student's level of work readiness, academic standing, and staffing needs both on and off-campus. On-campus students receive additional training and development to prepare them for participation in the *Corporate Work Program*. Students who work off-campus in the *Corporate Work Program* are assessed, interviewed, and selected prior to being placed in internships with organizations across the Dallas-Fort Worth Metroplex. Students who are selected for the *Corporate Work Program* must be eligible to work in the United States, and must be able to pass a drug test. A select group of students who do not live on campus may be invited to participate in the *Corporate Work Program*.

Each academic year (August – May), students work between 300-400 hours (approximately 10-20 hours per week) to earn a tuition credit of \$5,000 and a \$1,000-\$2,000 stipend.

Failure to complete the semester work hour requirement or receiving a negative performance evaluation, may result in probation or suspension from the *Work Program*. Additionally, suspension from the Work Program will also trigger the removal of the \$5,000 *Work Program* tuition credit from the student's ledger and removal from the residence hall, if applicable.

A student who does not complete the required *Work Program* hours will be credited for the amount of hours they have completed and will be charged for the incomplete work hours, resulting in an unpaid balance on their student account. The amount, if over \$1000, must be paid down below \$1000 in order for the student to be eligible to enroll in the following semester.

Health and Wellness

Paul Quinn College is dedicated to promoting and maintaining the health of all enrolled students. The College Health Center is staffed with a full-time licensed vocational nurse, who serves as the Director of Health Services.

Health Center

The health fee entitles you to health care services in the Health Center for minor accidents and illnesses. Only a limited supply of over the counter medication will be available on campus. Any off-campus treatment will be the responsibility of the student. Students who require emergency treatment during hours when the Student Health Center is not open, should dial 911, and if possible, contact campus security at (214) 379-5599.

The following policies govern the Health Center Services:

Students should access the Health Center for their needs during office hours - 8:30 a.m. - 5:30 p.m. Monday-Friday. You may contact the center at (214) 379-5526.

1. No student is permitted to remain in a residence hall in any state of illness that might cause harm to another student or self.
2. All emergencies caused by illness, even those occurring during the night, should be reported immediately to the residence life staff.
3. The nurse is called to the residence hall only in an emergency; otherwise, the student goes to the Health Center.
4. Students who need service from the Health Center after office hours are to contact the residence hall staff.
5. At the earliest sign of colds, sore throat, upset stomach, rash, etc., students are encouraged to come to the Health Center for preventive and early cure medication.

Fitness Center

The campus Fitness Center is located on the ground floor of the Student Union Building. Enrolled students may use their valid Student I.D. card to access the facility. Proper exercise clothing and shoes are required at all time. From time to time, class or athletic teams may schedule use of the Fitness Center. If student

access is impacted, schedules will be announced. Alumni or former students must contact Alumni Affairs to obtain information and approval to access the Fitness Center.

Student Health Insurance

Paul Quinn College students who do not provide proof of their own health insurance **prior** to the term's census date (posted in the Academic Calendar), **each semester**, will be automatically enrolled in the Paul Quinn College Student Health Insurance Plan, for which they will pay a fee. Paul Quinn College athletes must have the College's insurance and do not have the option to waive coverage.

Meningitis Vaccination Policy

Texas State Law requires the meningitis vaccine for all students under 30 enrolled in on-campus college classes. Documentation of the meningitis immunization must be dated 10 days prior to the move in date or the first day of classes, or students will not be allowed to move into any campus residence hall space and will not be allowed to attend class.

Counseling

Paul Quinn has a multi-dimensional counseling center located on campus available to all currently enrolled students and staff at no charge. It is located in the Mental Health and Wellness Clinic in Room 202 of the Student Union Building.

There are counselors available Monday - Saturday with daytime and evening appointments for individual and family counseling, group services, crisis intervention, and psycho-educational components for campus events. To request an appointment with a counselor call 214-379-5426 and identify yourself as a Paul Quinn College student or employee. The clinic is staffed year round with the exception of campus holidays and breaks.

The University of Texas, Southwestern (UTSW) currently offers psychiatric assessments and diagnosis, medication management, second opinions on current psychiatric treatment, and counseling services. To request an appointment for psychiatric care or counseling with a psychiatrist, contact UTSW directly at 214-648-7012. Be sure to identify yourself as a Paul Quinn College student or employee. The psychiatric services are typically staffed from the second week of class (after census date) until the week of finals. All appointments for psychiatric treatment will be held on the Paul Quinn College campus.

Athletics

Paul Quinn College is a member of the Red River Conference and the National Association of Intercollegiate Athletics (NAIA). A comprehensive intercollegiate athletic program for men and women is provided. To be eligible to represent the College in intercollegiate athletics competition, the student must be in compliance with all applicable provisions of the institution, the Red River Conference, and the NAIA. Various sports teams have won eighteen conference championships since 1983. The men's basketball team won the NSCAA National Championship in 1990 and 1995, and was runner-up in 1992. The men's track and field team won two Regional Red River Men's Track and Field Conference Championships in 2006 and 2007. During the 2016-2017 women's basketball season, the Lady Tiger's made it to the post-season playoffs for the first time in over 10 years.

Sports

The College currently fields men and women's basketball, men's and women's soccer, club volleyball, and track and field. Students who are interested in playing on a sports team are encouraged to contact the Athletics Office, at athletics@pqc.edu or the appropriate coach.

Gymnasium

The gymnasium is used as a classroom and athletic facilities. Faculty, coaches or designated staff must be present when students are using the gymnasium. Requests to use the facility should be submitted to the Athletic Department at athletics@pqc.edu.

Outdoor Physical Education Center

The Giovanni Macias Physical Education Center is located near the east gate of the campus. The Center is used for class, athletics practice and official games. Faculty, coaches or designated staff must be present when students are using the outdoor physical education center. Requests to use the facility should be submitted to the Athletic Department at athletics@pqc.edu.

Residence Life

Residence life at Paul Quinn College is an integral part of the student's total educational experience. Students are provided opportunities to develop interpersonal skills, to increase their understanding of different cultures, and to learn self-discipline in organizing their time for study, work, and social activities.

The College provides housing for resident students. Each room is furnished with single beds, extra long twin sized mattresses, desk, chairs, and clothes closets. Students provide their own, towels, study lamps, shower curtains/rods, toilet paper, and bed linens.

Students, after having met the requirements of admission, re-admission or continuing attendance, may request housing according to the housing policy. These students have the responsibility of becoming fully aware of the following policies and procedures.

Basic Expectations of Residents

Policies and Procedures for Residential Hall Assignment

Paul Quinn College provides on-campus housing to new and a limited number of returning students who are eligible for the Work Program, in good financial and academic standing with the College, and who are no older than 22. Once on-campus housing is full, new students will be offered off-campus PQC housing. On-campus housing assignments are made based upon the date a full application packet was received and receipt of the enrollment deposit payment. The College reserves the right to hold a specific number of on-campus housing spaces for Presidential Scholarship recipients, student leaders, athletes and those in the Corporate Work Program, Dallas. A new student who has not confirmed their intent to enroll by June 1 will likely be placed in off-campus PQC housing for the fall semester. New students who do not attend Summer Bridge will automatically be placed on a wait list for off-campus housing and will NOT be immediately eligible for the Work Program. Returning students who do not confirm their desire to return to on-campus housing prior to the end of the current semester will likely be placed on a waiting list for off-campus housing. Additionally, returning students who trigger disciplinary sanctions, Financial Aid SAP suspension, Work Program Suspension may be removed from future housing assignments pending the conclusion of the appeal process. Upon the conclusion of the appeal process, if allowed to return to PQC housing, the returning student will be returned to on-campus housing if space is available, or the student will be assigned to off-campus PQC housing. There is no guarantee the returning student in this specific

situation will be assigned on or off campus PQC housing. Additionally, there is no guarantee the returning student will be returned to the on or off campus Work Program.

After four semesters of living on-campus and working in the on-campus Work Program, a student is expected to be ready to transition to the Corporate Work Program. A student who is not ready, or is subsequent to interviewing, not hired for a corporate work assignment, may be moved to off-campus PQC Housing. This student would be removed from the work program and would no longer receive the work program scholarship.

A student who will turn 22 within the semester of the expected move-in date will not be permitted to live on campus. Students who are over the age of 22 will be considered for off-campus PQC housing on a first come, first served basis. Off-campus, apartment style living includes a meal plan, access to a DART pass, and two students per bedroom occupancy. Once off-campus PQC housing is full, students are expected to obtain housing on their own, or consider taking 100% online courses and live with family.

Students who age out of on-campus housing, may NOT be able to continue in the on-campus work program due to space limitations. A student who will turn 22 during the next semester, who has successfully resided on campus AND is on track to graduate in the next completion window (May, August or December) may request an exception to this policy. Any exceptions will be approved by the President.

Registration

Students must complete registration for full time student status and be cleared by Financial Aid and the Business office **PRIOR** to moving into the residence hall. The registration process begins in the Enrollment Management Office.

Check In Policy

The student must complete an application for housing and pay the appropriate non-refundable fee before housing accommodations are made. The residence halls will open per the academic calendar. All students must be cleared for enrollment to access their on-campus space, which includes submission of the Meningitis Vaccination documentation. Students must check into the reserved room in the residence hall by the last day of regular registration for the semester or forfeit the space and their deposit. Students will be expected to complete a room condition form and housing contract prior to occupying a room.

Check Out Policy

The room condition form will be provided at the end of the semester for checkout purposes. Detailed checkout procedures will be posted on the bulletin boards in the Residence Halls. All personal possessions must be removed from the room before check-out at the end of the Spring term. Between Fall and Spring semesters, students may leave their belongings in their assigned room as long as it fits in the closets. Large appliances and electronics may be left outside the closets, but must be recorded on the room inventory form. Paul Quinn College will not be held responsible for loss or damage to any items left in student rooms during winter break. Improper check-out will result in a fine.

Things to do when moving out:

1. Remove tape, nails, etc. from walls, doors, ceilings, windows, desks, shelves, dressers, etc.
2. Empty and clean closets, cabinets and drawers.
3. Dust window blinds and window ledge.

4. Empty trash cans; take any large items to the designated collection location.
5. Vacuum/sweep/mop your room.
6. Unplug all electronics and appliances. Small refrigerators must be thawed out in the shower to prevent water from pooling on the floors.

Students must check out during posted holiday or vacation periods. Those who fail to check out properly may be fined or subject to disciplinary action. Graduating seniors are allowed to stay in the residence halls through graduation. Residence halls close on the day after final exams. Underclassmen are required to check out within 24-hours of their last final exam during the exam period. Students checking out after the posted times will be assessed a \$50 per day late fee.

Keys

Room Keys: Lost room keys may be replaced for a fee of \$50. Locks in all residence halls will be re-keyed whenever a key is lost. As a result of this charge and work order, refunds are not available. All keys are considered Paul Quinn College property and must always be returned to the residential life professional staff. Under no circumstances should a resident loan his/her key(s) to anyone.

Students will be charged \$5 each time they require entrance to their rooms, including use of a loaner key. Loaner keys are intended for temporary use and must be promptly returned; failure to do so will result in a \$50 charge for a re-keying of the door and \$25 charge for the loss of the loaner key. Lost keys must be reported to the hall staff as they may compromise security to the building and other residents. Broken keys, due to negligence of the student, will be charged \$25 for replacement.

Guest Policy/Visitation

Each resident is responsible for the conduct of his/her guest(s). Visiting hours are 10 a.m. - 12 a.m. Sunday through Thursday and 10 a.m. - 2:30 a.m. Friday and Saturday. The residence life staff may extend or restrict visitation hours if needed. Because of security considerations, all visitors to the residence halls are required to register at the Welcome Center at the main gate and leave identification until the visit is concluded and they have departed the residence hall. Only authorized residents are allowed to live in the residence halls. Students are expected to sleep in their assigned rooms.

Each resident is responsible for the conduct of his/her guest(s). A guest who violates the rules and regulations of the residence hall will be banned from entering the residence hall, and the student who the guest was visiting may be dismissed from the Residence Hall or may have their guest privileges suspended.

