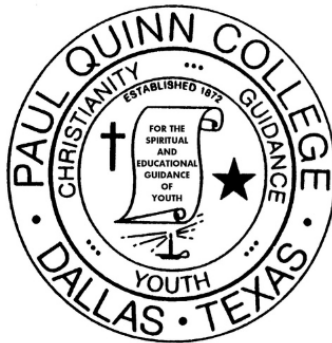




STUDENT HANDBOOK

2023-2025

PAUL QUINN



STUDENT HANDBOOK 2023-2025

*Revised August 2023
BOT Approved September 2023*

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

Paul Quinn College

The Paul Quinn College (“Paul Quinn” or “PQC”) Student Handbook (“Handbook”) is regularly reviewed by the faculty and staff of the college and is meant to be used as a resource during the student development process. Students are provided with access to the 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 disseminated to students and the entire Paul Quinn community. The Handbook is published on the Paul Quinn website – www.PAULQUINN.edu.

Questions or concerns about the contents of the Handbook should be directed to the Vice President of Athletics and Student Experience, at studentexperience@pqc.edu.

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PRESIDENT'S WELCOME

Welcome to Paul Quinn College and the Quinnite Nation. It is an honor to serve as your college president.

Paul Quinn was founded by the African Methodist Episcopal Church in 1872. Its original home was in the basement of Metropolitan AME Church in Austin, Texas. The school's purpose was to provide an education to the formerly enslaved and their progeny. Today, Paul Quinn educates both those whose ancestors are in line with the original charge and those who seek the types of opportunities that only we provide.

When you join the Quinnite Nation, you are becoming a part of one of the great transformation stories in the history of higher education. What we do at Paul Quinn is more than just provide a degree. We meet students where they are and teach them that their success is not just possible or probable. It is inevitable. We also embrace the issues that matter not just to our students and their families, but to our people. Quinnites show up when it means the most to the people who mean the most to us.

We are unique. We are disinterested in bands and creating debts that will take students a lifetime to repay. While we appreciate having a good time, we are more interested in high-paying careers and a lit life free of financial insecurity and struggle. We are proud of our history and excited about our collective futures. We understand the principle of life being "both, and" and not "either, or".

I look forward to getting to know you and supporting you on your journey. Please know that we are here for you today, tomorrow, and always. Welcome to the Quinnite Nation.

Sincerely,



President Michael J. Sorrell, Ed.D.
Paul Quinn College



PURPOSE OF THE PAUL QUINN COLLEGE STUDENT HANDBOOK

The purpose of the Paul Quinn College (Paul Quinn, College, or PQC) Handbook (Handbook) is to communicate student expectations and rights, and policies and procedures for student interaction and engagement clearly, concisely, and comprehensively to current and prospective students.

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 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.

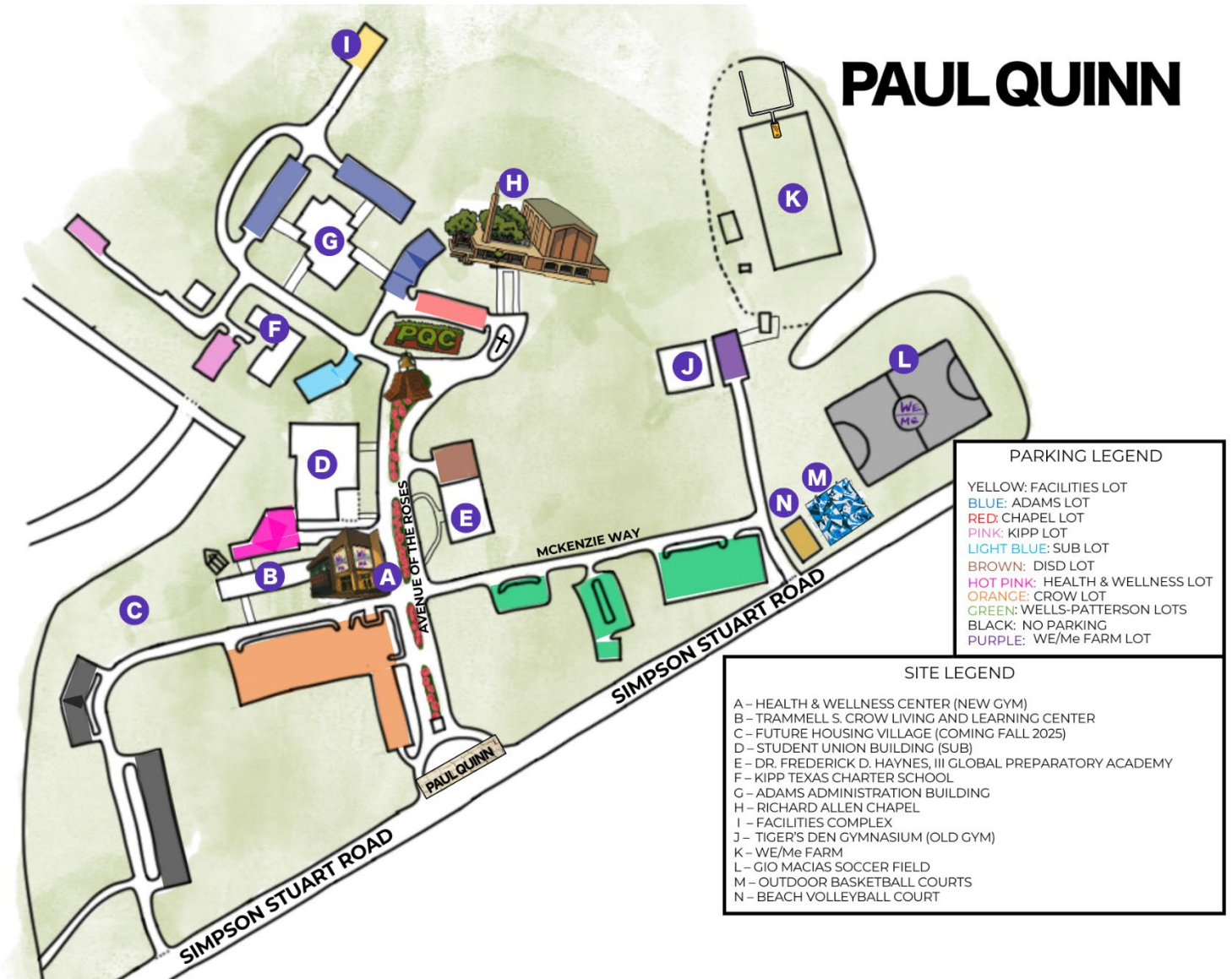


Each student is individually responsible for their own familiarity with all College policies and regulations.

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

CAMPUS MAP

PAUL QUINN



FOUNDATIONS

Christian Philosophy of Education

Paul Quinn College is a unique Christian institution of higher education. It is faith-based, four-year, undergraduate, coeducational, liberal arts institution founded by and affiliated with the African Methodist Episcopal Church. Originally founded in 1872 to educate freed slaves and their offspring, Paul Quinn College is the oldest Historically Black College (HBCU) west of the Mississippi River. Throughout its history, the college has continued to affirm the Biblical and theological foundations of the African Methodist Episcopal Church and commits to a Christian philosophy of education that reflects its foundations.

Our foundational beliefs are imbedded in the Paul Quinn educational experience that addresses the academic, social and Christian development of students. As we prepare Christian men and women, we provide a balance between a challenging academic education and the building of character based on our foundational Christian beliefs and values.

As a Christian faith-based liberal arts institution, we holistically prepare our students to be servant leaders, agents of change in their communities and students with a Christian perspective of the world. While we strive to teach our students to challenge conventionality through the development of their minds, bodies and souls, our work does not end there.

Our Christian obligation is to surpass our educational purpose by embedding into the academic experience and curriculum the means for students to shape their faith-based spiritual development. We prepare men and women for life through educational experiences that instill Christian foundational values, knowledge and perspective. Our curriculum, student life experiences and Christian focus are designed, implemented and continuously revised for this purpose.

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.

Confession of Our Faith: The Doctrinal Statement

Paul Quinn College, its students and employees, affirm the Biblical and theological foundations of the African Methodist Episcopal 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 your 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)

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 Objectives

Our six Institutional Objectives connect the mission of the College, the Institutional Ethos (WE Over Me) and the Guiding Principles (the Four L's of Quinnite Leadership), to the current Strategic Plan of the College. These values provide guidance for the day-to-day operations of the College. Further guidance can be found in how the Institutional Objectives are organized around the Four Ls of Quinnite Leadership. These are listed below:

LEAVE Places Better than you Found Them: WE Over Me

1. Prioritize the needs of all communities (local and global) over individual desires. This is accomplished by teaching students to think critically and act justly in all encounters and endeavors.

LEAD from Wherever You Are: Academic Excellence and Career Readiness

2. Integrate the tools of persuasive speech, clear and concise written communications, and broad interdisciplinary academic training to form the basis of the development of

knowledge and skill. Students are taught to apply this knowledge and skill to future study, workforce readiness, and entrepreneurial enterprise.

3. Connect professional reliability, personal fiscal responsibility, social accountability, and ethical behavior with innovative problem-solving to deliver quality work product and 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.

The History of Paul Quinn College

Paul Quinn was founded on **April 4, 1872**, in Austin, Texas, by a small group of African Methodist Episcopal (A.M.E.) preachers under the leadership of Bishop J. M. Brown. Originally named the *Connectional High School and Institute*, the institution's mission was to educate formerly enslaved individuals and their descendants.

Under the guidance of Bishop William Paul Quinn, A.M.E. districts across the South were organized to raise financial support for the growing institution. In 1877, the College relocated to Waco, Texas, and was renamed Waco College. At that time, it consisted of a single building, where students received vocational training in blacksmithing, carpentry, tanning, and saddle work.

Soon after, the College acquired more than 20 acres of land and expanded its curriculum to include Latin, mathematics, music, theology, English, sewing, and household work. In May 1881, the institution was chartered by the State of Texas and renamed Paul Quinn College, in honor of Bishop William Paul Quinn's leadership and legacy.

In 1990, the College moved from Waco to its current location in Dallas, Texas, thanks to a generous gift from businessman Comer Cottrell. The new campus, formerly home to Bishop College, spans 147 acres of rolling hills just outside downtown Dallas.

