SAINT PAUL'S COLLEGE STUDENT HANDBOOK 2008-2011

Academic Renewal: Saint Paul's College And Its Communities, Partners In The Pursuit Of Excellence

Saint Paul's College
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FOREWORD

The Saint Paul's College Student Handbook herein after referred to as the Student Handbook outlines the responsibilities of ladies and gentlemen enrolled at Saint Paul's College to themselves, to each other, and to the administration, faculty and staff.

The overall aim of the Handbook is to present to the student the general rules, regulations, policies, and procedures of the College. This document represents a part of the student's obligation to the College. It does not address all of the policies, procedures, and regulations for every area of the College. The Student Handbook must be used in combination with the College Bulletin and other published regulations and guidelines issued by the various offices and programs of the College.

The rules and regulations in the Saint Paul's College Bulletin will supersede any inconsistent rules and regulations published in other sources.

The diverse nature of the College brings about a review and revision of the practices, policies, and procedures as they relate to the institutional mission and purpose. Therefore, the Student Handbook undergoes revision to reflect these changes. As such modifications are made in policies, procedures, and regulations, whether academic or disciplinary, amendments to the Student Handbook, as appropriate, will be published as addenda. Students will be informed of such revisions and, after such notice, the amended rules will apply to all current students.

As this Handbook and other materials are part of the contract the student has with the College, students are encouraged to read these materials to familiarize themselves with their contractual obligations. The student, on admission, is obligating himself or herself to governance by the reasonable rules and regulations contained in various College documents. Saint Paul's College reserves the right to revise this Student Handbook as it deems necessary. Such revisions, whether academic or disciplinary, with notice, will apply to all current students.

Also, by virtue of the relationship of the student with the College, students are to conduct themselves at all times in accordance with the Code Of Conduct And General Standards For Students, whether on or off the campus. Therefore, acts committed off-campus, which are detrimental to the interests of the College, will subject the student to College judicial action the same as if they had been committed on-campus.

Saint Paul's College is an equal opportunity, affirmative action institution. Every effort is made to assure equality for all persons with respect to employment, enrollment, and all other facets of life at the College without regard to race, sex, religion, national origin or other characteristics. Additionally, the College is committed to a policy of equal opportunity for individuals with disabilities in admissions and access to our programs.

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Saint Paul's College
115 College Drive
Lawrenceville, Virginia 23868

Dear Saint Paul's College Students:

I would like to be the first to officially welcome you to our Saint Paul's College family! I hope that you have had a relaxing and enjoyable summer and are eagerly awaiting the start of your learning experience. Here, as we teach you how to learn, we also teach you how to live.

The transition to College is an extremely important step in your life. It is one that is filled with excitement and anticipation as you begin your journey here at Saint Paul's College. Faith is best described as the things hoped for and the evidence of things unseen. This holds true today; though 12 years ago you could not see the end of your academic journey, yet you knew that the end would one day come. That journey took a great deal of perseverance, long nights of study, preparation, and planning for future endeavors, all of which at the time were unseen. Today, with grateful hearts, the members of the College family thank God that your faith has been rewarded and here you are beginning again another educational journey in life.

This journey will move you forward into the world of higher academic achievement. Your learning experience here at Saint Paul's College will be one of diversity, as you gain an understanding of the importance of applying your talents as challenging opportunities unfold. A wise man once said, "talents are like wrapped gifts, once they are open and realized, they are to be shared with others." The true joy in having talents is sharing them with the world. That is what we plan to do here at Saint Paul's College, open up your talented mind, so that you can learn and share your knowledge with others.

As you take advantage of the many different types of learning styles, it is our intent to help you to improve your effectiveness in becoming a productive member of society and the Saint Paul's Community. What you learn here will be the key to your success and the driving force to becoming a productive citizen. Your character is the key that will start the engine of learning, your moral fiber is the fuel that will keep you interested in getting an education, and your open mind with a willingness to learn will be the driving force to be successful and to graduate from Saint Paul's College.

Education is an effective remedy for social injustice, intolerance, apathy and hatred. Simply put, it has been the role of educational institutions such as Saint Paul's College thus far, to equip our graduates with the skills necessary to become tomorrow's leaders.