Students desiring overnight accommodations for a guest must obtain written approval from the Dean of Students, or the designated staff person, at least one week prior to the visit. Cohabitation with a boyfriend or girlfriend is not permitted and may result in disciplinary action for the student or students involved.

Quiet Hours

A student's right to sleep or study during quiet hours must be respected. Quiet hours are from **10 p.m. until 9 a.m.** Residents are required to observe these hours by keeping TVs, music, video games, etc. at a low volume, quietly closing doors, and by refraining from loud conversation during these hours. Courtesy hours are in effect 24 hours a day. Repeat violations of quiet hours may result in formal disciplinary action.

Curfew

The Paul Quinn College curfew is designed to assist in the overall security of the campus. All resident students are required to be in the residence halls by MIDNIGHT on Sunday through Thursday, and by 3 a.m. on Friday and Saturday nights. Non-resident student vehicles are not permitted to enter the campus after curfew. No vehicles will be allowed on campus during curfew hours. ***Visitors will not be allowed to enter the campus after closing. PQC on-campus students will not be permitted to loiter outside campus buildings after the campus is closed.**

Mandatory Residence Hall Meetings

It is necessary at times to receive input from everybody in the hall on ideas and concerns as well as to communicate important campus information. Residents are required to attend all hall meetings and are responsible for any information presented at the meetings. Students may be fined up to \$100 per absence.

Illegal Checkouts

Illegal checkouts will be assessed a \$150 fine. An illegal checkout occurs when one or more of the following happens:

1. Failure to clean the room.
2. Failure to turn in the assigned room key.
3. Failure to complete all necessary paperwork.
4. Failure to check out by the assigned check-out time, in addition to the daily \$50 fine.

Dismissal from The Residence Hall

Students who are on-campus residents may be subject to having their housing contract terminated for an indefinite period of time for serious or repetitive minor violations of the rules and regulations related to housing conduct and other conduct in violation of the provisions of this handbook. Students withdrawing or permanently leaving the residence hall for any reason should clear the room within 24 hours or as otherwise instructed by a college official. ***Students dismissed for disciplinary actions will only receive refunds in accordance with applicable laws and regulations. Housing deposits are non-refundable.***

The College reserves the right to deny the privilege of residence hall accommodation to persons who show flagrant disregard for the policies and procedures governing the College and residential living. Dismissal from the residence hall may be accompanied by additional disciplinary actions, up to and including expulsion from the College.

Students who fail to comply with the rules and regulations of the Work Program may be removed from the Work Program, which directly impacts on-campus housing assignments. All students living in the Lucy Hughes Residence Hall are required to be actively engaged in the Work Program. Removal from the Work Program will trigger removal from on-campus housing.

Missing Student Policy

The Higher Education Reauthorization with Higher Education Opportunity Act – 2008 Section 485(j) requires all institutions of Higher Education that participate in any Title IV program and provide on-campus housing to students to establish both a Missing Student Notification Policy and an official notification procedure for handling reports of missing persons.

The missing student policy is defined as any currently registered student of Paul Quinn College who has not been seen by friends, family members or associates for 24 hours, and whose whereabouts have been questioned and brought to the attention of a staff member of the College community. The College will initiate an investigation when notified that a student; who resides in a campus residence hall, is missing, with no reasonable explanation for his/her absence. The investigation will include gathering of all information including: discussions with friends and roommates, meal and card access use around campus, social networking sites if possible, contacting them by phone or text. In the event of a missing student residing on campus, the President, Vice President for Academic Affairs, Dean of Students, Director of Security, or designee will notify the parents/family members regarding the situation. In the event the student does not reside in a College residence hall, the appropriate local police authorities will be notified by Security and an investigation will be initiated. Each fall, new and continuing students will be provided with an opportunity to denote a confidential contact person. If a student has not reached their 18th birthday at the time they are reported missing, the student's custodial parent or guardian will be notified by the College.

Residence Hall Notifications

Meeting notifications and other information will be placed on the bulletin boards and at the main entrance to the hall and students will be held responsible for the notification.

Immoral Sexual Behavior

The mission of the College is to provide a quality education that addresses the academic, social, and Christian development of students. The college therefore takes the position that premarital sex and other inappropriate sexual behavior or sexual contact are not acceptable behavior.

Pregnancy

Pregnancy is protected under Title IX of the Education Amendments of 1972 and the College does not discriminate in its programs or activities because of pregnancy.

Students who are expectant mothers must inform the College's nurse immediately upon learning of the pregnancy. Failure to inform proper authorities of the College of a pregnancy while living in campus housing will result in required withdrawal from the residence hall. Providing false information will result in immediate removal from the residence hall.

A written statement from the doctor of the expectant, confirming the advisability of continued study, must be filed with the College's nurse **no later** than the end of the third month of pregnancy. The pregnant student must understand that the College is no more liable for her than any other student. No special dispensation or conditions are to be expected. **Students are not permitted to reside in the residence hall after their first trimester of pregnancy unless they obtain expressed written permission from the Office of the President.**

The College reserves the right to remove expectant mothers from the residence hall out of concern for the safety of the expectant, the unborn child, or other residents. The College reserves the right to request a pregnancy test and/or confirmation from a doctor when there is doubt.

Pets

Pets owned or housed by students are not allowed on campus. Pets are not allowed inside the residence hall at any time. Violations of this policy will result in disciplinary action including, but not limited to, eviction from the residence hall.

Safety in the Residence Hall

Residence Hall Security

Everyone shares a responsibility for the security of the residence hall. Outside doors are locked for the safety of the residents. Propping outside doors open is prohibited, and fines and/or disciplinary action will be assessed to any persons found guilty of violating this policy. Entering or exiting through windows is not permitted and may result in appropriate disciplinary action, including fines.

Emergencies

Call 911 when there is an emergency. Any accident, illness or emergency should be reported to the Residence Life Coordinator, Resident Assistant, Nurse, or CEEL immediately. Campus Security should be notified immediately. Campus Security will notify the director of security.

Fire Safety In The Residence Hall

It is the responsibility of all members of the College community to be familiar with safety policies and procedures. Routes for existing buildings are posted in the halls; fire safety is discussed during residence hall meetings and at the beginning of each semester. The following items are prohibited from Paul Quinn College buildings: open flames such as candles, incense, appliances with exposed heating elements, appliances that overload the electrical system, and fireworks (except as authorized by College maintenance). This is a tobacco-free campus.

Tampering with fire control equipment or alarm systems is strictly prohibited. Any person who disregards the right and property of others by tampering with fire control equipment or alarm systems (including causing a “false alarm”) is not only in violation of College policy but is also subject to both civil charges and fines. Tampering with systems includes any vandalism or removal of batteries from smoke alarm systems or misuse of fire extinguisher. In the event of a malfunction of the system, maintenance should be notified immediately.

Fire Evacuation Plan

Smoke detectors activate an alarm system automatically in case of a fire in a building. Manually operated alarms are also located in all residence halls. The residence life staff is responsible for scheduling regular fire drills throughout the year. Each time the fire alarm sounds, students should exit the building quietly in line and in an orderly fashion, to the nearest exit. Failure to exit the building in an orderly fashion may result in a turnaround fire drill. Tampering with fire safety equipment is an illegal offense and will subject the individual to prosecution under the law. Failure to evacuate a facility during an alarm will subject the student to disciplinary action.

Fire Instructions

Evacuation is the priority. If you have time execute the following:

1. Close all windows and doors, open drapery, and turn off all electrical equipment.
2. Put on light coat or raincoat and walking shoes.
3. Grab a towel - use wet towel over nose and mouth in case of smoke.
4. Proceed single file and remain at least 100 feet from burning buildings.
5. Do not run or return to building unless the “All Clear” signal is given by a staff member, Resident Assistant, or Fire officials.

Prolonged ringing of the fire alarm will indicate a fire or a fire drill. The most probable danger comes from fires in the waste basket or from a curtain, for which the fire extinguisher should be used. Always locate the nearest fire extinguisher and know how to use it. **(All Paul Quinn College Buildings Are SMOKE FREE.)**

Use of Electrical Equipment

No cooking appliances such as George foreman grills, hot plates, toaster ovens, deep fryers, halogen lights, hot-air popcorn poppers, drip coffee, tea makers, blenders, or any other appliances with an open-coiled heating device (for heating liquids, cooking, etc.) are allowed in the residence halls. No extension cords are allowed with the use of any electrical equipment, which include stereos and televisions. Electric potpourri simmering pots are not allowed. When illegal cooking appliances are found, the student will be charged \$75 (for each appliance) and the appliance will be confiscated. Subsequent violations will result in a charge of \$150 (for each appliance), and suspension from the residence hall.

Ledges and Roofs

No person or property is allowed on ledges, fire escapes, roofs, or window frames of College buildings. Violators will be fined \$50 and are subject to disciplinary action.

Responsibility for the Residence Hall

Furniture and Equipment

Furniture and equipment provided in each resident's room and all other areas of the buildings are the property of Paul Quinn College and are provided for the convenience of the occupants. Under no circumstances is any resident entitled to remove from the premises, or move to or from other parts of the building any equipment of this nature unless granted permission by the residential life staff or his/her designee.

Furnishings and Room Inventory

Residents are responsible for all furnishings and items in their care. Each room is provided with suitable furnishings, which the occupants are expected to maintain. Damages done to rooms or furniture will be charged to the occupants. At registration time each resident will be provided with a Room Condition form (RCF) which should be filled out and returned to residential life staff the first day of occupancy. Whenever a resident moves from an assigned room or checks out of the residence hall, a staff member shall recheck the assigned room for damages. Damage to the room or furniture which is not noted on the RCF will be charged to the resident. College property is not to be removed and transported elsewhere without the approval of the CEEL. Students with public area College property in their possession or in their room will be charged \$75 per item and/or with theft of College property.

Room Cleanliness and Order

All students will be individually and jointly responsible for the care of their rooms. They are expected to maintain the aesthetics of the room. The College reserves the right to hold periodic room inspections. The student must correct any and all issues/concerns/violations noted during the inspections within a twenty-four (24) hour period. If noted issues/concerns/violations are not corrected within this time period, there will be a fine of \$25/item. In order to discourage the spread of rodents and other pests, cooking in individual rooms is forbidden. Additionally, all food is to be placed in closed containers. Students who maintain unsanitary living conditions will be dismissed from the residence hall and denied future housing.

Only one power strip per outlet should be used. All power strips should be UL approved and have a grounded plug. It is recommended that students purchase power strips with circuit breakers for additional safety.

Damage Assessment

Damages to student rooms and common areas of the residence hall are assessed at the end of each semester and, if necessary, periodically during the year. Damages within a room are charged equally to the room occupants; unless there is clear evidence that only one of the roommates was responsible.

Damages in hallways, lounges, restrooms, and other common areas are charged to the person(s) responsible (if identified); otherwise, all floor or hall residents are collectively fined. An itemized list of damage fees is attached to the student's bill. The College is not liable for theft or damage to the personal belongings of resident students.

Maintenance Requests

Contact a member of the residence hall staff to request maintenance repairs. This is done by contacting your Resident Assistant (RA) or by sending an email to facilities@pqc.edu. Minor repairs/requests are usually handled within 24 hours. If the problem has not been corrected after 48-hours, forward your email request to a residence life staff member.

Payment of Room Damages

Residents will be billed for room damages incurred during their occupancy. This will include cost for replacement and labor (to be determined by the office of Campus Facilities). Payments for damages must be made in full before the resident is permitted to register for the next semester. Room Damages may be considered in future housing requests and assignments. All payments are to be made at the business office.

The criteria to assess a resident for damages are as follows:

1. Damages caused by the resident accidentally and immediately reported to the residence life office—cost of materials only.
2. Damages caused by the resident accidentally but not reported to the Residence Life office – cost of materials and labor.
3. When unidentified persons cause damages in public areas, the cost will be prorated to the entire residential community.
4. Damages caused intentionally or during the course of horseplay, fighting or other inappropriate activities – cost of materials and labor prorated to all involved individuals.