A transformative period began in 2007, following a report by the Boston Consulting Group that led to the hiring of Michael J. Sorrell as President and sweeping changes in the College's operations and culture. These changes gained national attention and helped to redefine Paul Quinn College as a model of innovation in higher education.

The College has since earned numerous accolades:

- **2011** – Named *HBCU of the Year*
- **2012** – Student Government Association named *SGA of the Year*
- **2013** – Center for Fundraising and Philanthropy awarded *HBCU Business Program of the Year*
- **2017** – Won the inaugural *SXSW HBCU Battle of the Brains*, continuing to place in the top three, including in 2019
- Three students named *White House All-Stars* during the Obama and Biden administrations

President Michael J. Sorrell has been widely recognized for his leadership:

- Named *HBCU Male President of the Year* in 2012, 2016, and 2018
- Honored as *Education Dive's President of the Year* in 2018
- Featured on *Fortune Magazine's World's 50 Greatest Leaders* list
- Recognized by *Time Magazine* as one of *31 People Changing the South*

In March 2017, Paul Quinn College became the ninth federally designated Work College in the United States—the only one in an urban setting and the only Minority-Serving Institution with Work College status. This designation anchors the College's New Urban College Model, positioning it for national and global expansion.

In 2018, the College broke ground on its first new building in four decades, and in June 2021, the Trammell S. Crow Living and Learning Center officially opened.

During the 2020–2021 academic year, amid the COVID-19 pandemic, the College continued to deliver online instruction and served as a vaccination and food distribution site for the South Oak Cliff community.

In August 2021, Dallas ISD opened the Frederick D. Haynes, III Global Preparatory Academy for students in grades 6–12 on the College's campus. This was followed by the January 2022 opening of KIPP Oak Cliff Academy, serving students in grades 9–12—further strengthening the College's pipeline to higher education.

In celebration of its 150th Founder's Day in 2022, Paul Quinn College entered into a Memorandum of Understanding with the T.D. Jakes Divinity School to offer a *Master of Business Administration (MBA)* degree. The first student graduated from the MBA program in May 2024.

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)

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 L’s 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

Our ethos is simple: **WE over Me**. It means that the needs of a community must always supersede the wants of an individual. In the Quinnite Nation you are not allowed to be selfish. Selfish people destroy the fabric of communities. They are the root of all evil and will never be tolerated in the Quinnite Nation.

A hand-drawn graphic in purple ink. The word "WE" is written in a bold, blocky, slightly irregular font. Below it is a thick, horizontal purple line. Underneath the line, the word "Me" is written in a similar bold, blocky font, but with a more cursive, slanted feel. The overall style is informal and expressive.

Institutional Integrity

Paul Quinn is committed to integrity and high ethical standards. The College's Institutional Ethos drives the College's interactions at all levels, internally and externally. Additionally, the Four L's of Quinnite Leadership are used as the College's Guiding Principles for all interactions with the internal and external communities. The Four L's are:

Leave places better than you found them

Lead from wherever you are

Live a life that matters

Love something greater than yourself

Our mission of developing servant leaders who become global change agents relies on the cultivation of individual and institutional integrity for success.

The integrity of the College is upheld through several Board of Trustee approved policies and procedures, such as the hiring and employment policies and processes, the conflict-of-interest policy, policy against nepotism, and disclosure of interested transactions policy.

The College expects all Board of Trustee Members to honestly engage in the governance of the College free from any conflicts of interest. On an annual basis, during the audit process, each board members signs and agrees not to engage in any conflicts of interest with the College.

Employees are protected by and held responsible for contributing to and protecting a campus community that is free from discrimination and harassment. The conduct of employees and students is expected to follow the various state and federal regulations against discrimination and harassment, such as Title VII and Title XI. These laws are regularly used to orient new members of our community to rules, regulations, the disciplinary review process, and sanctions.

Additionally, as an institution, the College truthfully communicates its status with the Department of Education, its accreditation body, TRACS and the Texas Higher Education Coordinating Board (THECB), and expects all representatives of the College to do the same. The following statements appear on the College's website and its official publications. All communication from these important stakeholders is immediately shared with the Office of the President, the Board of Trustees and any other necessary stakeholder.

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 colors are black and purple with a trace of 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

Statement of Accreditation

Paul Quinn 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>

Certificate of Authorization

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

Affiliation

Paul Quinn 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
214-376-1000
www.PAULQUINN.edu

POSITION	214-379		LOCATION
	EXTENSION		
Main Number	214-376-1000		
The Welcome Center	5599	On-Call Cell 214-971-9911	Security Booth
Mental Health Coordinator	5426	214-213-4941	SUB 202
Information Technology - A/V Specialist	5423		Adams 105
Head Track and Field Coach	5509		SUB 103-D
Information Technology Help Desk	5425		Adams 105
Assist. Director of Enrollment Management Operations	5547		Adams 200
Director Food Service, Events & Retail Operations	5415		Adams 314
Campus Nurse	5526		SUB 105
Maintenance Staff	5411		Adams 108
Dir. of TRiO Student Support Services	5455		SUB 100
Chief of Staff	5413		Adams 200
Vice President of Athletics & Student Experience	5400		SUB 200
Assistant Director of Academic Advising & Retention / Head Women's Volleyball Coach	5524		Adams 106-F
Chief Administrative Officer/Institutional Programs/VP of Academic Affairs	5500		Adams 310
Financial Aid Director	5438		Adams 200
Manager of Student Accounts	5560		Adams 208
Co-Director of Professional Dev. & Staff Training	5430		Adams 308-A
Director of Institutional Research & Effectiveness	5522		Adams 214-B
Finl. Aid Officer / Director of Alumni Affairs	5494		Adams 200
Registrar/ Institutional Readiness Officer	5412		Adams 214
Athletic Trainer	5447		SUB 106
Associate Director - On-Campus Work Program	5554		Adams 206
Executive Assistant to the President	5546		Adams 300
Head Coach-Men's/Women's Soccer			SUB 103-B
Admin. Assistant / Office of Enrollment Management	5510		Adams 200
Head Coach Women's Basketball	5499		SUB 103-F
CEO Quinnite Schools Network	5559		Adams 308-B
President	5550		Adams 300
Head Men's Basketball Coach			SUB 103-E
Game Day Operations	5401		Adams 301-B
Director of Online Learning - Writing Hub	5487		Adams 308
Title III Coordinator	5485		Adams 105
External Affairs / Game Day / General Athletic Support	5551		Adams 106-C
Assist. Director of the Work Program for Training	5407		Adams 206-B
Chief Academic Officer/VP of Academic Affairs	5428		Adams 310
Food Service Director	5513		SUB Cafe
Director of Library Services	5576		SUB/Tigers Den
Admin. Assistant / Academic Affairs	5484		Adams 309
Director, Upward Bound Program (UB)	5419		SUB 107

OFFICE OF STUDENT EXPERIENCE

Student life is a vital extension of the classroom experience and an important component of the education process of Paul Quinn students. At Paul Quinn, the traditional role of Student Experience is fulfilled by the Office of Student Experience (OSE). OSE offers a wide range of living-learning activities designed to engage students holistically. These programs aim to foster self-discipline, enhance time management, develop study and organizational skills, and ultimately prepare Quinns to graduate ready to make meaningful contributions to their communities and excel in their chosen careers.

The objectives of OSE are achieved through a variety of on-campus and off-campus student programming, which continues to expand each year. Opportunities for engagement are limited only by the creativity, initiative, and innovation of the students themselves.

OSE is a community that values each student and is deeply committed to their holistic development, care, and success. Our role is to support you throughout your journey at Paul Quinn as you discover your passion, identity, and voice. We are here to assist in your growth as a socially conscious civic leader and a critically thinking scholar.

As you expand your reach across the nation and the world, the Office of Student Experience remains committed to your transformational development. We provide programs and services that empower you to reach your educational goals and realize your full personal and professional potential.

We foster a compassionate, inclusive, and engaged campus environment, cultivating a community of learners where every student feels confident in the process of achieving academic success and personal growth.

Vision Statement

Releasing Possibility. Transforming Lives.

OSE strives to design and implement programs and services that foster collaboration, innovation, and a reservoir of diverse thought. We aim to increase awareness, stimulate curiosity, promote civic engagement, and encourage personal wellness and lifelong learning. Our team is dedicated, engaged, and focused on continuous improvement to enhance the overall student experience.

Core Values

- **Holistic Care:** We are committed to supporting the whole student—academically, socially, emotionally, and spiritually.
- **Service with Integrity:** We serve students with dignity, transparency, and professionalism.

- **Consistency and Trust:** We maintain high standards of reliability and accountability in every interaction.
- **Inclusivity and Respect:** We promote a campus culture of inclusiveness, civility, and mutual respect.
- **Excellence in Experience:** We strive to deliver exceptional student experiences through both on-campus and off-campus activities.

Community Service

The College encourages all students to actively engage in community service as part of their holistic development. Students have the opportunity to participate in a wide range of on- and off-campus service projects, which are coordinated by various campus departments and recognized student organizations.

Examples of community service activities include:

- Campus beautification initiatives
- Blood drives
- Health screenings
- Clothing and canned food drives for families in need
- Voter education and registration campaigns
- School reading and mentorship programs

All students are asked to participate in community service opportunities throughout the academic year. To receive credit for completed hours, students are encouraged to complete a Community Service Verification Form, available in the OSE. Documented service hours may be used for leadership awards, service recognition, and in some cases, graded course assignments.

Student Organizations

Student organizations play a vital role in fostering leadership, responsibility, and civic engagement. By participating in student-led groups, students develop skills in decision-making, collaboration, and problem-solving—key competencies for becoming effective citizens in a democratic society.

Recognized student organizations contribute meaningfully to campus life and are expected to reflect the values and mission of Paul Quinn College. These groups provide important opportunities for leadership development, community building, and peer mentorship. All organizations and their activities must support the educational mission of the College and complement the learning gained through formal academic coursework.

Recognition and Registration of Student Organizations

Recognition of a student organization is a **privilege**, not a right. Recognition by Paul Quinn signifies that the organization's mission, goals, and activities align with and support the institution's values.

Once recognized, an organization is permitted to use the College's name and represent its student body in both internal and external programs. This affiliation carries responsibility, and all programming must reflect positively on the College and its community.