Welcome to Saint Paul's College.

Respectfully,

Robert L. Satcher, Sr., Ph. D.
President

Saint Paul's College
115 College Drive
Lawrenceville, Virginia 23868

Dear Saint Paul's Students:

Welcome to the Wonderful World of Saint Paul's College. Congratulations on your outstanding achievements and your decision to attend Saint Paul's College to continue your journey for educational, professional and personal career development. On behalf of the Administration, Faculty, Staff, Alumni, Friends and Well Wishers of the College, We Welcome You.

In order to assist your successful transition from high school graduation to graduating from Saint Paul's College, we are providing you with one of the most vital documents, the Student Handbook, for your guidance, reference, and matriculation throughout your Saint Paul's College tenure. We suggest that you spend ample time familiarizing yourself with all of the policies, procedures, and promises of the College. Also, we encourage each of you to get involved in your total career development through active participation in student organizations, campus activities, and extra-curricular programs which are designed to enhance your collegiate experience.

Saint Paul's College has a rich history and a proud legacy built on "faith". The appropriate, acceptable, and academic behavior of all students is practiced at all times, both inside and outside of the classroom. As students of Saint Paul's College, you are challenged to become effective student leaders on and off campus so that you will also become a part of the rich history and the proud legacy.

We are delighted to have you join the Saint Paul's College Family. We hope that your journey through "Tiger Country" will provide you with a lifetime of pleasant memories and career successes. Again, thank you for making the right decision in the right direction, Saint Paul's College.

With all best wishes,

Mrs. Rosemary L. Lewis
Vice-President for Student Affairs

HISTORY OF SAINT PAUL'S COLLEGE

Infinitesimal in number, as compared to the humanity they serve, are the salient figures of history. One such figure was James Solomon Russell, founder and first Principal of the Saint Paul's Normal and Industrial School.

The newly ordained deacon in the Protestant Episcopal Church arrived in Lawrenceville, in Brunswick County, Virginia, March 16, 1882. Here he found a small group of Negro communicants in St. Andrew's Church, and organized them into a congregation. By February 1883, the first Saint Paul's Memorial Chapel had been constructed and was ready for occupancy. Immediately, a parochial school was organized in the vestry room of this small frame chapel. Soon these quarters of the parochial school became too small for the increasing enrollment, and a three-room frame structure was built with funds contributed by the Reverend James Saul of Philadelphia, Pennsylvania. Today the Saul Building remains standing on the campus of the College.

On September 24, 1888, with fewer than a dozen students, the Saint Paul Normal and Industrial School was started in the building known as the Saul Building. More students came, as word about the school spread. The members increased to such an extent that the Founder, the Reverend James Solomon Russell, realized the need for a program of expansion and development. On March 4, 1890 by an act of the General Assembly of Virginia, the school was incorporated as the Saint Paul Normal and Industrial School, and by that name it was given a perpetual succession and a common seal.

A collegiate department of teacher training was started in 1922 and was accredited by the Virginia State Board of Education in 1926. As a result of this development, a large percentage of the teachers in elementary and secondary schools of Virginia and the neighboring states of North Carolina and Maryland are graduates of Saint Paul's. Saint Paul College is a member of the Central Intercollegiate Athletic Association. Since 1923 Saint Paul's has been represented in all major contests in the field of athletics. Saint Paul's also played an important part in the life of the community. In its early years the school supplied ice for the Southern Railroad operating between Danville and Norfolk, Virginia, and water and electricity for the town of Lawrenceville. Today, many buildings stand in Lawrenceville and Southside Virginia as mute testimony to the industrial activity of Saint Paul's trade students.