Damage to the residence hall may also be treated as a Code of Conduct violation.

Amenities

Kitchenette

Kitchenettes have been provided for resident's use. It is expected that students will maintain the stoves and sinks by keeping them clean and in using them appropriately. It is the responsibility of the students to inform the staff if anything is damaged or broken. Failure to do so in a timely manner may result in restitution or a fine. Failure of students to maintain the cleanliness of the kitchenette will result in the area being closed for a period of time and any student who violates the closure will be fined.

Laundry Facilities

Laundry facilities are available for the convenience of students. However, rooms should be kept free of damp clothes unless suitable drying racks are provided by students. Residents pay one flat fee for washing, and are able to wash at will in the campus facility. The on-campus laundry facilities is not to be used by students who do not live in the Lucy Hughes Dorm. The College assumes no liability for lost, stolen, or damaged items. Repair requests should be directed to the residence life staff. **Tampering with machines will lead to disciplinary action.**

Lobbies

The lobbies are public areas and they should be maintained appropriately. Public area furnishings are expected to remain in their designated area. The majority rules when determining programs for television viewing. Priority will be given to hall and campus programs. Students are not allowed to sleep overnight in the lobby areas. The lobbies are generally opened until curfew each night unless otherwise noted by residence life staff. Damages to the areas may be charged to the all residence hall students or to a section or floor as appropriate.

Occupancy and Access

Room Occupancy

If a resident is occupying a double room without a roommate, the resident must:

1. Keep the unoccupied half of the room in such a condition that would allow someone to move into the room on short notice. Any resident found using the unoccupied half of the room will be documented and required to remove their belongings from the unoccupied half of the room immediately. (Residents found with a second violation for using the unoccupied half of the room will be charged the private room fee prorated from the date single vacancy occurs.) The College reserves the right to periodically inspect double rooms with only one person assigned. Students who request a single room will be charged as noted on the fee schedule.
2. Display an attitude of cooperation and acceptance toward any resident who may examine the room prior to occupancy.
3. Agree that the room may be shown to prospective occupants without prior notification and in his/her absence.
4. Agree to accept a roommate assigned by residential life professional staff.

Consolidation

The College reserves the right to make assignment and re-assignment of accommodations as considered necessary. Students in double rooms without roommates may be required to consolidate to fill all half-filled rooms.

Room Changes

During the two-week period after the residence halls open, one room change without charge may be granted with the approval of the residential life professional staff. After this time, a fee of \$50 will be assessed for each person granted a change. Residents who change rooms without the approval of the residence life staff will be assessed a fee of \$200 and will face disciplinary action. The College reserves the right to make room changes without the prior consent of the student resident.

Room Inspections

The College reserves the right to conduct residence hall room inspections/searches of college property if there is reason to believe that such property is being used for an illegal purpose, for a purpose which interferes with college regulations, or is in violation of health or safety regulations. Each month the residence life staff will complete room inspections for health and safety.

Room Entry

The College reserves the right to enter a student's room or any other area on the College property for the following reasons:

1. During regular business hours (and at other times with advance notice, if possible, to the student) to conduct periodic maintenance, custodial, and safety checks;
2. To perform necessary maintenance during regular business hours (and at other times with advance notice if possible, to the student);
3. When the College reasonably believes any person(s) occupying the room may be physically harmed or in danger; and
4. When the College reasonably believes College rules, regulations, and/or policies are being violated in the room.

Except in emergency situations, monthly health/safety inspections, or for maintenance, room entry will not be made by College personnel unless accompanied by the student, his/her representative, or another authorized representative of the College. Under no circumstances will residence life staff open a door to a resident's room for another person without written consent from the resident or clearance from the CEEL professional staff. The person entering the room must be accompanied by a staff member while in the room.

Holidays

Residence halls are closed during holiday periods and between semesters. If students are required to stay on campus due to participation in a college-related activity or event, the student will be required to have formal approval from the President's Office to remain in the residence hall.

Off-Site Housing

Students who are assigned to live in the off-site housing are required to abide by the same rules and regulation described in this handbook. The unique rules of the property will also be included in the specific housing contract signed by each student. The off-site housing provides a unique living arrangement for students, and requires maturity and commitment to remain fully engaged in academic and campus life. The specifics of the housing assignment are detailed in the housing contract.

Policies Special to the CEEP House

The CEEP house is a private home located near the campus, and provides a living and learning opportunity for students to continue their studies and contribute to the neighborhood as model residents. Assignments to the CEEP House are made by the Director of Campus Life. The residents of the CEEP House are required to abide by the rules and regulations described in the handbook.

Code of Conduct and Disciplinary Procedures



Student Code of Conduct

The Paul Quinn College Code of Conduct exists to protect all members of the College community, and the rights and property of the College. These standards also foster and enhance the academic mission of the institution. The identified violations do apply to the conduct of all students and student organizations while on the premises of the College, and off the campus as long as the student or groups maintain a student relationship with the College. The school's premises include all lands, buildings, and facilities owned, leased, or operated by the College. The College reserves the right to sanction currently enrolled students for violating the Code of Conduct, even if said violations occur off campus.

Student Expectations

Students enrolled at Paul Quinn College are expected to conform to regulations, federal and state laws, and city ordinances. Enrollment as a student in no way exempts any person from penalty in case of violation of local, state, or federal laws. Students who are penalized for violation of public laws are not exempted from penalty by college authorities if violation of that law is a violation of PQC Code of Conduct. The College's decision in disciplinary matters is independent of off-campus legal action, except that any student convicted of criminal misconduct, whether occurring on campus or not, may be suspended or expelled from the College. If required to do so by law, the College may turn over documents collected during an investigation involving a student code of conduct violation.

Sanctions

Students charged with policy violations of the Code of Conduct are officially notified in writing of the allegations. The sanctions given as a result of a student being found in violation, guilty, or responsible for a violation is one or more of the following:

1. Expulsion
2. Suspension/Deferred Suspension
3. Disciplinary/Social Probation
4. Written Warning
5. Fine(s)
6. Restitution to the college or community member
7. Confiscation of prohibited items
8. Censure
9. Removal from on-campus housing
10. Community Service

Overview

Rules And Regulations

All rules of Paul Quinn College shall apply on campus as well as off campus and for any student currently enrolled at Paul Quinn College, on or off campus, and/or representing the College in *any* capacity. Campus Security officers, as well as any official of the College, are hired and are empowered to enforce these

regulations and all applicable laws on campus and properties owned, rented, or leased by the College. The Security officers have the added power to stop, identify and question individuals, and issue parking tickets. Students are encouraged to obtain and familiarize themselves with College Regulations.

General rules and regulations, which are designed to promote the educational, social, and cultural well-being of students attending the College are detailed in this Handbook. The Code of Conduct is not meant to list all possible actions that may adversely affect the College community. A disciplinary charge that is not detailed in this handbook, that is determined by a College Official to be a violation of the PQC Code of Conduct will be pursued as a violation of the expectation that all students display behavior becoming of a Quinnite in all interactions with faculty, staff and fellow students. Students will be afforded due process through the review and appeal processes provided by this Handbook for any disciplinary action.

Anti-Discrimination Statement

Paul Quinn College does not discriminate on the basis of race, color, religion, sex, sexual orientation, or national or ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs. No person, on the basis of race, color, religion, sex, sexual orientation, ethnicity or handicap, is excluded from participation in, denied benefits of, or otherwise subjected to discrimination under any program, employment, or activity at Paul Quinn College.

All members of the College community are responsible for ensuring that their conduct and actions do not cause discrimination against any other member of the College community because of race, color, national origin, disability, age, or sex. The same responsibility extends to employees of third parties doing business with the college or on college property and to campus visitors.

The institution is prepared to take preventive and corrective action to deal with an individual or individuals who engage discriminatory conduct.

Paul Quinn College, for the purpose of this policy, defines the following terms:

1. Sexual Misconduct: Sexual misconduct is defined as an action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. It may be characterized by, but not limited to:

- a) Unwelcome sexual advances;
- b) Unwelcome requests for sexual favors;
- c) Conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, or offensive;
- d) Unwelcome and inappropriate touching, patting, or pinching and obscene gestures;
- e) Threats or insinuations that a person's employment, graduation or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
- f) Harassment – behaviors, can be less than physical — such as in person, by email, by phone/text, or through social media—which create an environment of intimidation. This includes group

intimidation and bullying. He/she creates a condition that unnecessarily endangers or threatens the health, safety or well-being of other persons or property on college property. Harassment which is gender based or connected to a current or former dating or intimate relationship falls under Title IX Protections.

2. Disability: Paul Quinn College defines disability as a handicapped or disabled person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

3. Age Discrimination: Paul Quinn College defines age discrimination as denying or limiting individuals in their opportunity to participate in any program or activity because of their age.

Complaint Procedures

Paul Quinn College in its goal to provide quality instruction and service, provide students access to appropriate College staff and administration to resolve questions and concerns about PQC staff, policies, procedures, or other actions or inactions of the College. We also are committed to ensuring that students have access to appropriate procedures for articulating concerns and registering appeals. This section is designed to provide information and access to these resources.

Complaints of gender-based discrimination, including sexual misconduct, will be submitted to the Title IX Coordinator for review and investigation. The Title IX Guidelines are explained in the following section.

Informal Resolution

A student with a complaint—a concern that a policy or procedure of a unit has been incorrectly or unfairly applied in his/her particular case, or a formal charge against a person’s behavior — has recourse through complaint procedures. In most instances, complaints can be resolved through an informal process beginning with talking to the individual and his/her supervisor if necessary.

Basic steps in the informal process include:

- Begin by discussing the matter with the staff, faculty, or department in which the issue originated.
- If the issue is not resolved, the next contact will be the supervisor, director, dean, or vice president to investigate the issue and allegations.
- If the issue is not resolved, the next step will be to file a formal complaint. Those procedures are outlined below.

Formal Resolution

Any student who believes the informal process explained above cannot, or did not resolve their concerns, the formal complaint resolution process should be followed. To the extent possible, the student should file a written complaint immediately, or within one week of the alleged incident with CEEL. The written complaint must point out when the alleged incident occurred, the name of the alleged violator, name(s) of witnesses to the alleged incident, if any, and exactly what the alleged violator said or did. Forms for a complaint can be obtained from CEEL.

This grievance procedure deals with violations of College policy, including discrimination based on age, race, national origin, religion, disability or age. **Complaints of gender-based discrimination, including sexual misconduct fall under the Title IX Guidelines and are reported to the Title IX Coordinator for review and investigation.**

Students who file a formal complaint must follow these steps:

1. Students will make said discrimination known to CEEL, by submitting a written description.
2. If a member of the CEEL staff is the discriminator, then the complaint should be filed with the Vice President, or President's Office. The student is always free to make such complaints directly to the President, who will direct the investigation to the appropriate person.
3. An immediate investigation will be conducted and, if the charges are not resolved to the student's satisfaction at this level, the matter will be elevated to the designated Vice President.
4. Confidentiality will be maintained, to the extent possible, but the accused has the right to face the accuser in a hearing.
5. If the student is still dissatisfied, he or she may appeal directly to the President in writing. The President will make a final determination.

Complaints of gender-based discrimination will be submitted to the Title IX Coordinator for review and investigation and are not required to undergo the informal resolution process.

Complaint Procedures for Non-Discrimination Matters

Any student who has a complaint that does not relate to discrimination (academic or student affairs) should use the procedures outlined below to make it known. Any member of the college community may file complaints with CEEL against a student or registered student organization for conduct or activities in violation of this code. All complaints must be written and cite:

- Name of person making the complaint, the student or approved student organization accused and witnesses, if any;
- Nature of charge and conduct in violation of this code; and
- All other relevant information pertaining to the charge.

CEEL will follow through with an investigation of the alleged complaint and file charges once agreed upon by the parties involved. CEEL will present the complaint to the President. Confidentiality will be maintained; to the extent possible, however, it should be known that the individual who the complaint was filed against has the right to face his or her accuser.