Paul Quinn currently accepts student organizations in the following categories:

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

Student organizations will be periodically reviewed to assess their relevance, effectiveness, and alignment with College goals. Recognition may be revoked if an organization fails to uphold its stated purpose or no longer meets the needs of the student body and College community.

Chartering a New Student Organization

Paul Quinn encourages the formation of student organizations that enhance the educational experience and support the mission of the institution. Students interested in establishing a new organization must adhere to the process outlined below.

Step 1: Initial Interview and Proposal

Students must meet with a staff member from OSE to present a **written proposal** for the proposed organization.

The proposal must include:

- A clear **mission and purpose statement**
- Specific **short-term goals**
- A **justification** for the organization's creation (how it adds to campus life or differs from existing organizations)
- A list of at least **four students** committed to membership
- Identification of a **primary student contact** with current contact information
- A completed **petition** with the appropriate number of student signatures
- The name of an **on-campus advisor** who agrees to serve as a point of contact
- A proposed budget of projected operating expenses and revenues

During the initial meeting, the OSE will review the proposal, address any outstanding questions, and explain the full chartering process. The Office will respond to the proposal within **30 business days**, indicating whether the organization may proceed.

Step 2: New Student Organization Packet

Upon approval to proceed, students must complete the New Student Organization Packet, which is available in both electronic and printed formats from the Office of Student Experience.

The packet must include:

- Full organizational information
- A signed commitment from the faculty/staff advisor of record

Once the packet is completed and submitted, it will be reviewed by the Dean of Students or the Director of Virtual Student Experience for approval to move forward to probationary status.

Step 3: Probationary Status

New student organizations will spend one full academic semester in probationary status. During this time:

- No institutional funding will be provided
- The organization must hold three events per semester
- Each event must track attendance via sign-in sheets and satisfaction surveys
- The group must complete **two** community service projects with 75% of the group's members
- The organization must submit a calendar of events following the student organization planning cycle
- A binder must be maintained to document the organization's compliance with Office of Student Experience guidelines

Step 4: Evaluation Year and Full Recognition

After successfully completing the probationary semester, the organization enters an evaluation year.

During this period, the organization must:

- Continue to meet all probationary requirements
- Increase active membership
- Demonstrate sustainability beyond the founding members

At the end of the evaluation year, the Dean of Students or Director of Virtual Student Experience will review the organization's performance, determine whether it qualifies for full recognition as an official student organization, and present the organization to the Office of the President for formal recognition.

Ongoing Review and Leadership Orientation

Chartering guidelines are reviewed each semester during the Student Organization Leadership Retreat and will be individually reviewed with new student organizations that begin the process mid-semester.

Penalty for Unauthorized Organizations

Any student or group attempting to establish or operate an organization under the name of Paul Quinn without **express written authorization** from College officials will be subject to disciplinary action.

Requirements for Established Organizations

To maintain active status, existing student organizations must:

- Submit a Declaration Sheet by the third Monday after the first day of each semester
 - This form must be submitted by the organization's president and advisor
 - It must include:
 - Organization name
 - Officer names and current number of members (minimum of five required)
 - Updated mission, purpose, or objectives (if changed)
 - A current copy of the constitution and bylaws
 - A list of planned activities for the current academic year

Note: New organizations may apply for a charter at any time. However, existing organizations must meet the registration deadline each semester to remain active and operate on campus. A list of currently recognized clubs and organizations is available through the OSE.

Eligibility for Membership

Participation in student organizations is both an educational and co-curricular privilege.

Students benefit by developing leadership, social, and collaborative skills. To join and remain active in a student organization, students must:

- Be in **satisfactory academic standing** (for non-Greek organizations, the minimum GPA 2.5)
- Be **free of disciplinary sanctions**, including probation
- Be in **good standing** with the **Work Program Office**

Greek Letter Organizations

Fraternities

AΦA 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



ΚΑΨ 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.

- Motto: 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.

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



Sororities

ΑΚΑ 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, Inc., 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



ΖΦΒ 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 Alpha Delta 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 Policy

All students at Paul Quinn must meet the following institutional criteria to be considered for membership in a nationally recognized Greek-letter organization:

General Eligibility Requirements

1. Full-Time Enrollment

- a. The student must be enrolled full-time during the semester in which they seek membership intake.

2. Minimum Credit Hours

- a. The student must have successfully completed a minimum of **30 credit hours** toward a degree.

3. Grade Point Average (GPA)

- a. The student must have a **minimum Paul Quinn GPA of 3.0** at the time of application.
- b. This requirement supersedes any GPA standard established by national Greek organizations.
- c. Once admitted, students must maintain a **minimum 3.0 GPA** to remain in good standing and active status within the organization.

4. Transfer Students

- a. Transfer students must have:
- b. The student must have successfully completed a minimum of **30 credit hours** toward a degree.
- c. A minimum **Paul Quinn GPA of 3.0**.

5. Good Standing Requirement

- a. The student must be in good standing in all of the following areas:
 - i. Academic
 - ii. Disciplinary/Conduct
 - iii. Work Program
 - iv. Financial

6. Greek Life Perspective Seminar

- a. The student must have attended a Greek Life Perspective Seminar during the semester prior to intake.

Verification and Approval

Eligibility for membership intake will be verified through the Dean of Students or their designee. Please note that approval by the College does not guarantee membership; individual organizations may have additional national or regional requirements.

Greek-Letter Organization Ineligibility

Students who are members of Greek-letter organizations may be declared **ineligible** under the following conditions:

- **Failure to maintain a 3.0 GPA**
- **Violations of the Student Code of Conduct**

Penalties for Ineligibility

Ineligible students may not:

- Wear Greek Letter Organization (GLO) paraphernalia or colors
- Post messages or photos affiliating with their respective GLO via email or social media
- Attend campus-approved Greek events, meetings, or activities
- Participate in GLO-specific programs or benefits

General Student Organizations

Paul Quinn encourages student engagement through a variety of student-led organizations that reflect the diversity, interests, and values of the campus community. These groups play a vital role in enhancing the student experience, fostering leadership, and promoting service, creativity, and collaboration.

Student Government Association (SGA)

The SGA serves as the official representative body for the student population. It provides student governance on matters affecting the general welfare of all students and works in partnership with administration to advocate for student needs and interests.

Class Organizations

Each academic class—Freshman, Sophomore, Junior, and Senior—has its own class council or organization. These groups coordinate class-specific events, fundraisers, and service projects to build unity and class identity.

Special Interest & Service Organizations

These student groups offer opportunities for involvement in areas related to service, cultural identity, finance, the arts, and more. Current organizations include:

- **Green Team**

- **S.H.A.P.E. (Students Helping Achieve Personal Excellence)**
- **Tiger Finance & Investment Club**
- **Collegiate 100**
- **Vocal Ensemble**
- **Latino Student Association**
- **Bible Study**
- **Student Activities Council**
- **Quinnite Ambassador**

Student Organizations and Campus Activities

General Guidelines

All student organizations operate under the authority of Paul Quinn. As such, they are required to comply with all institutional policies, rules, and regulations. All student organization activities, including meetings and events, must be approved by the OSE. Off-campus events additionally require approval from both the organization's advisor and the OSE.

Violations of College policy may result in penalties ranging from the suspension of individual members to the suspension of the entire organization for up to two academic years—or longer, depending on the severity of the infraction.

Campus Queens

All expenses associated with campus queens—including coronations and parade participation—are the responsibility of the queen and the sponsoring organization.

Scheduling Events

All student organizations must submit proposed events—including regular meetings—at least 14 calendar days in advance using the official Event Toolkit. Submissions must be approved by both the organization's advisor and the OSE before being forwarded to the Events Office.

If the event requires coordination with the Dallas Police Department or any outside agency, it must be submitted at least 14 business days in advance.

Steps for Scheduling an Event:

1. The organization's advisor initiates the **Event Toolkit** request.
2. Confirm space availability at least two weeks prior to the event.
3. Complete the scheduling paperwork.
4. Obtain approval from both the organization advisor and the OSE.
5. Submit the completed Toolkit a minimum of 14 days prior to the event date.

Events not submitted in accordance with this policy will not be approved or scheduled.

Use of Campus Facilities

Student organizations and their officers are held accountable for the conduct of their members and guests during any activity. Disruptive behavior, damage, or negligence may result in disciplinary action.

Organizations are responsible for:

- Pre- and post-event setup and cleanup
- Conduct of attendees
- Care and return of equipment
- Protection of College property

Penalties:

- **\$250 fine** minimum for failure to clean event space
- Charges for damages or lost equipment
- Suspension of organization for repeated violations or failure to pay assessed fines

Sales and Solicitations

On-campus sales or solicitations (including residence halls, off-site housing, and the Student Union Building) are prohibited unless prior written approval is granted by the OSE. Off-campus solicitations also require College approval.

To request approval, student organizations must submit a Fundraising Form at least three weeks in advance.

Student Government Association (SGA)

The Student Government Association (SGA) acts as the official liaison between the student body and College administration. Annual elections are held to select officers for the SGA, class governments, and Miss Paul Quinn College.

SGA's mission is to foster leadership and provide strategic direction. Student leaders are advised by faculty/staff and often serve on College-wide committees.

Student Activities and Engagement

The OSE oversees student activities and organizations, with a mission to support the mental, social, emotional, physical, and spiritual development of students. Activities include cultural, social, and intramural events that promote well-rounded personal growth.

All events must be registered and approved through the Office of Student Experience. This office provides support in:

- Planning and scheduling events
- Coordinating student activity calendars

- Maintaining a directory of recognized student organizations
- Offering leadership development resources

Student Union Building

The **Comer and Isabell Cottrell Student Union Building (SUB)** serves as the hub of student life and includes:

- Cafeteria
- Zale Library
- Exercise Facility
- Office of Student Experience
- TRIO Programs (Upward Bound & Student Support Services)
- Student Health & Wellness Center
- Carrington Study Lab
- Athletic Training and Coaching Offices
- Student Housing (The Lofts)
- Multiple meeting and event rooms

Students are encouraged to take full advantage of the building's amenities.

Cultural Events

Located in the vibrant Dallas-Fort Worth metroplex, Paul Quinn College students have access to premier cultural institutions, including:

- Museums
- Lectures
- Exhibitions
- Live theater and music
- Film screenings

Many are free or discounted with a valid student ID. Some on-campus cultural events may be mandatory. Students should check their PQC email and campus bulletin boards for updates.