In 1928, the founder, The Venerable James Solomon Russell, archdeacon in the Diocese of Southern Virginia, retired with the title of

Principal-Emeritus. His son, The Reverend Dr. J. Alvin Russell was elected as the founder's successor. He continued to work in faith as the administrator, 1928-1950, and brought about many changes and improvements. The College's charter was amended on December 30, 1941, giving Saint Paul's the authority to grant degrees based on a four-year program. The name of the institution was changed to St. Paul's Polytechnic Institute and the chief administrator, Dr. J. Alvin Russell, became the first chief administrator to carry the title of President. In September, 1942 degree programs leading to the Bachelor of Science and the Bachelor of Science in Education were started. The endowment was increased and several buildings were erected, important among which were: The Julia C. Emery Hall, 1930; The William H. Scott Administration Building, 1932; and The Anna Ramsdell Johnston Building, 1933. World War II interrupted the building program, but in 1948 ground was broken for the William Ambrose Brown Science Building, and the James Solomon Russell Memorial Library was completed and dedicated in 1951.

In the spring of 1950, Dr. Earl H. McClenney was elected president and became the third chief administrator of Saint Paul's College. During the administration of Dr. McClenney, many notable improvements were made; among them, the College was granted membership in the Southern Association of Colleges and Schools, the United Negro College Fund, and the Association of Episcopal Colleges. On February 27, 1957 at the annual meeting of the Board of Trustees, the decision was reached to change the name of the institution from St. Paul's Polytechnic Institute to Saint Paul's College. The Trustees also approved the reorganization of the curricula to include courses leading to the Bachelor of Arts and the Bachelor of Science degrees.

Following the retirement of Dr. McClenney on September 1, 1970, the Board appointed Dr. Edward I. Long as the Acting President. Under Dr. Long's direction, Saint Paul's received reaffirmation of its accreditation by the Southern Association of Colleges and Schools.

In January, 1971, the Board of Trustees named Dr. James A. Russell, Jr. (grandson of the Founder) as President of the College effective July 1, 1971. By formal resolution of the Board of Trustees, the College was opened to students and teachers of all races. There were several new additions and changes to the physical facilities of the campus, including the erection of Russell Hall, a new classroom building with individual offices for faculty, three student residence halls, the renovation of the Chapel, and the addition of an expansive new wing on the library. It was also during this period that the College was granted approved status in Virginia's Teacher Education Program. Faculty

development opportunities were increased, and the number of faculty holding the doctorate increased from 17 to 41 percent. Improved faculty recruitment brought the percentage of faculty and staff with earned doctorates to 45 percent in 1980. On October, 1981 at the fall meeting of the Board of Trustees, the impending retirement of Dr. James A. Russell, Jr., President of the College, was announced effective June 30, 1981.

On July 1, 1981, Dr. S. Dallas Simmons assumed the role of President. During his administration, the physical appearance of the campus changed significantly. A major road paving and building repair project was undertaken. Special emphasis was placed on the dissemination of public information, the development of a college band, and curriculum review and revision. A five-year capital campaign began with tremendous success. A Board of Associates was established to assist the College in fundraising, image-building, and encouraging increased student enrollment. These friends of the College provide another mechanism to market the institution in a highly positive manner. When Dr. S. Dallas Simmons resigned on August 31, 1985, Dr. John Diggs, Assistant to the President, was appointed Acting President for one academic year and served through June 30, 1986.

The Board of Trustees, at its spring meeting in April, 1986, named Dr. Marvin B. Scott the sixth president effective July 1, 1986. During the administration of Dr. Scott, a faculty salary scale was devised and approved by the Board of Trustees. This scale made faculty salaries at Saint Paul's College somewhat competitive with similar institutions of higher learning. The percentage of teaching faculty (five in business) with doctorate degrees was increased from 39% to 77%. Addressing a national problem – that of single parents in society, Dr. Scott established the Single Parent Support System (SPSS) program. When Dr. Scott resigned on June 24, 1988, the Board of Trustees appointed Dr. Sunday A. Adesuyi, Interim Provost, as Senior Officer in Charge from June 24-July 15, 1988.

On July 15, 1988, the newly selected Vice-President for Academic Affairs/Provost, Dr. Robert L. Satcher, Sr. assumed the role of the Acting President. In accordance with the Board of Trustees By-Laws, Dr. Satcher became Acting President effective July 1, 1988. His reporting date was delayed until July 15, 1988 because of family illness. Dr. Satcher was credited with effectively administering the College while serving as Acting President. During the period of Dr. Satcher's Acting Presidency, the College achieved financial stability leading to the successful completion of the Self-Study for Reaffirmation of Accreditation by the Southern Association of Colleges and Schools' Commission on Colleges. He conducted a successful fundraising campaign to purchase

the complete library holdings from Bishop College, Dallas, Texas. He also gained the approval of the Board of Trustees to grant a 5% raise in faculty and staff salaries.