The complaint should be resolved within 30 working days from the time the written complaint is filed.

If a student finds that the response to the complaint is unsatisfactory, the student may appeal directly to the President in writing. The President will conduct an appropriate determination and make a final determination.

Disciplinary Proceedings

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

If any student is accused of a violation of any of these rules or is subject to a written charge, he or she is guaranteed a review and investigation to start and conclude within a reasonable amount of time. When a student is accused of violating a section of the Student Code of Conduct, a written charge is issued against the student through CEEL. CEEL will determine if the complaint(s) has merit and conduct any necessary preliminary investigation. CEEL will then adjudicate the case. When the preliminary investigation is not conclusive, CEEL will dismiss the case, or CEEL will determine disciplinary sanctions. The student has a right to appeal any decision of CEEL to the President of the College.

Appeals

When a student is dissatisfied with a decision of CEEL, a request for an appeal should be made in writing to CEEL or to the President within forty-eight (48) hours (or longer if there are reasonable grounds for the delay) after the date of notification of the sanction or penalty.

CEEL will then direct the appeal to the President of the College. The President may grant the appeal if one or more of the following reasons are justified in the written request:

- a. New evidence or witnesses;
- b. Improper investigation and/or adjudication procedures;
- c. Sanctions too punitive for offense; and
- d. Bias.

The President may:

- Sustain the action of the Dean;
- Add to the action of the Dean;
- Return the case to the Dean for further deliberation on new evidence not available to her/him at the time of its actions;
- Turn over the case to a disciplinary committee for further deliberation;
- Recommend a reduction of the penalty if the penalty is too punitive for offense;
- Exonerate student from charges and penalties.

Students requesting an appeal may continue to attend class and other activities until notified in writing by the President or CEEL. However, appeals related to Title IX complaints are handled differently, and an involved student may have a changed class schedule or be removed from the residence hall when needed.

The disciplinary procedures of the College are not legal proceedings. Neither the student nor the College may have legal counsel present during the disciplinary process or meetings of the disciplinary committee.

Title IX Rights and Responsibilities

Title IX requires Paul Quinn College to respond to harassment on the basis of gender, which includes sexual harassment, sexual violence, domestic violence, and stalking.

The College must:

- a. Investigate what happened.
- b. Take appropriate steps to resolve the matter, doing its best to eliminate the harassment, prevent recurrence, and remedy effects even if no formal complaint has been made or when a person making a complaint does not wish to further participate in the process.
- c. Take interim measures during the investigation to prevent potential further harassment.

Retaliation for filing a complaint is prohibited under Title IX. The College will take acts of retaliation seriously, and promptly respond accordingly.

For more information, or to file a formal report, contact:

Title IX Coordinator

Adams 307

Kizuwanda G. Grant

214-379-5500

kgrant@pqc.edu

Center for Civic Engagement and Leadership (CEEL)

SUB 200

Manuel L. McGriff

Dean of Students

214.379.5551

mmcgriff@pqc.edu

Center for Civic Engagement and Leadership (CEEL)

SUB 200

Sh’Nita Mitchell

Director of Campus Life

214.379.5455

smitchell@pqc.edu

Operations, Human Resources and Security

Adams 300

Bruce Brinson

Chief Financial Officer

214.379.5573

If you are dissatisfied with the College's response to your situation, you may contact:

TDD: 800-877-8339

Office for Civil Rights

Dallas Office

U.S. Department of Education

1999 Bryan Street, Suite 1620

Dallas, TX 75201-6810

Telephone: (214) 661-9600

Facsimile: (214) 661-9587

Email: OCR.Dallas@ed.gov

You can also file a complaint online, visit:

<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

SUPPORT

Anyone involved in a Title IX Complaint or Investigation is encouraged to talk to a counselor who can support victims/survivors. You can contact:

UT Southwestern Mental Health Services in the PQC Student Union Building

Room 202

214.743.1261

Dallas Area Rape Crisis Center

972.641.7273

Parkland Rape Crisis

214.590.0430

National Sexual Assault Hotline

800.656.HOPE (4673)

Visit any of the following:

National Sexual Violence Resource Center www.nsvrc.org

Dallas Area Rape Crisis Center (DARCC) www.dallasrapecrisis.org

RAINN, Rape Abuse & Incest National Network <https://rainn.org>

The Anti-Stalking Website www.antistalking.com

If you want to notify the police, please contact your local law enforcement precinct or dial 911 if you have an emergency. You can report the assault even if you don't want to press charges.

ABOUT TITLE IX

Title IX of the Education Amendments of 1972, 20 U.S.C §1681, prohibits discrimination based on gender in all programs or activities that receive Federal financial assistance. Title IX also includes sexual harassment, same gender harassment as well as student to student harassment.

Title IX forbids sex discrimination in all college student services and academic programs including, but not limited to, admissions, financial aid, academic advising, housing, athletics, recreational services, college residential life programs, health services, counseling and psychological services, Registrar's office, classroom assignments, grading and discipline.

Title IX also forbids discrimination because of sex in employment and recruitment consideration or selection, whether full time or part time, under any education program or activity operated by an institution receiving or benefiting from federal financial assistance ("recipient").

Creating A Culture of Excellence

Paul Quinn College Classroom Etiquette

The classroom is an exciting, energetic, and engaging environment conducive to learning. Students and instructors are expected to engage in a wholesome cooperative learning experience. Students are expected to behave as responsible adults and maintain an attentive posture in the classroom. They are expected to show respect for their peers and their instructors at all times. The following behaviors and restrictions should be observed:

- Attend class regularly
- Be on time for class
- Bring necessary textbooks and materials to class
- Dress for success (Follow the PQC dress code)
- Come to class prepared
- Be prepared to take notes when class begins
- Complete assignments on time
- Do not plagiarize any of your work

- Do not use cell phones or other electronic equipment other than for class purposes
- Do not talk out of turn, pass notes, or send text messages during class
- Do not fall asleep during class
- Do not use obscenities, threaten or engage in offensive behavior
- Do not use violence, intimidation, abuse, or destructive behavior in or out of class.

-Adapted from Jennifer Hurd, *Campus Companion*

Dress Code Policy

All students are required to be dressed in business casual attire between the hours of 8:00 a.m. until 5:30 p.m., Monday through Friday until after Chapel services, and during class time. This means that if a student has a night course, he/she is expected to adhere to the dress code. The only exception to this rule is if a student is enrolled in a physical education course. Students may wear PQC apparel or the PQC purple wristband with jeans on Friday's AFTER Chapel/College Assembly. Wearing jeans on Friday with no PQC apparel is a dress code violation.

Hats, hoods, headscarves, pajamas, house shoes and do-rags are forbidden inside of all campus buildings. Such attire is limited to the residence hall only. Any student found to be in violation of this guideline may be subject to disciplinary action per the rules of the Student Code of Conduct.

Listed below are examples of attire considered **inappropriate** for public display during business casual hours:

- Sheer garments without proper undergarments to obscure their transparency;
- Mini dresses shorter than the place on the thigh where a student's fingertip reaches from a fully extended arm while standing;
- Midriff blouses or shirts without anything under it;
- Jeans, shorts of any kind, and pajama pants or undergarments as clothing;
- Sagging pants;
- Shirts with profanity/indecent messages displayed;
- Hair Rollers; pajamas, bedroom slippers;
- Clothing with shoulder straps that are narrower than the width of three fingers (this means spaghetti straps and strapless tops and dresses are inappropriate);
- Halter tops and dresses;
- Any display of underwear; and
- form fitting leggings (only appropriate when worn under dresses)

Appropriate attention should be given to personal cleanliness and good grooming, including hair. Students are to present a clean, neat, and orderly appearance representative of the College's mission and values. It is

the responsibility of the individual student to alert faculty and staff of special medical conditions that could prevent them from completing the standard dress code violations sanctions.

Note: Public display includes any location on the campus or at College sponsored off-campus events. Paul Quinn College will not be held responsible for any injury that occurs while completing the dress code violation sanctions.

A person is guilty of violating the school's business casual dress code policy if they are found wearing clothing that is considered outside of the mandatory dress policy when the dress code is in effect. Any changes or relaxations of the dress code are formally announced by the President's Office.

Any student found to be in violation of the dress code policy will receive one of the following penalties:

- 1) A \$250 fine; or
- 2) A test of physical endurance.

Conduct Violations

Disruption

A person is guilty of disruption when he/she by action, by threat or otherwise: interferes with college activities; interferes with an official performing his/her duty; and/or obstructs college activities.

College activities include, but are not limited to: teaching, research, administration, and public service functions or other authorized programs on the college premises.

The following behavior is deemed unbecoming of a Quinnite and therefore it is strictly prohibited to

1. Willfully cause physical injury to any other person, or threaten to do so. Fighting is strictly prohibited.
2. Physically restrain or detain any other person;
3. Willfully damage or destroy property of the college, or of any other person, or removal or use such property without authorization;
4. Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff or a student's residential room;
5. Enter upon and remain in any building or facility for any purpose other than its authorized use or in such manner as to obstruct its authorized use by others;
6. Without authorization enter or remain in any building or facility after it is normally closed;
7. Refuse to leave any building or facility after being instructed to do so by an authorized administrative officer/staff;
8. Obstruct the free movement of persons and vehicles in any place to which these rules apply;
9. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, assemblies and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers;

10. Incite others to commit any of the acts herein prohibited;
11. Exhibit unbecoming behavior and inappropriate conduct towards faculty, staff, administrators or other students (including but not limited to the use of abusive language, profanity, obscenity; attitudes which are negative and detrimental to the institution; and other conduct prohibited in these Code of Conduct);
12. Failure to embrace the Quinnite spirit and respect for self, college, and community including, but not limited to, repetitive violations of the business casual dress code policy.
13. The use, possession, and/or distribution of marijuana and other illegal drugs or prescription drugs;
14. Possession and/or use of a weapon; and
15. Sexual assault, sexual harassment, and/or sexual misconduct.
16. Failure to comply when he/she knowingly fails to comply with a reasonable request of such college officials in the performance of his/her duty.

Unauthorized Entry

No person shall break into or illegally enter any college building or room, nor shall any unauthorized person enter or remain in any college building or facility at a time when that facility normally is closed or after the facility has been closed because of special or unusual circumstances. College facilities include, but are not limited to, parking lots and campus areas.

Theft And Unauthorized Possession of Another Person's Property

No person shall take, procure, or access another person's property without permission of the owner.

Damage/Vandalism of Property

No person shall take, steal, burn, destroy or otherwise damage any property on the College campus or any college property.

No person, in any manner whatsoever, shall deface walls or any other portions of any structure or sidewalks/streets. This includes the use of paints, posters, advertisements, and graffiti affixed in any areas other than those designed for such purposes.

Aiding and Abetting

Any student found in violation of assisting another person in bringing or storing illegal drugs or firearms of any kind on the campus and/or assisting another person to enter illegally any college facility ***will receive automatic suspension.***

Gambling

No student shall gamble for money or other valuables on college property or in any college facility. Gambling is prohibited.

Physical Abuse/Fighting Of Another Person

A person is in violation of physical abuse/fighting when:

- a. He/she intentionally assaults (a physical or verbal attack), strikes, threatens, forces, or intimidates (frightens) any person;
- b. He/she creates a condition, which unnecessarily endangers or threatens the health, safety or well-being of other persons or property on college property.

Students have the right to file a complaint with Student Affairs against employees for abuse of their rights and privileges.

Hazing

The Texas Legislature has enacted a law prohibiting hazing by person(s) against a student(s) at an educational institution. The law also prohibits the knowing, intentional, reckless failure to report hazing to school authorities. Failure to comply with the specific provisions of the law will result in criminal penalties and fines, as well as disciplinary action from the College. The following is a brief summary of the hazing law.

A person commits an offense under the hazing law if that person:

- a. Engages in hazing;
- b. Solicits, encourages, directs, aids, or attempts to aid another engaging in hazing;
- c. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the CEEL.