Spiritual Life

As an institution affiliated with the AME Church, Paul Quinn is committed to the spiritual development of its students. The goal is to develop servant leaders who embody faith, service, and academic excellence.

Activities include:

- Weekly College Assembly/Chapel
- Religious Emphasis Week

- Weekly Bible Study and off-campus church services

College Assembly/Chapel

As part of the College's spiritual life and a requirement for graduation, all students are expected to attend weekly College Assembly/Chapel. These gatherings are designed to foster community, reflection, and growth. Attendance is recorded and monitored by the Office of Academic Affairs. Please consult the College Catalog for specific requirements related to graduation eligibility.

Bible Study

Bible Study sessions provide a consistent opportunity for students to deepen their spiritual understanding and apply biblical principles to daily life. Each week, ministers from the Dallas area lead these sessions, which are open to all members of the Quinnite Nation.

Religious Emphasis Week

Held annually during the spring semester, typically around Easter, Religious Emphasis Week is a designated time for spiritual renewal and revival. Through a series of worship services, guest speakers, and reflection activities, this week encourages the entire campus community—students, faculty, staff, administration, and guests—to deepen their spiritual and prayer life.

Annual College Traditions & Events

Summer Bridge

Summer Bridge Program is a six-week residential program designed to prepare new students for the rigors of college and life at the Quinnite Nation. Summer Bridge provides new students with the support and resources necessary to successfully navigate College, both inside and outside the classroom. Our program is comprised of thoughtfully curated courses, workshops, and social events all geared towards encouraging academic success, professional development, and community building between students, faculty, and staff. Summer Bridge is required for all new students that intend to enroll as an in-person student, live in College Housing, and/or participate in Athletics and the Work Program.

Heritage Bell Ceremony

The Heritage Bell Ceremony is a historic and symbolic tradition of Paul Quinn College. During orientation, new students touch the bell as a symbol of entry into the Quinnite community. The tradition is repeated during Commencement, marking students' departure as graduates.

Fall Convocation

Held within the first three weeks of the fall semester, Fall Convocation officially opens the academic year. Faculty and staff wear academic regalia, and student organizations and athletic teams are formally introduced.

Homecoming Week

Homecoming is a celebration that reunites the Paul Quinn family, including students, alumni, faculty, staff, and friends. Events may include:

- Coronation of Miss Paul Quinn College
- Crowning of the Homecoming King and Queen
- Tailgating events
- Men's and Women's Basketball Competitions
- Alumni receptions and networking opportunities

Founder's Day

Founder's Day honors the legacy and establishment of the College. The celebration typically includes a formal convocation, and students have the opportunity to engage with alumni and learn about the College's history and enduring mission.

Springfest

Springfest—held in April—is considered the "Spring Homecoming" and includes:

- A campus-wide church outing
- A community service project
- A series of social events and student activities
- A trip to the old Waco campus

This festive week promotes fellowship, fun, and service.

Honors Convocation

Honors Convocation is an annual event recognizing students for outstanding academic achievement. Honorees may include students named to:

- The President's List
- The Vice President of Academic Affairs' List
- Members of national and institutional honor societies

Commencement

The Commencement Convocation is the culminating celebration of the Quinnite experience and serves as a formal recognition of academic achievement. Although the Board of Trustees confers degrees three times per year, the College holds one official commencement ceremony annually, on the first Saturday in May.

Eligibility to participate in the graduation ceremony is contingent upon the following:

- Completion of all academic requirements for the declared program of study
- Fulfillment of all financial obligations to the College

Only students who have been officially cleared by the Office of Academic Affairs and the Business Office will be permitted to participate in Commencement activities.

Mandatory Campus Events

From time to time, Paul Quinn College will designate certain campus events as mandatory. These events are considered critical to the student experience and community engagement.

- Non-attendance without prior written approval will result in a fine.

- Students who have direct work obligations or other extenuating circumstances must contact the Dean of Students or the Office of the President in advance to request an excused absence.
- Excused absences are granted at the discretion of the administration and must be requested before the scheduled event.
- Students are encouraged to monitor their PQC email and official campus communications regularly to stay informed about mandatory events and other important announcements.

Dress Code Policy

All students are required to wear **business casual attire** during the following times:

- **Monday through Thursday, from 8:00 a.m. to 5:30 p.m. and until the completion of Chapel/College Assembly on Fridays**
- **During all scheduled class times**, including evening courses
- On Fridays after Chapel/College Assembly, students are permitted to wear jeans only if paired with official PQC apparel or the PQC purple wristband. Wearing jeans without the appropriate PQC identification constitutes a dress code violation.

Students enrolled in physical education courses are exempt from this requirement only during those scheduled classes.

The following items are strictly **prohibited in all campus buildings** (excluding residence halls):

- Hats
- Hoods
- Headscarves (unless for documented religious or medical reasons)
- Pajamas
- House shoes
- Durags and bonnets

These items are permitted only within residence hall living spaces.

Violations of the dress code may result in disciplinary action in accordance with the Paul Quinn College Student Code of Conduct. This includes fines and, in some cases, suspension.

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.

ATHLETICS

Paul Quinn is a member of the HBCU Athletic Conference, the National Association of Intercollegiate Athletics (NAIA), and the United States Collegiate Athletic Association (USCAA). The College offers a comprehensive intercollegiate athletic program for both men and women. To be eligible to represent the College in athletic competition, students must comply with all applicable institutional policies as well as the rules and regulations of the athletic conferences and associations in which the College participates.

Various sports teams have won eighteen conference championships since 1983. The men's basketball team won the USCAA National Championship in 2022 and the NSCAA National Championship in 1990 and 1995. They were the NSCAA National Championship runner-up in 1992. In 2018, the Lady Tigers basketball team were the USCAA National Championship runner-up. The men's track and field team won Regional Red River Men's Track and Field Conference Championships in 2006 and 2007.

Sports

The College currently competes at the varsity level in men and women's basketball, men's and women's soccer, women's volleyball, and men's and women's track and field. Students who are interested in playing on a sports team are encouraged to contact the Athletics Department at athletics@pgc.edu.

Health & Wellness Center and the Tiger's Den Gymnasium

Both the Health & Wellness Center and the Tiger's Den Gymnasium are used as classrooms and athletic competition venues. Faculty members, coaches, or designated staff must be present when students are using these facilities. Requests to use the facility should be submitted to the Athletics Department at athletics@pgc.edu.

Outdoor Physical Education Center

The Giovanni Macias Physical Education Center is located near the eastern entrance of the campus. The Macias Center is used for classes, athletic practices, 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 Athletics Department at athletics@pgc.edu.

HOUSING AND RESIDENCE LIFE

Residence life at Paul Quinn 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 on-campus housing for resident students. Each room is furnished with single beds, extra-long twin mattresses, desks, chairs, and clothes closets. Students are responsible for providing their own towels, study lamps, shower curtains and rods, toilet paper, and bed linens.

Students may request housing in accordance with the College's housing policy. Those who do so are responsible for becoming fully informed of all related policies and procedures.

Basic Expectations of Residents

Policies and Procedures for Residential Hall Assignment

Paul Quinn provides on-campus housing to new students and a limited number of returning students who meet the following criteria: eligibility for the Work Program, good financial and academic standing with the College, and age 22 or younger. Once on-campus housing reaches capacity, newly admitted students will be offered off-campus housing through the College.

On-campus housing assignments are made based on the date a student's completed application packet and enrollment deposit are received. The College reserves the right to hold a designated number of on-campus spaces for Presidential Scholarship recipients, student leaders, student-athletes, and participants in the Dallas Corporate Work Program.

New students who have not confirmed their intent to enroll by June 1 will likely be placed in off-campus housing for the fall semester. Additionally, new students who do not attend Summer Bridge will automatically be placed on a waitlist for off-campus housing and will not be immediately eligible for participation in the Work Program.

Returning students who do not confirm their desire for on-campus housing before the end of the current semester will also likely be placed on the off-campus housing waitlist. Furthermore, returning students who are subject to disciplinary sanctions, placed on Financial Aid SAP suspension, or suspended from the Work Program may be removed from housing consideration until the conclusion of the appeal process. If, after appeal, the student is permitted to return to College housing, they will be assigned to on-campus housing only if space is available; otherwise, they may be placed in off-campus housing.

It is important to note that there is no guarantee that returning students in these circumstances will be assigned to either on-campus or off-campus housing. Likewise, there is no guarantee that they will be reinstated into the Work Program—whether on or off campus.

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

At the end of each semester, students will be provided with a Room Condition Form as part of the official check-out process. Detailed check-out procedures will be posted on Residence Hall bulletin boards.

At the end of the Spring semester, all personal belongings must be removed from student rooms prior to check-out. However, between the Fall and Spring semesters, students may leave their belongings in their assigned rooms, provided the items fit inside the closet. Large

appliances and electronics that do not fit in the closet may be left in the room, but they must be recorded on the Room Inventory Form.

Please note: Paul Quinn College is not responsible for any loss or damage to items left in residence hall rooms during the winter break. Failure to follow proper check-out procedures 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 and remove all large items from the room.
5. Vacuum/sweep/mop the 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 are required to check out of the residence halls during posted holiday and vacation periods. Failure to follow proper check-out procedures may result in fines or disciplinary action. Graduating seniors are permitted to remain in the residence halls through graduation. All other students must vacate their rooms no later than 24 hours after their last final exam. Residence halls officially close the day after the final exam period concludes.

Students who check out after the posted deadlines will be assessed a \$50 per day late fee.

Keys

Room Keys: Lost room keys may be replaced for a \$50 fee. For security purposes, the locks in all residence halls will be re-keyed whenever a key is reported lost.

All keys are the property of Paul Quinn and must be returned to the Residential Life professional staff at the time of check-out or upon request. **Residents are strictly prohibited from lending their keys to anyone under any circumstances.**

Students will be charged \$5 each time they require assistance to access their room, including whenever a loaner key must be issued. Loaner keys are intended for temporary use only and must be returned. Failure to return a loaner key will result in a \$50 re-keying fee and a \$25 replacement fee for the lost loaner key.