In October 1989, Dr. Thomas M. Law assumed the position of President of Saint Paul's College. Under the leadership of Dr. Law, who was an alumnus of Saint Paul's College, its first Summa Cum Laude graduate and its first four-year graduate to earn the doctorate degree, Saint Paul's College fully implemented the Organizational Management Program (OMP) previously approved by SACS. The OMP program, now known as the Accelerated Degree Completion Program (ADCP), is designed to help employed adults earn the Bachelor's degree. This program operates under the Continuing and Extended Education Department and classes are now offered at Lawrenceville and at three off-campus sites, Richmond, Franklin and Farmville. The Saint Paul's Single Parent Support Program (SPSS) grew from two to twenty-three students. In 1989 a criminal justice program approved by Southern Association of Colleges and Universities (SACS) was implemented in the Department of Humanities and Behavioral Sciences.

Under President Law a fundraising campaign reached its goal of $7.5 million. Saint Paul's College actively participated in a program set aside exclusively for Historically Black Colleges and Universities (HBCUs) through the U.S. Department of Housing and Urban Development (HUD). In a highly competitive program, involving the nation's 117 HBCUs, Saint Paul's College has been successful in winning four consecutive HUD grants totaling approximately $1.5 million. From this funding, the Town of Lawrenceville and the County of Brunswick gained a new recreational park, a downtown revitalization project (brick sidewalks and new lighting), and an expanded Regional Child Development Center. This center has been so successful in meeting the needs of both the campus community and other Brunswick County areas that its original building has already undergone expansion. Other major achievements of Dr. Law's administration include the completion of a $7.5 million capital development campaign, renovation of the historic Chicago Building into a community Cultural and Performing Arts Center and Administration wing, replacement of the water distribution system, enhancement of the College endowment, increase of student scholarships, funding for construction of a Regional Aquaculture Demonstration Site, fiber-optic wiring of the campus, an initiative to utilize the old College Farm property, and the upgrade of infrastructure by making long-needed repairs to buildings and grounds. After a fire destroyed the Science Building, Dr. Law secured additional funds beyond the insurance settlement to replace and upgrade the building into

a one million dollar Science Annex with state-of-the art laboratories. Dr. Law also was responsible for construction of the New Student Center.

Dr. Law's public service efforts, as the result of gubernatorial appointment to the Southside Virginia Commission on Education and Business Partnerships, to the Virginia's A. L. Philpott Manufacturing Extension Partnership, and to the Board of Directors of the Virginia Chamber of Commerce, brought positive statewide exposure to the College as a valuable institution in the delivery system of higher education. Dr. Law retired after 12 years as President in August 2001.

Dr. John K. Waddell became the eighth president of Saint Paul's College in September 2001. He brought football back to the College after a 17-year hiatus. He initiated the James Solomon Russell Scholars Program to recruit and encourage students to consider careers in church ministry. When the Virginia legislature enacted a program to compensate students affected by Massive Resistance, Saint Paul's College moved to set up an Accelerated Degree Completion Program (formerly the Organizational Management Program and now the Accelerated Degree Completion), at an off-campus site in Farmville that now meets the needs of eligible students in what is called the Brown Scholars Program.