The Texas Education Code defines hazing as:

- Any knowledge of or participation in physical brutality such as whipping, beating, striking, branding, electronic shock, placing of a harmful substance on the body or similar activity;
- Any knowledge of or participation in physical activity such as sleep deprivation, exposure to the elements, confinement in a small space or other forced physical activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health and safety of the student;
- Any knowledge of or participation in the consumption of food, liquid, alcoholic beverage, liquor, drugs, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any knowledge of or participation in activity that intimidates or threatens the student with ostracism; that subjects the student to extreme mental stress, shame, or humiliation; that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution; or that may reasonably be expected to cause a student to leave the organization and the institution rather than submit to acts described above.

Any type of activity which falls within the general definition of hazing for the purpose of pledging, being initiated into, affiliating, holding office in, or maintaining membership in any organization whose members are or included students at an educational institution is prohibited under the hazing law. Consent of the individual(s) subject to the hazing is not a defense to prosecution of an offense under the hazing law.

Organizations that are subjected to this law includes fraternities, sororities, societies, associations, corporations, orders, choruses, cooperates, service and social clubs or any similar group whose members are primarily students at an educational institution. A “student” is defined as an individual registered or in attendance at an educational institution, an individual accepted for admission at an educational institution, or an individual who is on vacation from an educational institution and intends to attend that institution during any of its regular sessions after that period of vacation.

Specific state penalties that may be imposed against an individual or an organization found guilty of an offense under the hazing law include the imposition of fines ranging from \$5,000 to \$10,000 and/or imprisonment of 90 days to two years. The specific penalty imposed for a hazing offense depends on the seriousness of the offense and whether or not bodily injury to an individual or death results from the hazing incident.

The institution also has the authority to impose penalties ranging from probation to expulsion as hazing is a violation of the Code of Conduct. If hazing occurs within a fraternity or sorority, the national office will also impose penalties, which likely will consist of fines and suspension or expulsion from the organization.

Dangerous Weapons and Explosives

Paul Quinn College is a private institution and forbids the open or concealed carry of handguns, licensed or unlicensed, or any type of fire arm on its campus grounds.

- a. It is a violation of Paul Quinn College regulations for any student to possess a handgun, rifle, shotgun, firearms, taser gun, ammunition, firecrackers or explosives.
- b. No person, either single or in concert with others, shall possess and carry on any grounds or in any building of the College, a knife, dirk, staled, saber, cudgel, bludgeon, club or other things adaptable to the purpose of a weapon, including batons, canes or similar articles, excluding only orthopedic aids, athletic equipment and project or construction materials and tools with proof of a proper specific use of purpose on the day in question.

Any student found to be in violation of possessing a dangerous weapon and/or explosives will receive automatic suspension and face potential expulsion.

Smoke Free Environment

All members of the College community and visitors are expected to comply with the smoke free environment policy. In accordance with Paul Quinn College policy and the city of Dallas ordinance 27440, smoking is prohibited in all College buildings and on-campus. This is a tobacco free campus.

Drugs

The use or possession without prescription of any drug or illegal substance, such as marijuana, marijuana butts, cocaine, crack cocaine, heroin, narcotics, barbiturates, and any other substance that is illegal in the state of Texas, and is contrary to federal and/or state law, is prohibited. Students who are found to be distributing drugs are also in violation of this policy. Students who violate this policy will be, at a minimum, suspended and may be reported to law enforcement. Students involved in any disciplinary matter are subject to random drug testing.

Drug Testing

The College reserves the right to require any student to be randomly drug tested upon enrollment, affiliation with an athletics team, as part of the new hire process of the Work Program, or as part of a disciplinary investigation. The college will select the drug testing facility and the cost of initial drug testing is covered by the College. Student who are required to obtain follow-up drug testing as part of disciplinary sanctions must be tested at the facility designated by the College, however, the student is responsible for the cost. The results of College requested drug tests will be used to inform disciplinary decisions, including mandatory drug counseling, housing and work placement assignments, and future enrollment.

Use of Alcoholic Beverages

Students are not allowed to consume or possess alcoholic beverages on our campus regardless of age. Any person is guilty of the use of alcoholic beverages when he/she consumes any alcoholic beverages or brings, or assists another student in bringing alcohol beverages on to the campus or into any building. Students who provide or purchase alcohol for minors are also in violation. Students will not be permitted to maintain any alcohol container type displays in their residence hall space. Students who appear to be intoxicated while on campus or attending a College sponsored event off campus are also in violation.

The College may permit the service of alcoholic beverages at events held on the College campus. Such beverages are not to be consumed by students, regardless of age.

Protecting The College's Integrity

Failure to Meet Financial Obligations to The College

The college reserves the right to discipline students who do not meet their financial obligations to the College. Students are expected to pay their bills in full and on time. Students are expected to abide by all rules and regulations of the Financial Aid Office.

Misuse of College Resources, Supplies, Documents Or Services

A person is guilty of misuse of college supplies, documents or services when he/she:

- a. forges, alters, or uses without authority;
- b. possesses College supplies or documents without authority. (College supplies and documents include, but are not limited to supplies, equipment, keys, records, files, documents and other materials); fraudulently uses or abuses.
- c. Accepts College resources and uses resources for some purpose other than how the College intended.

Social Media Policy

Paul Quinn College recognizes that social media is a substantial part of communication and self-expression. It is expected that all members of the Paul Quinn College community that use social media observe the Code of Conduct herein in their social media communication, as a parallel to their in-person communication on campus. This includes, above all, respect for individuals and the campus community. Students who fail to respect the privacy of others, whose posts may be construed as slander, or who act in a manner unbecoming of a Quinnite may face disciplinary sanctions.

The use of social media to shame or embarrass a fellow student, especially gender based or situations which include current or former intimate or sexual partners, may be violations of the Title IX Guidelines.

Violation of Civil Law

If a student is charged with an off-campus violation of a criminal law, the College may delay taking disciplinary action until the student has been judged in a court of law, except if the student is incarcerated and unable to comply with academic requirements.

- a. The College may impose sanctions for gross misconduct (E.g.: homicide, attempted rape, rape, felonious assault, robbery, arson, the possession of illegal drugs, etc.) All actions that are illegal in the State of Texas and the United States are included in this list.
- b. The College may reinstate the student if he is acquitted or the charges are withdrawn.
- c. The College may initiate its hearing and disciplinary proceedings against a student who violates a civil law which may be a violation of the above.
- d. The College may initiate its hearing and disciplinary proceedings against a student who is found guilty of shoplifting, writing bad checks and failing to make good within 15 days of notification, and any form of conduct inconsistent with that of Paul Quinn College policies, whether the violation occurred on or off-campus.

Students Arrested in the City of Dallas or Dallas County

A student who is arrested should contact their parent(s) or guardian(s) for assistance. The College will not be responsible for assisting the student with the legal process.

Sanctions

Failure to Observe Terms and Conditions

Failure to observe the terms and conditions (Suspension or College Disciplinary Probation) will result in immediate suspension for not less than one academic semester. Students are expected to follow the terms of their Probation/Suspension. No exceptions. **Sanctions not followed to the letter will result in removal from the residence hall or suspension per your letter.**

Warning/Reprimand

Warnings or reprimands may be oral or in writing. Serious offenses will be documented in writing by the appropriate official and may be placed in the student's file.

Fines

All fines must be paid in the Business office in cash or money orders. No personal checks are accepted. If the student cannot pay a fine when it is issued, it will be posted to the student's account. A receipt will be given upon payment of the fine. All fines must be paid prior to moving into the residence hall, participating in commencement, or requesting transcripts.

Restitution

Restitution is reimbursement for damage to, destruction of, or misappropriation of College property of any person(s) while on college property, which results from conduct in violation of this code. The Vice-President of Academic Affairs or Dean of Students must approve all restitution.

- a. Restitution may be ordered by the President, Vice-President of Academic Affairs, or CEEL professional staff in connection with the sanction, which may be imposed in accordance with code for damage to, destruction of, or misappropriation of property as defined above.
- b. When restitution is ordered in connection with a sanction, it shall constitute a condition of reinstatement or restoration of privileges to a student.
- c. When restitution is ordered, and the obligation is not met, a student or an organization is subject to additional disciplinary sanctions which could have been imposed in accordance with this Code for damage to, destruction of, or misappropriation of property and/or failure to comply

Social/Disciplinary Probation

Probation may be imposed for a period set by CEEL. A student placed on Social/Disciplinary Probation is not eligible:

- a. To attend or participate in any intercollegiate events;
- b. To attend or participate in any student organization or extracurricular activities, choir travel, etc.
- c. To represent the College in any chosen, elected or other position (SGA, student delegation to conventions or conferences, etc.)
- d. To work assignments independently or in concert with other sanctions;
- e. In some cases, to remain in the residence hall;
- f. To hold any position held prior to the Probation Period; and
- g. To wear their sorority or fraternity letters on campus at any time.

A student on disciplinary probation must abide by all rules and regulations of the PQC Handbook, including the dress code. Students who do not complete probation as outlined in their sanction letter and probation agreement may be removed from the residence halls if they reside on campus and/or subject to one semester or more of suspension.

Suspension

Suspension means separation from the College for a period set by the President, Vice President of Academic Affairs, or Dean of Students.

Summary Suspension

In some circumstances, the College may select to summarily suspended a student for his/her safety or while an investigation is being conducted.

Suspension shall:

- a. Be effective on the date of notice of suspension, except that the notice may state otherwise;
- b. Prescribe the conditions, including, but not limited to, the term of suspension;
- c. Be entered into the student's permanent record;
- d. Prescribe the date and conditions upon which a student may petition for reinstatement;
- e. Subject a student to re-instatement probation and to any or all of those conditions imposed therewith. Any student suspended from the College for disciplinary reasons shall not be permitted on campus during the period of such sanction without prior written approval from the President, Vice President of Academic Affairs, or Dean of Students or their designee.

All students that are suspended must surrender their Paul Quinn College ID the day the sanction begins.

Condition of Suspension and Reinstatement

Any student suspended from the College:

- a. Shall be denied all privileges afforded a student;
- b. Shall be required to leave immediately when it is determined by CEEL that the student's continued presence on the College property constitutes a danger to the College or threatens to disturb the normal educational functions of the College and to remain away so long as that threat or danger continues, except that the individual:
- c. May petition to CEEL for entrance to the College for a specific purpose.
- d. Has the right to petition to CEEL to remove or reduce the terms of this condition.
- e. Shall petition for reinstatement to the College before being re-admitted and be subject to reinstatement probation.
- f. May be required to meet certain conditions upon reinstatement that are recommended by the Vice President for Academic Affairs or Dean of Students.

Expulsion

Expulsion means permanent dismissal from the College. Expulsion means that a student may never return to the institution.

Expulsion shall be effective on the date of notice of expulsion, unless the notice states otherwise. Expulsion will be entered into the student's permanent records.

Immediate Expulsion

Students may be expelled immediately for the following items:

- a. Possession of illegal drugs. Drugs are not allowed on Paul Quinn College campus.

- b. Possession of weapon(s), ammunition, or explosives of any kind
- c. Storing, possession or detonation of firearms (including BB, paint ball, and Pellet guns)
- d. Assault and/or intimidation of faculty or staff
- e. Academic dishonesty
- f. Theft, on or off campus
- g. Behavior unbecoming of a Quinnite

Termination of an Approved Student Organization

This is the discontinuation of a registered student organization for a designated period of time, including the loss of all privileges as enumerated in this Code.

Any student organization may be terminated for a specified period of time with the loss of privileges as enumerated in this code.

Section IV: Administrative Resources

Complaint with the Texas Higher Education Coordinating Board

After exhausting the institution's internal grievance/complaint process without satisfactory resolution, current, former, and prospective students may initiate a complaint with The Texas Higher Education Coordinating Board (THECB). That process is described below.