Lost keys must be reported immediately to Residence Hall staff, as they may pose a security risk to the building and its residents. If a key is broken due to student negligence, a \$25 replacement fee will be assessed.

Guest Policy/Visitation

Each resident is responsible for the behavior and conduct of their guest(s). Visitation hours are from 10:00 a.m. to 12:00 a.m., Sunday through Thursday, and from 10:00 a.m. to 2:30 a.m. on Friday and Saturday. The Residence Life staff reserves the right to modify visitation hours as needed for safety or community considerations.

Only authorized residents are permitted to live in the residence halls, and all students are expected to sleep in their assigned rooms.

For security purposes, all visitors to the residence halls must register at the Welcome Center located at the main gate and leave a valid form of identification, which will be returned upon departure. Each resident is responsible for the conduct of their guest(s). A guest who violates the rules and regulations of the residence halls will be banned from returning to the residence halls. The student hosting the guest may face disciplinary action, including suspension of guest privileges or dismissal from the residence hall.

Students seeking overnight accommodations for a guest must obtain prior written approval from the Dean of Students or their designee at least three days in advance of the guest's arrival. Cohabitation with a boyfriend, girlfriend, or any unauthorized individual is strictly prohibited and may result in disciplinary action for the student or students involved.

Quiet Hours

A student's right to sleep or study during designated quiet hours must be respected at all times. Quiet hours are observed from 10:00 p.m. to 9:00 a.m. During these hours, residents are expected to keep noise levels to a minimum—this includes lowering the volume on televisions, music, video games, and other electronic devices, quietly closing doors, and refraining from loud conversations or other disruptive activities.

Additionally, courtesy hours are in effect 24 hours a day, meaning residents should always be mindful of how their actions may impact others. Repeated violations of quiet hours may result in formal disciplinary action.

Curfew

Paul Quinn College does not have a student curfew. Please refer to the Quiet Hours policy.

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.

Illegal Checkouts

Illegal checkouts will be assessed a \$100 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 residing in Paul Quinn housing may have their housing contract terminated for an indefinite period due to serious or repeated violations of housing conduct policies or other College regulations. Students who withdraw from the College or permanently leave the residence halls for any reason must vacate their room within 24 hours or as otherwise directed by a school official. Students dismissed from housing due to disciplinary action will receive refunds only in accordance with applicable laws and regulations. Housing deposits are non-refundable.

The College reserves the right to revoke housing privileges from individuals who demonstrate a flagrant disregard for College policies and the standards of residential living. Dismissal from the residence halls may be accompanied by additional disciplinary actions, including suspension or expulsion from the College.

Students who fail to comply with the rules and regulations of the Work Program may be removed from the program, which directly impacts their eligibility for on-campus housing. All students residing in on-campus Paul Quinn housing are required to be active participants in the Work Program. Removal from the Work Program will result in 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.

A missing student is defined as any currently enrolled Paul Quinn student who has not been seen by friends, family members, or associates for a period of 24 hours, and whose absence has raised concern and been reported to a member of the College community.

Upon receiving such a report, the College will initiate an investigation if the student resides in a campus residence hall and there is no reasonable explanation for their absence. The investigation may include, but is not limited to, the following steps:

- Speaking with roommates, friends, and classmates
- Reviewing meal plan and ID card usage on campus
- Attempting contact through phone, text, and social media
- Checking class attendance and academic engagement

If the missing student resides on campus, the President, Chief Administrative Officer, Dean of Students, Director of Campus Security, or their designee will notify the student's designated emergency contact or parent/guardian.

If the student does not reside in a campus residence hall, the Director of Campus Security will notify the appropriate local law enforcement authorities, and a formal investigation will be initiated in collaboration with them.

Each fall, all new and returning students are given the opportunity to designate a confidential contact person for use in the event they are reported missing. If the student is under the age of 18 and is not legally emancipated, the College is required to notify the student's custodial parent or guardian immediately upon determining that the student is missing.

Residence Hall Notifications

Meeting notifications and other information will be emailed to PQC email accounts, posted in the housing chat, and may be placed on the bulletin boards and at the main entrance to the hall. Students will be held responsible for the notification.

Prohibited 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 any type of sexual activity and/or contact is inappropriate in college housing and will be interpreted as a violation of the Student Code of Conduct.

Pregnancy

Pregnancy is a protected condition under Title IX of the Education Amendments of 1972, and Paul Quinn College does not discriminate in any of its programs or activities on the basis of pregnancy.

Expectant students must notify the College immediately upon learning of their pregnancy. Failure to inform appropriate College officials while residing in campus housing will result in withdrawal from the residence hall. Providing false or misleading information regarding pregnancy status will result in immediate removal from campus housing.

A written statement from the attending physician, confirming the advisability of continuing academic studies, must be submitted to the College Nurse no later than the end of the third month (first trimester) of pregnancy. The student must acknowledge that the College assumes no greater liability for an expectant student than for any other student, and that no special accommodations or exemptions should be expected outside those required by law.

Students are not permitted to remain in campus housing beyond the first trimester unless express written permission is granted by the Office of the President.

The College reserves the right to remove an expectant student from the residence hall if doing so is deemed necessary for the safety of the student, the unborn child, or other residents. In cases where there is uncertainty or concern regarding a student's pregnancy status, the College reserves the right to request medical confirmation or a pregnancy test.

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

All residents share responsibility for maintaining the safety and security of the residence halls. Exterior doors are kept locked for the protection of all students. Propping open exterior doors is strictly prohibited and will result in fines and/or disciplinary action for any individual found in violation of this policy.

Entering or exiting through windows is not permitted under any circumstances and may result in disciplinary sanctions, including fines and possible referral to the Office of Student Conduct.

Emergencies

In the event of an emergency, call 911 immediately.

All accidents, illnesses, or emergencies must also be reported as soon as possible to one of the following: the Residence Life Coordinator, Resident Assistant, Campus Nurse, or CEEL staff member. In addition, Campus Security must be notified without delay. Security personnel will then inform the Director of Security to ensure proper follow-up and response.

Fire Safety In The Residence Hall

All members of the Paul Quinn College community are responsible for familiarizing themselves with the College's safety policies and procedures. Evacuation routes for each building are posted in the residence hall corridors. Fire safety procedures are reviewed during residence hall meetings and at the beginning of each semester.

The following items are strictly prohibited in all College buildings:

- Open flames (including candles and incense)
- Appliances with exposed heating elements
- Appliances that may overload the electrical system
- Fireworks (unless expressly authorized by College maintenance)

Paul Quinn College is a tobacco-free campus.

Tampering with fire safety equipment or alarm systems is strictly prohibited. This includes activating a false alarm, vandalizing or disabling smoke detectors (e.g., removing batteries), and misusing fire extinguishers. Violators are subject to College disciplinary action, civil charges, and monetary fines.

If you notice a malfunction in any fire safety system, you must report it immediately to the College Maintenance Department.

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 buildings are SMOKE FREE)**

Use of Electrical Equipment

For safety reasons, the following cooking appliances and electrical items are strictly prohibited in the residence halls:

- George Foreman grills
- Hot plates
- Toaster ovens
- Deep fryers
- Halogen lamps
- Hot-air popcorn poppers
- Drip coffee makers and tea makers
- Blenders
- Any appliance with an open-coiled heating element (used for cooking or heating liquids)
- Electric potpourri simmering pots

Extension cords are not permitted for use with any electrical equipment, including televisions and stereos. Only surge protectors with built-in circuit breakers are allowed.

A \$75 fine will be issued for each appliance, and the appliance will be confiscated for each prohibited appliance that is found in a student's possession. For subsequent violations, a \$150 fine will be issued per appliance, and the student may be suspended 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 \$500 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 the College and are provided for the convenience of the students. 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.

Responsibility for Room Furnishings and Property

Residents are responsible for the care and condition of all furnishings and College property assigned to their room. Each room is equipped with standard furniture, which students are expected to maintain in good condition throughout their occupancy. Any damages to the room or its furnishings will be charged to the assigned occupant(s).

At the time of move-in, each resident will be issued a Room Condition Form (RCF), which must be completed and returned to Residence Life staff on the first day of occupancy. When a student checks out of the residence hall or changes room assignments, a Residence Life staff member will inspect the room. **Any damage not previously noted on the RCF will be the financial responsibility of the resident.**

College property may not be removed from student rooms or public areas without prior approval from the Office of Student Experience. Students found in possession of College property taken from public areas may be fined and may also be subject to disciplinary action for theft of College property.

Room Cleanliness and Order

All residents are individually and jointly responsible for the cleanliness and upkeep of their assigned rooms. Students are expected to maintain the aesthetics and hygiene of their living space at all times. The College reserves the right to conduct periodic room inspections to ensure compliance with health and safety standards.

If any issues, concerns, or violations are identified during an inspection, the student will be required to resolve them **within 24 hours**. Failure to correct violations within this timeframe will result in a **\$25 fine per item**.

To prevent the spread of pests and rodents, **cooking in residence hall rooms is strictly prohibited**, and all food must be stored in sealed containers. Students who maintain unsanitary living conditions may be dismissed from the residence hall and denied future housing privileges.

For safety purposes, only one UL-approved power strip with a grounded plug may be used per outlet. The College recommends using power strips equipped with built-in circuit breakers.

Damage Assessment

Damages to student rooms and shared spaces within the residence halls are assessed at the end of each semester, and if necessary, throughout the academic year.

- **Room Damages:** Costs for damage to a student room will be split equally among roommates unless there is clear evidence attributing responsibility to a specific individual.
- **Common Area Damages:** Damages in hallways, lounges, restrooms, or other shared areas will be billed to the individual(s) responsible. If no one is identified, all residents of the floor or hall may be held collectively responsible.

An itemized list of charges will be added to the student's account. The College is not responsible for the theft, loss, or damage of students' personal belongings.

Maintenance Requests

To request maintenance or repairs:

1. Contact your Resident Assistant (RA) or send an email to: facilities@pgc.edu.
2. Minor repairs are typically completed within 24 hours.
3. If the issue is not resolved within 48 hours, forward your original request to a member of the Residence Life staff for follow-up.

Payment of Room Damages

Residents will be billed for any room damages incurred during their occupancy. Charges will include the cost of materials and labor, as determined by the Office of Campus Facilities. Payment for these damages must be made in full before the student will be allowed to register for the next semester.