The Board of Trustees appointed Dr. Robert L. Satcher, Sr. Interim President on July 13, 2006, and named him the ninth President of the College on March 19, 2007. He served as Professor of Chemistry/Physics at the College from Fall 1992 to July 13, 2006. Active within the Episcopal Church, highly acquainted with the accreditation process and experienced in academic administration at Hampton University, Fisk University and Saint Paul's College, Dr. Satcher has worked tirelessly to increase the College's enrollment and financial stability. He has re-established and renewed ties to the Episcopal Church and now serves as President of the Association of Episcopal Colleges after his selection in October 2007. Saint Paul's College's Teacher Education program was accredited by the Virginia Department of Education in 2008, and the Teacher Education Department received a $200,000 grant from the Virginia State Department of Education funding a Blackboard online education program. Dr. Satcher gained funding and conducted a Saturday Science Academy for middle school students for five years. A summer Science and Mathematics Institute for high school students was funded for ten years by the Frances Emily Hunt Trust of the Mellon Foundation. He was awarded a National Science. Foundation (NSF) grant to support a Science Teacher Enhancement program (STEP) He inaugurated a required service learning (community service) component in the curriculum to serve as a capstone experience for students. Other initiatives include constructing a bridge connecting the

main campus to the student center, renovations of buildings, upgrades of security and transportation, development of a management plan, and the expansion of student activities to include dance and a drum line. Emergency warning policies, procedures, and systems, and retention of students and alumni initiatives centered on the use of the National Clearinghouse Tracking system were instituted. Under his administration the first class of Brown v Board of Education scholars graduated, additional support for the Single Parent Support System (SPSS) was developed, and Saint Paul's College received the largest contribution ever from one of its graduates (an alumna) as an endowed scholarship fund to support scholarships for students.

MISSION OF THE COLLEGE

Saint Paul's College, a private, church-related, coeducational institution with a Christian heritage, sustains an environment that emphasizes integrity, objectivity, resourcefulness, scholarship, and responsible citizenship.

Its liberal arts, professional and pre-professional programs prepare students for careers and graduate studies in Humanities, Social Sciences, Education, Business, Mathematics, and Natural Sciences.

Accordingly, the purpose of Saint Paul's College is to provide an academic environment that promotes the vision of the founder to educate all students, especially the underserved, with educational, cultural, spiritual, and life-long learning experiences that will enable them to lead in a technological and global society.

Beyond providing the best possible learning environment for students, the College offers a wide range of activities designed to anticipate and to fulfill the intellectual, cultural and social needs of its community. The initiatives are advanced through formal classroom and laboratory experiences, on and off campus work-study and continuing education programs, internships, service learning, special projects, faculty-student research, community-oriented seminars, and through the contributions of its alumni.

The College is committed to innovative approaches in the teaching-learning setting that expand the educational horizon for all students and to program flexibility serving their diverse needs. In a cooperative quest to meet the demand for an ever-growing variety of complex technological skills, faculty and students are encouraged to experiment, explore, and develop new approaches to learning that will result in the acquisition of knowledge and the discovery of truth.

The academic and student services programs are designed to affirm the College's belief in the infinite worth of each student as a human being and in the belief that the development of the whole person is imperative.

To these ends, the total resources of the College are committed to the development of students who will be equipped to live effectively in a global society.

Saint Paul's College admits persons without regard to nationality, ethnic origin, sex or religious affiliation.

[Approved by the Board of Trustees Minutes, February 14, 2009.]

TRADITIONS

It is inevitable that a group of people living together under the bonds of common interest and common objectives should gather through the years a set of standards and customs, which are inherited and cherished by each succeeding generation. These standards and customs have become so closely woven into the pattern of things that they are synonymous with the group which perpetuates them, and we call them Traditions. Not unlike other universities and colleges, Saint Paul's College has its own set of Traditions.

Listed below, you will find six traditions which, we hope, will influence your life as an alumnus of this College.

The First Tradition is the Tradition of Worship. When you enter the campus you will see the Memorial Chapel, a monument of quiet dignity, embodying the aspirations of the Founder, who said, "Let all things be done decently and in order."

The Second Tradition is the Tradition of Scholarship. The Tradition of Scholarship at Saint Paul's is interpreted to mean that every student aims to perform to the maximum of his or her capacity. Every Saint Paulite may not become a scholar in the real sense of the word, but can, in the approaches to study, aim to be as scholarly as his or her capacities permit.

The Third Tradition is the Tradition of Relative Values. Adherence to this Tradition necessitates weighing wisely all activities and occasions, sensing what is important and what is relatively unimportant, and allotting your energy, your financial resources, and your time accordingly. In the words of the Founder, "Put first things first".