The Texas Higher Education Coordinating Board Student Complaints Overview:

The Texas Higher Education Coordinating Board (THECB) adopted rules codified under Title 19 of the Texas Administrative Code, Sections 1.1101.120, on October 25, 2012. The rules create a student complaint procedure to comply with the U.S. Department of Education's "Program Integrity" regulations, which require each state to have a student complaint procedure in order for public and private higher education institutions to be eligible for federal Title IV funds. In December 2011, the office of Attorney General of Texas issued an opinion stating that THECB has authority under Texas Education Code Section 61.031 to promulgate procedures for handling student complaints concerning higher education institutions.

How to submit a student complaint:

After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by sending the required forms either by electronic mail to StudentComplaints@thecb.state.tx.us or by mail to: Texas Higher Education Coordinating Board College Readiness and Success Division P.O. Box 12788 Austin, Texas 78711-2788.

Fr by mail to: Texas Higher Education Coordinating Board College Readiness and Success Division P.O. Box 12788 Austin, Texas 78711-278 Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form. Links to the forms are available on the Paul Quinn College website under "Complaint Procedures":

The following forms are required to start the complaint process:

- Student Complaint and Release forms
- Authorization to Disclose Medical Record Information (Required if a disability is alleged)

The Agency does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures. former students shall file a student complaint form with the Agency no later than one year after the student's last date of attendance at the institution, or within 6 months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

The first step in addressing a complaint is to follow your institution's complaint procedures. If your institution is unable to resolve the matter after you have exhausted their complaint and appeal processes, you may file a complaint with this Agency. Once the Agency receives a student complaint form, the Agency may refer the complaint to other agencies or entities as follows: THECB will refer complaints alleging that an institution has violated state consumer protection laws to the Consumer Protection Division of the office of the Attorney General of Texas for investigation and resolution, and will refer complaints pertaining to a component institution in a university system to the appropriate university system for investigation and resolution.

E.g., complaints pertaining to an institution in the University of Texas System, Texas A&M University System, University of Houston System, University of North Texas System, Texas Tech University System, or Texas State University System shall be referred to the appropriate university system for investigation and resolution.

Further, if THECB determines that a complaint is appropriate for investigation and resolution, by the institution's accrediting agency or an educational association such as ICUT (Independent Colleges & Universities of Texas, Inc.), the Agency may refer the complaint to the accrediting agency or educational association. THECB has the right to adopt any decision made by the accrediting agency or educational association, and may terminate the referral of the complaint to those entities at any time and proceed to investigate and adjudicate the complaint. If a student complaint concerns compliance with the statutes and regulations that THECB administers and the complaint has not been referred to another entity, THECB will initiate an investigation. Prior to initiating an investigation, however, the student must exhaust all grievance/complaint and appeal procedures that the institution has established to address student complaints and provide documentation to THECB of such exhaustion.

As part of its investigation, THECB will request a response from the institution, and may also contact other persons or entities named in the student's complaint or in the institution's response, in order to ascertain all relevant facts. During its investigation, THECB will, in appropriate cases, attempt to facilitate an informal resolution to the complaint that is mutually satisfactory to the student and institution. In cases in which an informal resolution between the student and the institution is not feasible, THECB will evaluate the results

of the investigation of the student complaint and recommend a course of action to the Commissioner. After receiving staff's recommendation, the Commissioner will consider the recommendation regarding the complaint and render a written determination either dismissing the complaint or requiring the institution to take specific actions to remedy the complaint. The Commissioner may also request the Board to review and decide issues that regard institutional integrity.

Campus Safety Plan

Mental Health Response Policy

All students are governed by the Paul Quinn College Student Code of Conduct and are held to the standards and guidelines of expected behavior and interactions with fellow students, College employees and campus guests. This extends to instances involving a student who may be suffering a mental health crisis.

In the event a student is in danger of harming themselves, or a fellow classmate, employee or guest of the College, the College will act to protect the student and the campus community. Initial crisis response is directed to stop any one from being harmed, and to prevent an ongoing risk of harm. A College Official, such as a Security Officer or Residence Hall Staff, may issue a verbal request to attempt to remove a student from a situation which may escalate. The student may be referred to or escorted to the campus Health & Wellness Office for assistance, or to an on-campus advisor for further steps to be taken to ensure the mental health wellness of the student.

The College must make a real-time decision to engage assistance from emergency medical personnel and/or the local police if verbal requests to deescalate a situation do not help. Also, a student in crises may not be able to clearly respond to requests for information about their behavior or mind set. When necessary to protect a student and/or the campus environment, emergency medical or police assistance may be requested to assist the student in crisis, and to remove the student from the College related activity or event, campus building, including the dormitory, or from the College Campus. Such a decision is not made in haste and is not taken lightly, and will be made to protect the student and the campus community. The College is not responsible for the outcomes, such as cost, which may result from the College's request to medical personnel or local police for assistance. The College will assist the student in addressing academic issues created from class absences by communicating with faculty, or approving course(s) withdrawal, if necessary.

A student who exhibits behavior outside of their normal character, or behavior which is disruptive, in class, in the residence hall, or campus environment, may be referred to campus health services with, or without the student's knowledge. Campus health services will contact the student. The individual circumstances of the situation will be evaluated to determine the best course of action to ensure the student is healthy and safe.

In response to a mental health crisis, Paul Quinn College may limit the involved student from residing in on-campus housing, from returning to class or campus activities, or re-enrolling in a future semester. This policy applies to students who have disclosed a formal mental health diagnoses, and to those with no formal medical history of mental health issues on file at the College.

The FERPA law which protects the privacy of college students applies to a student who may be experiencing a mental health crisis. However, the College will act to protect or provide assistance to a student experiencing a medical or mental health crisis by contacting medical personnel or local police.

Once able, the College will obtain a FERPA release from the involved student, or the College will assist the student to contact family members with details on their status.

Recommendations for Flu Season

Self-Isolate:

Anyone with flu-like illness should stay away from classes and limit interactions with other people, except to seek medical care, for at least 24-hours after they no longer have a fever, or signs of a fever, with the use of fever-reducing medicines.

If you live off-campus, please remain at home until at least 24 hours after you are free of fever, or signs of a fever, with the use of fever-reducing medicines.

High-Risk Students or Staff:

If you become ill with flu-like symptoms, you should speak to your health care provider as soon as possible.

Hand Hygiene and Respiratory Etiquette:

Stay home when you are sick. Wash your hands frequently with soap and water when possible. Use hand sanitizers when soap and water are not available. Cover your nose and mouth with a tissue when coughing or sneezing (if a tissue is not available, use your shirt sleeve or elbow).

Routine Cleaning:

Keep all of your high-touch surfaces clean. The college provides routine cleaning of public or shared areas one time per week, and as needed.

For More Information:

Campus Facilities & Security Manager

214.379.5403 – Direct Line

facilities@pqc.edu

Active Shooter

If you witness the incident:

Call 911 + Security, 214.379.5599.

Be prepared to give details such as location, suspect description, how many people are involved, type of weapon (handgun, etc.).

If possible, safely exit the building, or seek immediate shelter behind a locked door/barricade and warn others.

Stay away from windows.

Turn cell phones to silence and turn computers off.

Direct people to remain in locked classrooms or offices. Remain in locked classroom or office until “all clear” is given by college officials or emergency personnel.

Only as a last resort, if the suspect enters your room, talk to the attacker. Talk about the good part of your life, i.e. your faith, your family, your dog, etc.

Remain calm at all times.

FIRE ALARM PROCEDURES

To report an emergency:

Call (911) and Campus Security at 214.379.5599.

If you hear a fire alarm:

Turn off electrical equipment.

Close doors to prevent spreading fire.

Do NOT use elevators.

Evacuate to an open area at least 100 yards upwind away from the affected building.

If you discover a fire:

Activate the nearest fire alarm.

Call 911+ Security 214.379.5599.

Notify others in the area.

Evacuate to an open area at least 100 yards away upwind from the affected building

Remain in a safe location until “all clear” is given by college officials or emergency personnel.

BOMB THREATS/EXPLOSIONS

If you receive a bomb threat collect as much information as possible from caller.

When a threatening call is received, attempt to learn the following:

When is the bomb set to go off?

What is the explosive?

What does it look like?

Where in the building is it?

What does the person's voice sound like? (man, woman, child, accents, etc.)

Were there any identifiable sounds in the background?

What is the exact wording of the threat?

Immediately after receiving the threat:

Call 911 + Security 214.379.5599.

Notify others in the area.

Appropriate personnel will begin a search of buildings and grounds for suspicious items.

If a bomb is found, isolate the area:

Evacuate the area or the building, (take personal belongings that are within reach).

DO NOT DO ANY OF THE FOLLOWING:

Handle the device, use two-way radios, use cell phones, use pagers, or turn lights on/off.

Keep all people a minimum of 300 yards away from the area where the bomb is located.

Only emergency personnel should enter the area.

Re-enter the building after the “all clear” is given by college officials or emergency personnel.

TORNADO

Tornado WATCH:

Definition: Weather conditions that could result in the formation of tornadoes.

Tornado WARNING:

Definition: A tornado has been spotted in the area or has been indicated by radar.

Campus Security will monitor weather conditions. Campus administration will be notified upon the issuance of a tornado watch.

People outside need to seek shelter immediately inside the nearest building. People on second floor of a building need to immediately move to the lowest level of the building.

Remain in a safe location until the “all clear” message is given from college officials or emergency personnel.

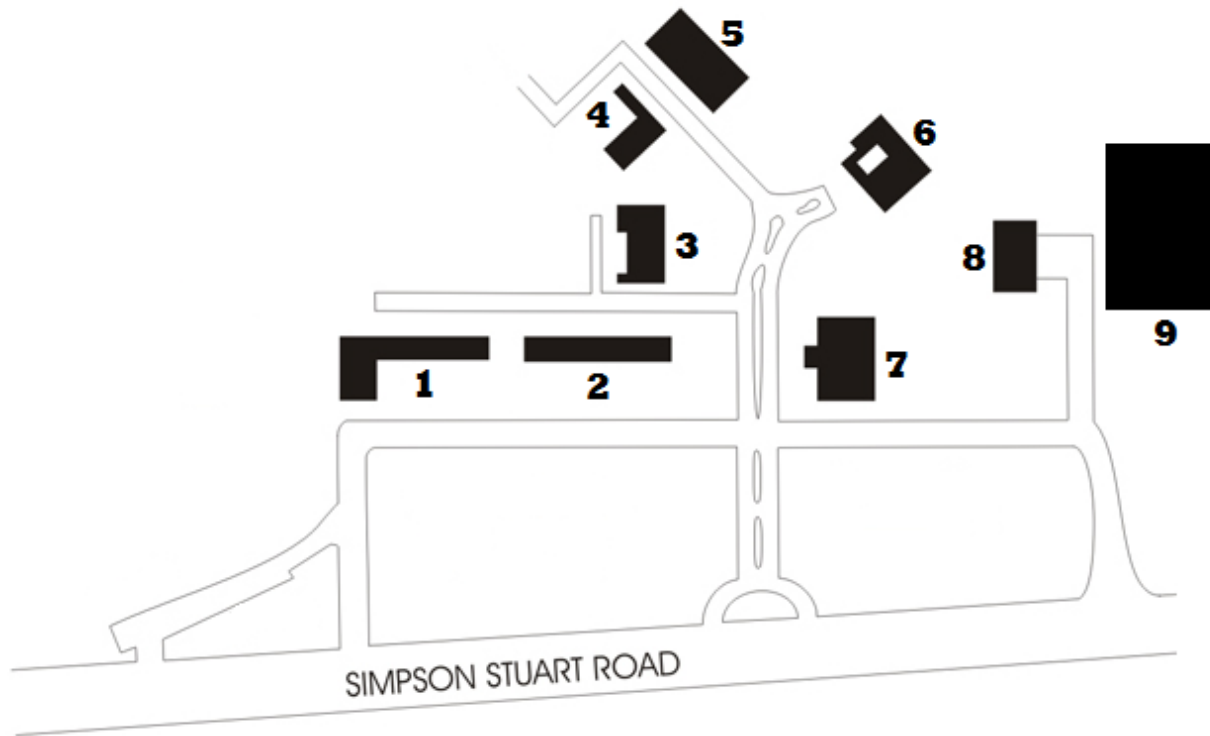
For More Information:

Campus Facilities & Security Manager

214.379.5403 – Direct Line

facilities@pqc.edu

Campus Map and Directions



MAP LEGEND

- 1 - Lucy Hughes Dormitory
- 2 - Rhodes Education Building
- 3- Comer Cottrell Student Union Building
- 4- White Science Building
- 5- John Hurst Adams Administration Building
- 6- Richard Allen Chapel
- 7 - Zale Library
- 8 - Tiger Gymnasium
- 9- The WE Over Me Farm

The college is located on the southern boundary of Dallas, Texas about one-half mile west of Interstate 45 and two miles north of interstate 20.