Room damage history may be taken into consideration when evaluating future housing requests and assignments. All payments must be made at the Business Office.

Criteria for Damage Assessment

Room and facility damage charges will be assessed according to the following criteria:

- Accidental damages reported immediately to the Residence Life Office:
Student will be charged for the cost of materials only.
- Accidental damages not reported to the Residence Life Office:
Student will be charged for the cost of materials and labor.
- Damages in public/common areas caused by unidentified individuals:
The cost will be prorated among all residents of the affected hall or community.

- Intentional damages or those resulting from horseplay, fighting, or other misconduct:
The cost of materials and labor will be prorated among all involved parties.

Please note: Damage to residence hall property may also be treated as a violation of the College's Code of Conduct and may result in additional disciplinary action.

Amenities

Kitchenette

Kitchenettes are provided for the convenience of residents and are expected to be used responsibly. Students are required to keep the stoves, sinks, and surrounding areas clean after each use. It is the responsibility of the residents to report any damage or malfunction to the Residence Life staff promptly. Failure to report damage in a timely manner may result in a fine or restitution charges.

If the kitchenette is left in an unsanitary condition or is misused, it may be closed for a designated period. Any student who uses the kitchenette during a closure will be subject to a fine and possible disciplinary action.

Laundry Facilities

Laundry facilities are available for resident use only and are not to be used by students who do not live in the Lucy Hughes Dormitory. Residents pay a flat fee for laundry services and may use the machines as needed during posted hours.

Rooms should remain free of damp or hanging clothes, unless students provide their own suitable drying racks. The College assumes no responsibility for lost, stolen, or damaged items in the laundry room.

All repair requests should be directed to Residence Life staff. Tampering with laundry machines is strictly prohibited and may result in disciplinary action.

Lobbies

Residence hall lobbies are shared public spaces and must be maintained in a clean and respectful manner. Furnishings in these areas must remain in their designated locations and may not be moved to individual rooms.

Television programming in lobbies is determined by majority rule, with priority given to hall and campus-sponsored programs. Students are not permitted to sleep overnight in lobby areas. Lobbies are typically open until curfew each night unless otherwise specified by Residence Life staff. Damages to lobby spaces may result in charges being assessed to all residents of the hall, or to a specific 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

Students are permitted one room change without charge may be granted with the approval of the professional residential life staff **until Census Date each semester**. After that 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 written approval from the Office of the President 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.

The Paul Quinn College Work Program



Mission of the Paul Quinn College Work Program

The mission of the Work Program is to provide students with meaningful work opportunities that allow them to develop the necessary skills, habits, and experiences to be workforce leaders in the 21st century. 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.

In 2017, Paul Quinn became the first and only federally designated Urban Work College in America. This distinction reflects the college's commitment to providing students with meaningful, pre-professional work opportunities that are fully integrated into their academic experience. Through the PQC Work Program, students gain valuable career preparation, graduate with less than \$10,000 in debt, and develop the skills, habits, and mindset required to thrive in the 21st-century workforce.

All full-time residential students participate in the program by working up to 20 hours per week in on- or off-campus job placements. These positions provide tuition credits applied directly to students' accounts and a monthly stipend paid as work hours are completed. This model not only reduces the financial burden of college but also reinforces the value of disciplined work and professional readiness.

The vision of the PQC Work Program is to transform ability into action and potential into achievement. It instills the ideals of disciplined labor, servant leadership, and personal initiative—preparing students for lives defined by financial independence, civic responsibility, and uncompromising integrity.

The Work Program is a cornerstone of Paul Quinn's broader, student-centered educational model. Committed to educating the "whole student," PQC fosters a dynamic learning environment where education begins in the classroom but extends to all aspects of campus life and culture. Students are encouraged to actively engage in their learning, serve their community, and pursue ambitious goals. The PQC Work Program equips them to do all of this while minimizing student debt and maximizing opportunity.

Career Preparation and Graduation Rates

As stated earlier, Paul Quinn is the first and only federally designated Urban Work College in America. This distinction reflects the college's commitment to providing students with meaningful, pre-professional work opportunities that are fully integrated into their academic experience. Through the PQC Work Program, students gain valuable career preparation, have the opportunity to graduate with less than \$10,000 in debt, and develop the skills, habits, and mindset required to thrive in the 21st-century workforce.

Additionally, the College offers students who are eligible for work study the option to participate in the school's hiring fair. These events expose students to interview etiquette and prepare them for the real-world application process.

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 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 Participation

Residential Students: All residential students enrolled in Paul Quinn are required to participate in the Work Program. Once a student enrolls in the Work Program, they are considered a participant for the duration of their enrollment at the College and as long as they reside in on-campus housing. If a student who was previously active in the Work Program moves off campus—even if they are suspended from the program—they are classified as a non-active Work Program student until they graduate or withdraw from the College.

Non-active Work Program students are not eligible to receive tuition credits and are not subject to the semester work hour requirements. However, they are still responsible for paying in full any outstanding balance resulting from incomplete work hour obligations during prior semesters. A student's status reverts to active if they return to on-campus housing.

All Work Program students are required to sign the *Paul Quinn College Work Program Enrollment Agreement*, which outlines the program's expectations, responsibilities, and consequences for non-compliance. This agreement remains in effect throughout the entirety of a student's enrollment at the College.

Non-residential Students: At this time, non-residential students may be admitted to the Work Program only if space is available and if they demonstrate a financial need that can be addressed through participation in the program. Non-residential participants are held to the same standards and expectations as residential Work Program students and must agree to abide by all established policies and guidelines.

Work Requirement

All Work Program students assigned to on-campus positions are required to complete 150 hours per semester—300 hours over the academic year—to receive the \$6,000 tuition reduction. Students must work a minimum of 10 hours and no more than 20 hours per week. Students participating in the Paul Quinn College Corporate Work Program are held to different minimums and must work no fewer than 16 hours per week, with a maximum of 20 hours per week. The Corporate Work Program scholarship is \$14,000 or \$19,000 depending on the partner.

In exceptional cases, a student may be permitted to work more than 20 hours per week. Prior written approval must be obtained from the Dean of the Work Program. Under no circumstances may a student work more than 40 hours in a single week or more than 8 hours in a single day.

Students who fail to complete the required number of hours will be designated as Work Program Noncompliant and may be subject to disciplinary action, including Work Program

Suspension and potential charges under the College's Code of Conduct. Students have the opportunity to work in more than 35 campus workstations, alongside full-time staff members, in departments essential to the daily operations of the College. A sample of workstations includes:

- Registrar's Office
- WE Over Me Farm
- Enrollment Management Office
- Fitness Center
- Financial Aid Office
- Office of the President
- Athletic Department

Work Request & Applications

The Work Program Office will solicit Work Program position descriptions from departments in the middle of each spring semester in preparation for the upcoming academic year. While the office will make every effort to honor each department's requested number of student workers, additional students may be assigned to a workstation based on fluctuations in overall program enrollment.

New Work Program students may apply for positions within campus workstations by completing the *Application for On-Campus Student Employment* at the beginning of the academic year or during the first semester of their enrollment in the program. Work assignments will be determined based on the information provided in the application.

Current Work Program students will have the opportunity to participate in the annual Work Program Job Fair, held each spring semester, where they may interview for open positions for the upcoming academic year.

Students will be notified of their work assignments and must contact their supervisors immediately to review responsibilities and establish work schedules. Once a student is assigned a workstation, they will remain in that workstation for 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 workstation.
- 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 workstation requires additional student workers.

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

Work Schedules

Students are only permitted to work during the academic semesters of the College. Most workstations 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 workstations may be allowed to work during breaks 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 Thursdays and Fridays between the hours of 8:30 AM and 5:30 PM. However, some on-campus workstations and Corporate Work Program positions may require students to work after hours and/or on the weekends. Students may not work during scheduled class time and must notify their supervisors if their class schedules change.

Excused vs. Unexcused Absences

If a student is able to attend class, they are expected to report to their scheduled work shift. However, there may occasionally be extenuating circumstances in which a student may be excused from work. In all cases, the student must notify their supervisor at least four hours prior to the start of their shift if they are unable to report to work.

Students may be excused from work for the following documented reasons without receiving an official written warning:

- 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

In the event of an emergency, such as a serious illness requiring hospitalization or the death of a family member, students must notify both their work supervisor and the Work Program Office as soon as possible. This communication is required to determine whether the student may be credited with hours missed due to the emergency.

To request credit for missed hours, students must complete the *Work Hour Credit Form* and submit it along with appropriate supporting documentation within two weeks of the absence. Students approved for Work Hour Credit due to an emergency are required to make up the first five hours of missed work. After completing those five hours, the student may receive credit for any additional excused hours, up to a maximum of 15 hours per academic year.

Non-Work Program Off-Campus Employment

The Work Program Office strongly discourages students from accepting non-Work Program off-campus employment. Balancing the demands of an external job with a full academic course load and the required semester work hours may prove to be overly demanding and negatively impact academic and work performance. If a student decides to accept a work position off-campus, they must ensure that their off-campus work schedule does not conflict with their on-campus work and class schedules. Off-campus employment unaffiliated with the College will not reduce the Work Program or academic requirements.

Work Assignments

Students have the opportunity to work in over 35 workstations 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 workstation due to enrollment increases.

New Work Program students can apply for a position within a workstation 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 workstation, they will remain in that workstation for 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 workstation.
- 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 workstation 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 Paycor to track student hours. To receive credit for hours worked, students must log in and out to record their hours worked. Students may only access the system via a computer or smartphone app. Falsifying timesheets will result in an automatic Work Program Probation or Work Program Suspension, if deemed to be egregious.

The Work Program Scholarship

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 scholarship of \$6,000. The Corporate Work Program Scholarship is \$14,000 (non-profit partner) and \$18,000 (for-profit partner).

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 unearned portion of the \$6,000 Work Program Scholarship 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.

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 six months after 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 needs but will not exceed \$2,500.

Students are highly encouraged to work in an environment that complements 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 higher wage is an incentive to work off-campus and 2) the higher wage will help compensate for traveling costs.

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.