The Fourth Tradition is the Tradition of Courtesy. Early in the life of this College the faculty and students began to exemplify the bearing and manner of the Founder. There in the early days the Tradition of Courtesy was born and it persists today. It depends on all members of the Saint Paul's community for its perpetuation.

The Fifth Tradition is the Tradition of Friendliness. You will feel among friends as the faculty, staff, and students show genuine interest in your welfare. After you have been here a while, you will feel a part of the Saint Paul's College family, proud of the spirit of fellowship, and responsible for promoting the spirit of friendliness.

The Sixth Tradition is the Tradition of Service. This is exemplified in campus relationships, nurtured through daily practice, and manifested in the communities wherever true Saint Paulites reside. The ultimate worth of every person is measured by service to humankind.

ALMA MATER

There's a school in every city,
That is worthy of love and of praise.
It's the joy of the whole population,
And for it we shall strive all our days.
In England, France and sunny Italy,
There's a famous school upon each hill;
But my heart has a thrill for a dearer one still,
That affection no other can win.

She has faults but why should we mind them,
And away from Saint Paul's seek to move?
For wherever you go you will find them!
But we're young and have time to improve.
I love the old, school, I admit it,
With its faults and its struggles and all,
And I'd sooner next fall go back to Saint Paul's
Than to any old school that I know.

CHORUS

Dear Saint Paul's how I love to hear thy name!
There's no other school that ever seems to be the same.
Thy green hills are the loveliest of all,
And some day we'll be coming back again to dear Saint Paul's.

ADMINISTRATIVE ORGANIZATION

THE BOARD OF TRUSTEES

The Board of Trustees is a Body that consists of persons appointed by the Board for four-year terms. The Chairman of the Board is elected from among the Board members. Members of the Board are subject to removal by the Board of Trustees. The Board meets regularly in January, April, June and October of each year.

The Board is responsible for the management of all the affairs of the institution and has the duty to approve the receipt and dispensation of all money whatsoever coming to, belonging to, appropriated to, or in any way acquired by the Institution. The Board elects the President of the Institution and fixes his salary as well as his tenure of office.

THE PRESIDENT

The President of the College is appointed by the Board of Trustees. As chief executive and administrative officer of the College, the President is responsible for effecting all policies and regulations suggested and approved by the Board of Trustees. All personnel at the College are directly or indirectly responsible to the President.

Specific administrative duties of the President are as follows: he/she presides at general faculty meetings unless he/she appoints a designee to preside and serves as a means of communication between the administration, the faculty, and the Board of Trustees. He/she has administrative oversight for the disciplines of the College. He/she attends all meetings of the Board of Trustees, recommends to the Board appointments, promotions and tenure, as well as courses of study.

In summary, the President is charged with the responsibility of conducting the affairs of the College in the best interest of the College Community and in accordance with the highest educational principles and practices and in accordance with the Board of Trustees Bylaws.

VICE-PRESIDENT FOR ACADEMIC AFFAIRS/PROVOST

The Vice-President for Academic Affairs and Provost is the chief administrative officer of the Academic Unit. He/she supervises the curricula and course of study. He/she initiates and actively guides curriculum revisions. With the assistance of the faculty, the Vice-President for Academic Affairs/Provost develops a program for the improvement of instructions. The Vice-President for Academic

Affairs/Provost evaluates the department chairs and makes recommendations to the President regarding faculty personnel appointment, dismissals, promotions, demotions, salaries and tenure. The Vice-President for Academic Affairs/Provost administers the faculty travel budget and supervises the operation and publication of various academic policies and procedures established by the appropriate agencies.

The Vice-President for Academic Affairs/Provost has administrative oversight for academic support units and is responsible for informing the faculty of any change in the normal operation of the College and physical resources and is the Chief Executive Officer of the College in the absence of the President.