From downtown Dallas:

Take Interstate 45 (Houston) south. Take the Simpson Stuart Road exit and turn right (west) about one-half mile. Paul Quinn College will be on your right side.

From Fort Worth/Arlington/Grand Prairie/Duncanville:

Take Interstate 20 east. Exit Bonnie View Road and turn north (left) about 2 miles. At the Simpson Stuart Road, turn right (east) and head one-half mile. Paul Quinn College will be on your left side.

A

ACTIVE SHOOTER	151
ADA	28, 105
AIDING AND ABETTING	139
American with Disabilities Act.....	28, 105
ARREST	143
ATHLETICS.....	114

B

BIBLE STUDY.....	102
BOMB THREATS/EXPLOSIONS	152

C

CAREER DEVELOPMENT	110
CODE OF CONDUCT AND DISCIPLINARY PROCEDURES	126
CONSOLIDATION	124
CURFEW	117

D

DISCIPLINARY PROBATION	144
DISRUPTION	137
DRESS CODE POLICY	136
DRUGS.....	141

E

ELECTRICAL EQUIPMENT.....	121
EMERGENCIES	120
EXPULSION.....	36, 145

F

FIGHTING	139
FINES	143
FIRE /ALARM PROCEDURES	151
FLU SEASON	150
FOOD SERVICE RULES:	107

FOUNDER'S DAY	103
---------------------	-----

FURNISHINGS AND ROOM INVENTORY	121
--------------------------------------	-----

G

GENERAL ORGANIZATIONS.....	100
GRADUATION REQUIREMENTS.....	52
GREEK INTAKE.....	98
GUEST POLICY/VISITATION.....	117

H

HALL SECURITY.....	120
HAZING	139
HEALTH INSURANCE	113
HEARING AND DISCIPLINARY PROCEEDING ..	131
HERITAGE BELL CEREMONY.....	103
HISTORY OF PAUL QUINN COLLEGE	16
HOLIDAYS	125
HOMECOMING WEEK.....	103
HONOR'S CONVOCATION.....	103

I

Identification Cards	108
IMMEDIATE EXPULSION	146
IMMORAL SEXUAL BEHAVIOR	119
INSTITUTIONAL AFFILIATIONS AND MEMBERSHIPS.....	21

K

KEYS.....	116
KITCHENETTE.....	123

L

LAUNDRY FACILITIES.....	123
LEDGES AND ROOFS	121
LIBRARY SERVICES	104
LOBBIES	123

M

MAINTENANCE AND HOUSEKEEPING REQUEST	122
MAP	154
MASCOT	21
Membership	96
MISUSE OF COLLEGE SUPPLIES, DOCUMENTS OR SERVICES	142
Motor Vehicles on Campus	110

O

Organizations	95
ORIENTATION ACTIVITY	103

P

PAYMENT OF ROOM DAMAGES	122
PETS	119
PHYSICAL	139
PREGNANCY	119
PRESIDENT'S WELCOME	10

Q

QUEENS	99
QUIET HOURS	117
QUINNITE CREED	20

R

RECOGNITION AND REGISTRATION	93
RELIGIOUS EMPHASIS WEEK	102
RESTITUTION	143

ROOM CHANGES	124
ROOM CLEANLINESS AND ORDER	122
ROOM ENTRY	124
ROOM INSPECTIONS	124
ROOM OCCUPANCY	123
RULES AND REGULATIONS	128

S

SALES AND SOLICITATIONS	100
Scheduling Events	99
Security Service	109
STUDENT GOVERNMENT ASSOCIATION	100
SUSPENSION	144, 145

T

THEFT	138
TORNADO	153
TUTORIAL SUPPORT CENTERS	104

U

UNAUTHORIZED ENTRY	138
USE OF ALCOHOLIC BEVERAGES	141

V

VIOLATION OF CIVIL LAW	142
-------------------------------	-----

W

WARNING/REPRIMAND	143
WEAPONS	140

APPENDIX 1

STUDENT GOVERNMENT ASSOCIATION'S CONSTITUTION

Preamble

Whereas, the mission of Paul Quinn College is to provide a quality, faith based education that addresses the academic, social, and Christian development of students and prepares them to be servant leaders and agents of change in the global marketplace.

Furthermore, academic excellence lies at the heart of the College's mission, along with the values of integrity, responsibility, accountability, fiduciary responsibility, and an appreciation of cultural diversity. We, the students of Paul Quinn College, in order to secure to ourselves the right of self-government and a holistic education, while sustaining and fostering the mission, and ideas upon which this College was founded, do ordain and establish this constitution for the governance of the student body of Paul Quinn College.

ARTICLE I Name

The name of this organization will be the Student Government Association of Paul Quinn College.

ARTICLE II Purpose

This Constitution and all amendments to it will govern all students and student activities at Paul Quinn College. The purposes (s) are as follows:

SGA shall serve as the student body liaison with College administration to ensure that the welfare and educational interests of students are incorporated into the goals and policies of Paul Quinn College.

SGA shall recognize active PQC Student Organizations for their respective talents and/or missions by encouraging inclusion, collaboration, and unity among said campus constituents.

The governance of Paul Quinn College is vested in the Board of Trustees under the provisions/laws of the State of Texas. Any SGA responsibility related to the governing of PQC can be enacted when requested or supported by the President of the College (or designee) acting under the authority of the Board of Trustees. All such action is subject to review in consultation with SGA.

It shall be stated as part of the policy of SGA at PQC that there shall be no form or type of discrimination in this organization, whether it be due to one's race, color, religion, gender, sexual orientation, national origin, ancestry, age, handicap or disability, special disabled veterans or veteran's status.

ARTICLE III Terms

The terms for SGA Officers and Class Officers shall be as follows:

Each term for all officers shall start on June 1 of the elected or appointed year, and end May 31 of the following year.

An elected or appointed officer shall serve one term.

Terms will expire upon resignation, removal by impeachment, or expiration of tenure

ARTICLE IV Membership

The Student Government Association will consist of the President, Vice President, Secretary, Treasurer, Class Presidents, Miss Paul Quinn College, and National Pan- Hellenic Council, Student Activities Council, Latino Student Association Presidents.

Section I President

The role of the President shall be as follows:

The President of the Student Government Association will serve as chairperson and will preside at all Executive Board meetings.

The President or designee, by virtue of the position, will automatically be one of the student representatives on the Student Services Planning Committee and will serve on all College committees that require such representation.

The President will meet with the College President as needed during the regular semester.

The President will provide the student body each month with information concerning the operation and activities of the Student Government Association and about general college wide issues.

The President will present to the Executive Board on the tenth week of both regular academic semesters a comprehensive report on the State of the SGA.

The President will be bound by the oath of office to provide leadership for the student body.

The President will appoint committee members to non-policy posts.

- (1) The President-elect will have the power to appoint people to any elected office in the event that no one seeks to run for that perspective office.
- (2) In the event that no one seeks to run for the office of President of the SGA, the office will remain vacant until elections can be held the following Fall or Spring term.
- (3) In case of the removal of the President of the SGA from office or in case of the President's absence, resignation, death or inability to discharge the duties of the office, the line of succession is as follows: Vice President, Senior Class President and Junior Class President.
- (4) The President will have the power to call emergency meetings.
- (5) The President is authorized to act in the best interest of the student body and the SGA during the summer months.
- (6) The President shall have the authority to suspend, with the approval of the Executive Board, any SGA officer for failure to fulfill three (3) or more details as assigned within a semester. Suspensions may not last longer than a period of thirty (30) days.

Section II Vice President

The Vice President shall serve as co-chair of the SGA Executive Board.

The Vice President will, at all times, work in close with the President of the SGA.

The Vice President will keep the Executive Board and the President informed of all Student Sub-Committee activities.

In case of the removal of the Vice President of the SGA from office or in case of the Vice President's absence, resignation, death or other inability to discharge the duties of the office, the line of succession is as follows: Senior Class Vice President, Junior Class Vice President.

The successor of the office of the Vice President will only hold office temporarily, and the search for a new Vice President will begin within 72 hours of the original vacancy.

The Vice President will have the authority to act in the best interest of the student body and the SGA during the summer months. Some decisions made will be valid for the summer, but will require approval when the Executive Board reconvenes.

Section III Class Presidents

The role of each Class President shall be as follows:

The Class Presidents of the various member classes will serve as liaisons between their respective classes and the Executive Board.

They will inform their constituents of the Executive Board action, and they will inform the Executive Board of their class actions.

They will submit proposals to the Executive Board for their approval.

They will carry out duties and directives as assigned by the SGA Vice President. They will attend all Executive Board meetings or send a delegate.

They are required to meet with Class members once a month to give updates on relevant issues.

They shall prepare a monthly report to be submitted to the Executive Board outlining all activities that occurred during the month.

The Class President must hold cumulative GPAs of no less than 2.5.

Section IV Treasurer

The role of the Treasurer shall be as follows:

The Treasurer will be appointed by the President of the SGA with the approval of the Executive Board.

The Treasurer will keep an accurate record of all income and Expenditures of the SGA.

The Treasurer will give a full financial report bi-weekly to the President of the SGA, the advisor, and the Dean of Students. The Treasurer will prepare a monthly full financial report which may be made available to the Student Body.

The Treasurer, along with the President of the SGA and the SGA Advisor, shall be the only authorized signatures on all financial proposals. The SGA Advisor and the Dean of Students shall be the ONLY authorized signatures on the FINAL financial transactions.

The Treasurer, along with the SGA Advisor and Dean of Students, will meet once a month for the purpose of being knowledgeable of the College's budget process and reconciliation of budget records.

The Treasurer shall hold a cumulative GPA of no less than 2.8 with preference given to a student majoring in business.

Section V Finance Committee

The Finance Committee shall approve the budget for the Student Government Association. They shall also be responsible for approving all financial requests by the Student Activities Council. The Committee will consist of four (4) members, none of which can hold an office in the SGA.

The role of Finance Committee shall be as follows:

The SGA Treasurer will act as Chairperson of the Finance Committee. The SGA President and Vice President will serve as Ex-Officio Members.

The Finance Committee will formulate a proposed budget one month prior to the start of the new semester or as indicated by the SGA President.

The Finance Committee will present a monthly report to the Executive Board about all financial transactions.

During the Spring Semester, the newly elected SGA President will select four (4) members to serve on the upcoming Finance Committee. The four members of the Finance Committee must each hold a cumulative GPA of no less than 2.6.

Section VI SGA Secretary

The role of the SGA Secretary shall be as follows:

The SGA Secretary will be appointed by the President of the SGA with the approval of the Executive Board.

The SGA Secretary will prepare the agenda for meetings, keep and read the minutes of meetings, notify members of election or appointment to office maintain communication between branches with respect to instruction and reports, act as custodian of the records, and perform all other duties as assigned by the President of the SGA.

The SGA Secretary must hold cumulative GPAs of no less than 2.8.

Section VII Class Secretary

The role of the Class Secretary shall be as follows:

The Class Secretary will be appointed by the respective Class President.

The Class Secretary will perform all clerical duties as assigned by the Class President.

The Class Secretary will report to the Class President.

Section VIII Student Activities Council

The role of the Student Activities Council shall be as follows:

The Student Activities Council may consist of up to twelve (12) students with representation from student organizations. They shall be under the direction of Student Affairs.