Performance Concerns

Students can be penalized for failing to meet work performance expectations and not complying with Work Program policies. Supervisors are authorized to give students written warnings. Warnings follow students throughout the semester. 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:

- They received three written warnings due to work performance concerns.
- They commit 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:

- They received four written warnings due to work performance concerns.
- They failed to complete the work requirement for two semesters.
- They failed a drug test or was found in possession of drugs.
- They commit 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, they 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, they 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 return to 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.

Work Program Expulsion*

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

- They were previously suspended from the Work Program.
- They failed a drug test or were found to be in possession of drugs.
- They commit an act that the College's administration deems offensive enough to warrant expulsion.
- They are terminated from Corporate Work Program employment.

If a student is expelled from the Work Program, they are permanently excluded from participation in the Work Program. Furthermore, said student is prohibited from living in campus-affiliated housing. Depending on the offense, the College may impose additional sanctions (i.e. social probation or academic suspension) on the student. Work Program expulsions will be noted on student transcripts.

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

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

Failed drug tests will result in 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, suspended from the Work Program for one-year, mandatory drug counseling and \$2,500 of tuition credit taken away.
 - **Second Offense:** Expelled from the Work Program and recommended suspension from the College.
- **Employer administered drug test**
 - If a student fails an employer's drug test they will be expelled from the Work Program and will be recommended for expulsion from the College.

Written Warnings

Students may be penalized for failing to meet the performance expectations of their assigned workstations or for violating Work Program policies. When a supervisor reports a performance concern, the Work Program Office will issue an official written warning to the student. Each warning will include the date, time, and description of the violation, as well as specific steps the student must take to correct the behavior.

Written warnings remain on file for the duration of the semester and become a permanent part of the student's Work Program record. However, previously issued warnings will be forgiven at the start of a new semester unless the student has been suspended from the Work Program or placed on Work Program Probation.

Students may receive up to four written warnings in a single semester before being suspended from the Work Program. The following actions will be taken after each warning is 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 into 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.

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, they will not have to meet weekly with the Dean but they 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 into 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 the semester, even if they change workstations. 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 workstation without prior approval.
- Neglecting duties while still clocked into work.
- Refusing to follow the policies and procedures of an assigned workstation 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.

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

- The punishment is excessively harsh considering the violation.
- Improper procedures were followed.
- They are not guilty of the work violation or behavior that triggered the punishment.

Corporate Work Program

For the first year, 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 training 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 and approved by the Cabinet or a designee of the President's Office, 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 \$18,000 Tuition Assistance Grant (\$14,000 at not-for profit partners). 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 by December 15th or the last Friday prior to the campus Holiday closure. 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
Accountability
Initiative/ Willingness to Learn
Teamwork/ Attitude
Prideful Workmanship & Presentation

Response to Supervision
Workplace Culture, Policy, and Safety
Communication
Problem solving/ Critical Thinking

Each performance expectation is rated on a four-item scale, indicated below:

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.
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.

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.

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.

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

Evaluation of the Work Program

Students will have the opportunity to evaluate their workstations, 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 year.

Financial Aid and Student Accounts



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
7. *Please note: It is the student's responsibility to drop or withdraw from any classes they are unable to pay for by the deadlines listed below in order to avoid incurring late*

payment fees. Outstanding balances may be paid at 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 each payment plan are outlined in the Installment Agreement. While financial aid, additional scholarships, third-party payments, or credits from course withdrawals may reduce the total payment amount, a payment is still required by each scheduled due date as long as there is an outstanding balance. Please note that financial aid may not be used to satisfy the first installment 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.

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.

Schedule of Fees (BOT Approved 5/2/2025) Summer 2025 - Spring 2026

Full-time On-Campus (Crow & SUB Lofts)				
Full-Time On-Campus (Trammell S. Crow & SUB Lofts)	Summer Bridge	Spring		Year
Tuition (12-18 credit hours ¹)	\$3,921.75	\$ 230.00	\$ 5,229.00	\$ 9,380.75
Housing (Trammell S. Crow & SUB Lofts)	\$850.00	\$ 2,125.00	\$ 2,125.00	\$ 5,100.00
Full Meal Plan	\$850.00	\$ 2,100.00	\$ 2,100.00	\$ 5,050.00
Technology Fee	waived	\$ 1,250.00	\$ 1,250.00	\$ 2,500.00
Student Activity Fee	\$300.00	\$ 750.00	\$ 750.00	\$ 1,800.00
Comprehensive Health Insurance and Health Services Fee (<i>Comprehensive Insurance may be waived with submission of coverage documentation each term</i>) ³	\$100.00	\$ 855.00	\$ 855.00	\$ 1,810.00
Estimated Total On-Campus (Crow & SUB Lofts)	\$6,021.75	\$ 7,310.00	\$ 12,309.00	\$ 25,640.75
Full-time Off-Campus Apartments				
Full-Time Off-Campus Apartments (Windhaven-Plano)		Fall	Spring	Year
Tuition (12-18 credit hours) ¹		\$ 5,229.00	\$ 5,229.00	\$ 10,458.00
Housing (Off-Campus Apartments-Windhaven) ² charged at market rate		\$ 3,390.00	\$ 3,390.00	\$ 6,780.00
Full Meal Plan - not required unless participating in Athletics, \$2100 per term ⁴				
Technology Fee		\$ 1,250.00	\$ 1,250.00	\$ 2,500.00
Student Activity Fee		\$ 750.00	\$ 750.00	\$ 1,500.00
Comprehensive Health Insurance and Health Services Fee (<i>Comprehensive Insurance may be waived with submission of coverage documentation each term</i>) ³		\$ 855.00	\$ 855.00	\$ 1710.00
Estimated Total Off-Campus Apartments		\$ 11,474.00	\$ 11,474.00	\$ 22,948.00
Full-time Off-Campus Apartments				
Full-Time Off-Campus Apartments (555 Ross Apts-Dallas)		Fall	Spring	Year
Tuition (12-18 credit hours) ¹		\$ 5,229.00	\$ 5,229.00	\$ 10,458.00
Housing (Off-Campus Apartments-555 Ross Apts) ² charged at market rate		\$ 5,400.00	\$ 5,400.00	\$ 10,800.00
Full Meal Plan - not required unless participating in Athletics, \$2100 per term ⁴				
Technology Fee		1,250.00	\$ 1,250.00	2,500.00

Student Activity Fee		\$ 750.00	\$750.00	\$ 1500.00
Comprehensive Health Insurance and Health Services Fee (<i>Comprehensive Insurance may be waived with submission of coverage documentation each term</i>) ³		\$ 855.00	\$ 855.00	\$ 1710.00
Estimated Total Off-Campus Apartments		\$13,484.00	\$ 13,484.00	\$ 26,968.00

Full-time Commuter

Full-Time Commuter		Fall	Spring	Year
Tuition (12-18 credit hours) ¹		\$ 5,229.00	\$ 5,229.00	\$ 10,458.00
Full Meal Plan - not required unless participating in Athletics, \$2100 per term ⁴				
Technology Fee		\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
Student Activity Fee		\$ 750.00	\$ 750.00	\$ 1,500.00
Comprehensive Health Insurance and Health Services Fee (<i>Comprehensive Insurance may be waived with submission of coverage documentation each term</i>) ³		\$ 855.00	\$ 855.00	\$ 1710.00
Estimated Total Full-Time Commuter		\$ 7,834.00	\$ 7,834.00	\$ 15,668.00

Three-Quarter-time Commuter

Three-Quarter-Time Commuter	Summer Bridge	Fall	Spring	Year
Tuition (9 credit hours) ¹	3921.75	\$ 3,921.75	\$ 3,921.75	\$ 11,765.25
Half Meal Plan - not required ⁴	425			
Technology Fee	wavied	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
Student Activity Fee	300	\$ 650.00	\$ 650.00	\$ 1,600.00
Comprehensive Health Insurance and Health Services Fee (<i>Comprehensive Insurance may be waived with submission of coverage documentation each term</i>) ³	100	\$ 855.00	\$ 855.00	\$ 1810.00
Estimated Total Three-Quarter-Time Commuter	\$4,746.75	\$ 6,426.75	\$ 6,426.75	\$ 17,600.25

Full-time Online

Full-Time Online	Summer	Fall	Spring	Year
Tuition (12-18 credit hours) ¹	\$ 5,229.00	\$ 5,229.00	\$ 5,229.00	\$ 10,458.00
Technology Fee	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00
Comprehensive Health Insurance and Health Services Fee ³				
Estimated Total Full-Time Online	\$ 6,229.00	\$ 6,229.00	\$ 6,229.00	\$ 13,458.00

Three-Quarter-time Online

Three-Quarter-Time Online	Summer	Fall	Spring	Year
Tuition (9 credit hours ¹)	\$ 3,921.75	\$ 3,921.75	\$ 3,921.75	\$ 11,765.25
Technology Fee	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00
Comprehensive Health Insurance and Health Services Fee (<i>Comprehensive Insurance may be waived with submission of coverage documentation each term</i>) ³				
Estimated Total Three-Quarter-Time Online	\$ 4,921.75	\$ 4,921.75	\$ 4,921.75	\$ 14,765.25

Half-Time Online	Half-time			
	Summer	Fall	Spring	Year
Tuition (6 credit hours ¹)	\$ 2,614.50	\$ 2,614.50	\$ 2,614.50	\$ 7,843.50
Technology Fee	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00
Comprehensive Health Insurance and Health Services Fee (<i>Comprehensive Insurance may be waived with submission of coverage documentation each term</i>) ³				
Estimated Total Half-Time Online	\$ 3,614.50	\$ 3,614.50	\$ 3,614.50	\$ 10,843.50

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 anytime. 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 add/drop fee are detailed in the current course catalog available at www.paulquinn.edu.

¹ Tuition is \$435.75/credit hour.

² Off-Campus Apartment Rents are based on current market prices and may increase upon lease renewal. Parking and package privileges may be an additional cost charged to the individual student.

³ Health Services Fee is only optional for Online students not residing in college housing or apartments. Comprehensive health insurance required of athletes. Eligible students may request a waiver with proof of insurance provided by census date of each term. Current PQ comprehensive health insurance premium is \$555 (Fall / Spring) and \$100 Summer Bridge. Health Services Fee is \$300 per term (not charged in summer bridge or to ONLINE students).

⁴ The meal plan is not required of students who do not reside in Crow or SUB Lofts, however, athletes are required to be on the meal plan. Other students may opt-in to the meal plan. Commuting Summer Bridge students are charged a partial meal plan.