Student Activities Council is responsible for developing and submitting a schedule of events to the Executive Board one month prior to the start of the new semester or as indicated by the SGA Vice-President.

The Student Activities Council designated representative along with the Student Affairs professional staff will meet bi-weekly for the purpose of coordinating/updating events and activities schedules.

Section IX Miss Paul Quinn College

The role of Miss Paul Quinn College shall be as follows:

- (1) Represent the SGA and the College at official functions as designated by the College President.
- (2) Will serve as an ex-officio member of the Student Government Association.
- (3) Serves as ambassador of the College and the SGA. During each regular semester she will be required to perform at least two (2) community service projects, which should be approved by the Dean of Students. These community service projects shall be designed to enhance the Paul Quinn College Community or the community at large. In the event that Miss Paul Quinn College is a member of any social or community service-oriented organization, she may not use a community service project for said organization in conjunction with or to satisfy the requirements of Miss Paul Quinn College. Each project is to be documented and reported to the SGA President and the Office of Student Affairs.
- (4) Should Miss Paul Quinn College fail to meet or perform the requirements of the title, she will be removed from the position...

In case of removal from office or resignation, death, or other inability to discharge the duties of Miss Paul Quinn College, the line of succession shall be as follows: first runner-up (Miss Purple), second runner-up (Miss Gold), etc. In case there is no runner-up, the President, SGA President and the Office of Student Affairs shall have the power to designate the manner in which the new Miss Paul Quinn College is selected.

The College, contingent on budget, may provide Miss Paul Quinn College with her robe, Scepter, crown and queen's pin.

Section X Attendants to Miss Paul Quinn College

There shall be two appointed attendants to Miss Paul Quinn College and they shall be the first runner-up (Miss Purple) and second runner-up (Miss Gold). These positions are not SGA Officer Positions and will

not have representation on the Executive Board, unless they are designated by Miss Paul Quinn College to represent them.

The roles and responsibilities of the attendants to Miss Paul Quinn College are as follows:

Shall assist Miss Paul Quinn College with their platforms and programs.

Be prepared at all times to fill in for Miss Paul Quinn College when needed.

Assist and provide input and feedback to Miss Paul Quinn College in determining all programs done on behalf of the Royal Court.

Assist Miss Paul Quinn College in producing monthly reports to SGA informing them of the status of the Royal Court.

Represent the Miss Paul Quinn Court at all on and off campus programs and events when such representation is deemed appropriate.

Paul Quinn College will provide the attendants with a queen's pin and tiara.

ARTICLE V Board of Elections Committee

Section I Purpose

The Board of Elections Committee ("BOE") shall conduct all student body Class and Officer Elections for SGA, including special elections as required by this Constitution. The BOE is empowered to establish rules and guidelines that are fair and equal for all students of eligible units. The BOE shall consist of the Student Affairs Liaison, SGA Advisor, Faculty member and two (2) students (to be chosen by the Student Affairs Liaison) who do not hold an SGA office or on a standing committee.

Section II Election Procedures Election procedures shall be as follows:

SGA elections will be held annually on the last Wednesday in March (this date may be altered by the BOE Committee when necessary or appropriate). Time, place and date will be determined by the BOE Committee. It is solely the responsibility of the BOE Committee to ensure that all mechanisms are in place to run a successful election.

All candidates for the Office of the President may have a Vice-Presidential running mate at the time of filing their application. This also applies to candidates running for class president.

Elections shall be administered by three (3) students: Sophomore Class Representative, Junior Class Representative and Senior Class Representative.

The BOE Chair shall be selected by the Executive Board at the final meeting during the month of November. It shall be the Vice President's responsibility to see that the selection process has been completed. The BOE Chair will hold junior classification (having accumulated 60 credit hours) and have a cumulative GPA of no less than 2.5.

All members of the committee shall be full-time students in good standing with the College.

Section III BOE Committee Chairperson

The responsibilities of the BOE Chairperson shall be as follows:

- To oversee the work of the committee
- To represent the committee before the SGA and the administration To act on behalf of the committee when it is unable meet
- To communicate with all candidates for SGA and Class positions on behalf of the committee when necessary.

Section IV BOE Committee

The responsibilities of the BOE Committee shall be as follows:

The BOE Committee is responsible for overseeing the election process and enforcing the election policies.

The BOE Committee shall set up mandatory meetings with all candidates.

The BOE Committee shall organize at least one (1) candidate forum and the Presidential/Vice Presidential Debate.

The BOE Committee shall organize and distribute a calendar of election events to the candidates and the student body.

The BOE Committee shall meet a least once per month from November through January, and at least once per week during the month of February.

The BOE Committee has complete jurisdiction over all programs and events associated with the election process.

Section V Election Applications

Applications will be made available in the SGA Office and Office of Student Affairs no later than the Third to last Monday in Fall Semester at 8:00am.

Applications shall be turned into the Office of Student Affairs no later than the last day of class before Winter Break at 5:30pm.

All the information shall be verified by the Office of Student Affairs and the Office of the Registrar.

Any false information on the application will automatically disqualify the potential candidate from running.

All potential candidates will receive a copy of this policy. Refusal to read and adhere to the policy will not be accepted as an excuse for violations of said policy.

Each candidate will be informed via email at their PQC official email address, if he/she will indeed be a candidate in the upcoming elections.

Each candidate will receive a list of mandatory dates for election events and programs.

The BOE Committee will conduct a mandatory meeting with all candidates to impress upon them their rights and responsibilities. If the candidate is unable to be present at the meeting, the candidate must submit a written notice at least 48 hours prior to the scheduled meeting. (It is the responsibility of the candidate at this point to schedule a time with the BOE Committee Chairperson to receive the information handed out in the meeting.)

There shall be no write-ins or petitioners.

The Election Polls will be open minimally from 8:00a.m. until p.m. on Election Day in areas designated by the BOE Committee with the approval of Student Affairs. Election monitors will be assigned by the BOE Committee during the indicated election hours. Candidates' names shall appear alphabetically on each ballot. Each candidate shall be promptly notified of their level of position and number on the ballot. There shall be **NO** absentee voting.

Section VI Election Policy/Regulations

No campaigning in the classrooms or during SGA sponsored events (except the candidate's forum)

Campaigning shall be defined as any written, printed or spoken declaration supporting any candidate or ticket issued by the candidate or their campaign agent.

All campaign literature **MUST** be approved by Student Affairs. Once approved, the campaign literature shall be placed in the designated areas.

ABSOLUTELY no campaign literature shall be placed on vehicles.

Campaign literature must be removed from the election sites 48 hours prior to Election Day. The candidates and their staff are solely responsible for removing all literature.

Candidates will be responsible for removing all literature 24 hours after the polls close. Candidate found to be in violation shall receive 20 hours of disciplinary community service.

No candidate shall use slanderous statements against his/her opponent or campaign agent. No destruction of property shall be permitted. No behavior unbecoming of a candidate shall be permitted. Any candidate or agent of the candidate found in violation will be automatically disqualified.

No SGA monies or supplies shall be used by a candidate for his/her campaign.

Any complaint by a candidate (s) shall be submitted in written form to the BOE Committee Chairperson. The committee will investigate the complaint. If the committee deems the complaint to be legitimate, appropriate action will be taken within 48 hours of the initial complaint.

Section VII Election Violations

Violation of any of the following shall result in immediate disqualification of a candidate's petition for office if either of the following occurs:

- Failure to notify the BOE Committee of your inability to attend mandatory meetings within at least 48 hours of the meeting date.
- Failure to attend mandatory meetings.
- Failure to respond to an inquiry of the BOE Committee within 48 Hours. Failure to adhere to any other election regulations outlined in this Constitution.

*Any candidate who has a grievance with the SGA BOE Committee should submit the grievance in writing to the Elections Chairperson. The grievance should concisely state the nature of the complaint. The BOE Committee will have 48 hours to respond, in writing, to any grievances. The candidate shall appeal a grievance decision made by the BOE Committee to Student Affairs.

Section VIII Class Elections

Class officers, with the exception of Freshman, shall be elected in conjunction with the SGA Officers.

Freshman Class elections shall be held during the Fall Semester no later than the fourth (4th) Thursday after classes officially commence and shall be conducted by a committee appointed by the Vice President with the approval of the Executive Board.

Candidates for all class offices are subject to the same application, election regulation and election procedures as SGA elected officials.

Candidates must have at least a cumulative grade point average of 2.5.

Candidates will gain approval to run for a class office only if their acquired credits and currently enrolled credits total the amount needed for that respective class (i.e. Sophomore-30, Junior-60, Senior-90).

Candidates who wish to hold the office of Class President must have a vice-presidential running mate. The same grade point average and credit requirement will exist for the Vice President candidate as well.

Section IX Inauguration Procedures

The President and Vice-President of the SGA will assume and maintain full responsibility of office from the day after graduation to the day of the following graduation.

At the inauguration of the SGA officer, they will take the following oath: "I do solemnly affirm that I shall faithfully execute the duties of the office of (*state office*) and shall to the best of my ability to uphold and defend the constitution of Paul Quinn College and the Student Government Association."

There will be a shadowing period for each SGA elected officer beginning immediately upon the day of election and continuing until the assumption of full authority.

The inauguration of SGA officers and Class Officers elect shall take place during April.

The Freshman Class officers' inauguration will be held no later than one (1) week after their election.

ARTICLE VI REQUIREMENTS FOR SGA ELECTED OFFICIALS

Section I President and Vice President

The President and Vice-President will be elected by plurality vote among the student body.

Persons seeking the offices of president and vice-president of the SGA will have a cumulative grade point average of 3.0 or better.

Candidates shall be classified as a Junior, sixty (60) credit hours, with at least twelve (12) credit hours earned while matriculation at Paul Quinn College at the time of filing and application.

Candidates shall have no disciplinary sanctions on record at the time of elections.

Candidates must be in good standing with the College as stated in the student handbook and they must be a full-time student.

Section II Executive Board Members

The Executive Board Members will be elected by plurality vote among the student body.

Persons seeking the offices of executive cabinet members of the SGA will have a cumulative grade point average of 2.5 or better.

Candidates shall have no disciplinary sanctions on record at the time of elections.

Candidates must be in good standing with the College as stated in the student handbook and they must be a full-time student.

Section III Miss Paul Quinn College

Miss Paul Quinn College will be selected based upon majority of votes from the following: one vote representing the student body at large; one vote from past Paul Quinn College Queens representing the alumni; one vote from the faculty/staff at large; one vote from the first lady; and one vote from the President.

Candidates will have a cumulative grade point average of 3.0 or better and submit an application.

Candidates may be freshmen, sophomores, junior, or senior classification and having been enrolled for a one term (summer, fall, or spring).

Candidates shall have no disciplinary sanctions on record at the time of elections and be in good standing with the College.

Candidates for Miss Paul Quinn College must be female.

Candidates must be single without children.

Should the candidate become ineligible (pregnant, withdraws, placed on probation) before coronation, or before the end of her reign, the first runner-up (Miss Purple) will become Miss Paul Quinn College if eligible.

Candidates will participate in a pageant type event as a part of the selection process.

The reigning Miss PQC and the Office of Student Affairs will plan and coordinate the events.

ARTICLE VII IMPEACHMENT AND ORDER OF PROCEEDINGS

All elected officials may be impeached by procedures predetermined in the Robert's Rules of Order. All proceedings of the SGA and officer duties shall be governed by the Robert's Rules of Order.

ARTICLE VIII REQUIREMENTS FOR NON-ELECTED OFFICIALS

All students that wish to serve on a committee with-in the Student Government Association shall have a cumulative grade point average of 2.5 and must be in good disciplinary standing with the college.

ARTICLE IX AMENDMENTS

Amendments to this constitution shall be placed in writing by any member of the Executive Board. Amendments will become valid and part of this constitution only after the installation of the next Student Government Administration providing constitutional guidelines have been met.

ARTICLE X EFFECTIVE DATE OF CONSTITUTION

This constitution shall become effective upon approval from Student Affairs and the College's Planning Council Committee.