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. Athletes are required to participate in the campus meal plan. Commuters and students who reside in off-campus PQ Housing may opt into the 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 \$300 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, Colleague, Canvas, and classroom technology.

Fines

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

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.

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 six months after 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:

- The student makes satisfactory academic progress as defined in this Policy and Procedure Manual;
- The need for aid continues;

- The student meets the specific requirements of the various scholarship/grant programs;
- The College continues to receive adequate federal and/or state aid funds; and
- 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 needs but will not exceed \$2,500.

Students are highly encouraged to work in an environment that complements 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 higher wage is an incentive to work off-campus and 2) the higher wage will help compensate for traveling costs.

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 packaging 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.

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 at 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 Federal Work-Study (FWS) program is a need-based financial aid program. Students earn funds through part-time employment to help pay for the 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 FWS 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 FWS 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.

WS 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

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 students for up to eight consecutive semesters.

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

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 close family member (parent, grandparent or sibling) who is a PQC student or alum.

Satisfactory Academic Programs (SAP)

Paul Quinn College is legally required to establish standards for measuring a student's academic progress toward the completion of their program of study while receiving financial assistance through federal, state, or institutional aid programs. These standards must include both qualitative and quantitative assessments of academic performance. [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 Services



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 terms 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 Canvas 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 people 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 not 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 people 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. People 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 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, durags, 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: Official College Communication

Paul Quinn email accounts assigned to students are the official method of communication from college faculty and administrators to enrolled students, faculty, and staff. It is the responsibility of each student to check and appropriately respond to all College-related emails regularly and frequently.

The College will use this email system to communicate information regarding:

- Important dates and deadlines
- New or revised College policies
- Career fairs and job opportunities
- Campus-wide events, including residence hall and town hall meetings
- Other matters relevant to student life

Students are responsible for safeguarding their usernames and passwords for the PQC email system, CAMS Student Portal, and Moodle. Paul Quinn College maintains a strong commitment to data security and implements physical, electronic, and administrative safeguards. However, absolute data security cannot be guaranteed.

Student Identification Cards

All registered students are required to have a Paul Quinn College identification card (ID card), issued by the IT Department upon completion of registration. The ID card is valid for the current term of enrollment and is used for:

- Identification
- Entry into college-sponsored events and campus facilities (dining hall, library, fitness center, residence halls)
- Campus access

The ID card is non-transferable and must be returned upon withdrawal from the College. Lost or damaged cards may be replaced for a \$10 fee. Misuse or failure to present the ID card upon request may result in disciplinary action.

Printing and Copying

Students are permitted to print a limited number of pages for academic and campus life purposes using the open computer labs. Printing is linked to the individual currently logged in to the campus computer system.

- Excessive printing may lead to revoked printing privileges.
- Faculty are encouraged to accept electronic submissions to reduce unnecessary printing.

Security and Parking

Security Services

Paul Quinn College provides **24-hour campus security** to protect the College's physical property, students, and staff. Security headquarters is located at the **Welcome Center**, which is staffed at all times.

To request assistance, contact:

- Phone: (214) 379-5599
- Email: security@pgc.edu
- **Emergency:** Dial 911

Core Security Functions

Campus security is responsible for:

- Patrolling campus facilities
- Enforcing safety protocols
- Issuing citations and notifying emergency services as needed

- Removing individuals and personal belongings from campus at the direction of College administrators
- Towing unauthorized or illegally parked vehicles
- Conducting residence hall room searches with administrative approval when necessary
- Investigating incidents and coordinating reports with appropriate College staff

Students are encouraged to report any security or emergency concerns.

Campus Maintenance and Safety

The Office of Campus Facilities and Security routinely monitors and maintains campus buildings and grounds for safety, including:

- Repairing broken locks, windows, or lighting
- Locking campus buildings during official College closures
- Coordinating repairs of reported deficiencies

Motor Vehicle Policy

Vehicle Registration and Parking

All motor vehicles on campus must comply with Texas state law or the laws of the state in which the vehicle is registered. Students must register their vehicle with the Office of Campus Facilities and display a valid Paul Quinn parking sticker.

To obtain parking privileges, students must present:

- Proof of insurance
- A valid driver's license

Parking is permitted only in designated areas. Students in off-site housing must also register their vehicles.

Campus Driving Rules

- Speed limit on campus: 15 mph
- Improper parking (on grass, sidewalks, guest areas, service roads, etc.) will result in fines or towing at the owner's expense
- Unauthorized vehicles (without a valid PQC parking sticker) are subject to fines or towing

Violations and Penalties

Violations such as:

- Speeding
- Reckless or intoxicated driving
- Improper vehicle registration

...may result in penalties including:

- Fines
- Loss of parking privileges

- Suspension or expulsion
- Other disciplinary actions as deemed appropriate

Repeated violations will result in permanent revocation of driving and parking privileges.

All motor vehicle fines must be paid at the Bursar's Office within 15 days of receiving a citation. Students with outstanding fines may be barred from:

- Registering for future semesters
- Receiving official transcripts
- Participating in commencement activities

Information on fines and penalties is available from 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 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. 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.

Health and Wellness

Paul Quinn 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:

1. 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.
2. No student is permitted to remain in a residence hall in any state of illness that might cause harm to another student or self.
3. All emergencies caused by illness, even those occurring during the night, should be reported immediately to the residence life staff.
4. The nurse is called to the residence hall only in an emergency; otherwise, the student goes to the Health Center.
5. Students who need service from the Health Center after office hours are to contact the residence hall staff.
6. 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.

Code of Conduct and Disciplinary Procedures



Student Code of Conduct

The Paul Quinn 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 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.

Rules And Regulations

All rules of the College shall apply on campus as well as off campus and for any student currently enrolled at Paul Quinn, 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 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.

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 in 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 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:** The 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 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 OSE. 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 OSE.

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 OSE, by submitting a written description.
2. If a member of the OSE 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 Experience) should use the procedures outlined below to make it known. Any member of the college community may file complaints with OSE 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.

OSE will follow through with an investigation of the alleged complaint and file charges once agreed upon by the parties involved. OSE 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 OSE. OSE will determine if the complaint(s) has merit and conduct any necessary preliminary investigation. OSE will then adjudicate the case. When the preliminary investigation is not conclusive, OSE will dismiss the case, or OSE will determine disciplinary sanctions. The student has a right to appeal any decision of OSE to the President of the College.

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 a \$250 fine.

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. They intentionally physically or verbally assault (strikes, threatens, forces, or intimidates) 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 Experience 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 OSE.

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 is a private institution and forbids the open or concealed carry of handguns, licensed or unlicensed, or any type of firearm on its campus grounds.

- a. It is a violation of Paul Quinn 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

Alcohol Policy

The College maintains a strict no-alcohol policy for all students, regardless of age. The following actions constitute violations of this policy:

- Possession or consumption of alcoholic beverages anywhere on campus, including in residence halls and campus buildings
- Bringing or assisting others in bringing alcohol onto campus
- Providing or purchasing alcohol for minors
- Displaying empty alcohol containers (e.g., bottles, cans) as decorations in residence hall rooms
- Appearing intoxicated on campus or at any College-sponsored event, whether held on or off campus

Violations of this policy will result in disciplinary action in accordance with the Student Code of Conduct. The College is committed to maintaining a safe, healthy, and sober learning environment and reserves the right to intervene as needed to uphold community standards. 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.

Termination from a Corporate Work Program Position

Termination from a position with a Corporate Work Program Partner is a violation of the College's Code of Conduct. An investigation into work performance, attendance, communication between students, work program office and CWP supervisor will be conducted to determine the details of the termination. Students who are fired from their CWP position will be suspended from the campus and housing locations of the College.

Sanctions

Students charged with policy violations of the Code of Conduct are officially notified in writing of the allegations. Failure to observe the terms and conditions of a sanction may be interpreted as a new or continued conduct violation, and will result in an immediate disciplinary response, which could be removal from campus, from College Housing, suspension or expulsion. Students are expected to follow the terms of their Probation/Suspension. No exceptions. The sanctions given as a result of a student being found in violation, guilty, or responsible for a violation may be one or more of the following:

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 OSE 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 OSE. 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 suspend a student for their 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 OSE 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 OSE for entrance to the College for a specific purpose.
- d. Has the right to petition OSE 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.

Appeals

When a student is dissatisfied with a decision of OSE, a request for an appeal should be made in writing to OSE 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.

OSE 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 OSE. However, appeals related to Title IX complaints are handled differently, and an involved student may have a changed class schedule, be removed from the residence hall and/or campus if 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. Students involved in a Title IX hearing may have a representative present of their choosing.

Title IX Rights and Responsibilities

Title IX requires Paul Quinn College to respond to harassment on the basis of gender, which may include 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 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

Mr. Brian Evans, Vice President for Athletics and Student Experience
Office of Student Experience
SUB 200
214.379.5551
bevans@pqc.edu

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").

Protecting The College's Integrity

A student who violates or damages the integrity of the College may also be charged with violating the Paul Quinn Code of Conduct.

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.

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@theccb.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.

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.

BAD WEATHER OR CAMPUS EMERGENCY POLICY

In the event of inclement weather or a campus emergency which forces the cancellation of classes and/or the closure of campus, the College will make an official announcement with instructions on cancellations and/or closures. The message will be sent via email and text message. When possible, the message will also be posted to the College's website and delivered to local news outlets. It is the employee's and student's responsibility to maintain a current and working cell phone number on file with the College, as well as to maintain access to their PQC email account.

Use your own personal judgment when traveling to campus in bad weather or other emergency situation. Cancelled classes may be made up remotely or on a scheduled face to face date.

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

STUDENT GOVERNMENT ASSOCIATION (SGA) 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 Experience.

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 Experience 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 Experience.
- (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 Experience 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 Experience Liaison, SGA Advisor, Faculty member and two (2) students (to be chosen by the Student Experience 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 at 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 Experience no later than the Third to last Monday in Fall Semester at 8:00am.

Applications shall be turned into the Office of Student Experience 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 Experience 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 Experience. 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 Experience. 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 Experience.

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 either a junior, or senior classification and been enrolled at the College for one year.

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 not be married.

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 Experience 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 Experience and the College's Planning Council Committee.