VICE-PRESIDENT FOR FINANCIAL AFFAIRS

The Vice-President for Financial Affairs is the chief fiscal officer. He/she assists the President and the Board of Trustees in formulating the business policies of the college. All collections and disbursements are made from this office. Arrangements for campus housing, for use of College vehicles, etc., are made through his/her office. He/she has administrative oversight for the HR Office, Bookstore, Financial Aid, Buildings and Grounds, Student Accounts, and the Campus Post Office/PBX System. The Vice-President for Financial Affairs presents financial reports to the President, the Board of Trustees and auditors. He/she has responsibility for the physical plant and is responsible for the management of new construction and physical expansion, particularly in the financing of self-liquidating projects. He/she defines the work of all employees involved in the College's business management, regardless of their titles. In general, this officer is responsible for coordinating budgetary operations of the College with budgetary and accounting systems.

VICE-PRESIDENT FOR STUDENT AFFAIRS

The Vice-President for Student Affairs is the chief student affairs administrator and is responsible for developing a comprehensive program of student development activities and services to support the goals and objectives of the College. He/she has responsibility for coordinating activities at the College which has a direct influence on enrollment, records, financial assistance to students, student counseling, residence life, student life, health services, and campus security. The Vice-President for Student Affairs has supervisory responsibility for the operations of the total athletic and intramural programs.

VICE-PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

The Vice-President for Institutional Advancement serves as the Administrative Officer of the Division of Institutional Advancement. He/she directs all aspects of the Institutional Advancement Program and has responsibility for the management of the College's fund-raising initiatives, Public Relations, Alumni Relations and Federal/State Regulations. He/she recommends development goals in keeping with the mission and goals of the institution; maintains contact with administrative officers, faculty, staff, alumni and trustees to keep them constantly aware of the development goals and needs of the College and promotes their contributions and involvement in those efforts. The Vice-President for Institutional Advancement supervises the preparation of reports with the National Episcopal Church and with the Dioceses, directs the College's participation in the United Negro College Fund (UNCF) drive, and prepares proposals and speeches that assist the President, trustees and others in cultivating potential donors, securing gifts and promoting general support for the College.

THE STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is the official recognized student body representative. All students are members of the SGA.

The success of the SGA depends upon individual integrity and group responsibility for establishing and maintaining a democratic organization, which through group sanctions and equitable law, protects the intellectual and spiritual freedom of the College community.

THE RELIGIOUS PROGRAM OF SAINT PAUL'S COLLEGE

The Saint Paul's family comes together each Wednesday at 10:00 A.M. in the Chapel. The basic format for worship comes from the Book of Common Prayer of the Episcopal Church. Students may also represent their organization in leading the worship service, with the Chaplain. All first year students are required to attend Mid-week Chapel Service and all special College convocations. It is desirable that all members of the College family attend, as well.

There are several organizations under the auspices of the Religious Program of the College. They are:

Canterbury Club - the Episcopal Student Organization

Non-Denominational Bible Study Group
Student-Led Prayers at 12 Noon , Monday-Friday
Praise and Worship with the Fellowship of Christian Athletes
Service Learning Projects

COLLEGE BULLETIN

As a private educational institution, Saint Paul's College and the student enters into a contractual relationship with one another. The College Bulletin, the Student Handbook, documents and regulations are a part of the College contract. Upon admission, the student is obligated to submit to and be governed by the rules and regulations contained in these materials. Students are encouraged to read carefully and familiarize themselves with their contractual obligations. The College has the right to change fees, tuition or other charges, to revise academic programs; or to alter regulations and requirements as deemed necessary, in the maintenance and enforcement of academic standards.

Students are held individually responsible for meeting all requirements, as indicated in the Bulletin. Failure to read and comply with policies, regulations, and procedures will not exempt students from whatever penalties they may incur.

CONVOCATION

The Fall Convocation is held in the Memorial Chapel. This service formally marks the opening of the Academic year. Further attendance is expected of all students for any program designated as a convocation.

HOMECOMING

Homecoming is a celebration of the College and its history. This annual event reunites alumni, students, and friends of the College. The week-long celebration begins with chapel fellowship and is highlighted by such activities as the Coronation, Homecoming Parade, Football Game and other Homecoming festivities.

MISS SAINT PAUL'S COLLEGE

Miss Saint Paul's College (formerly the Homecoming Queen) represents the College at various functions located on-campus and off-campus. She is showcased and participates in national pageants as well. In addition, she serves as a goodwill ambassador for all Saint Paulites.

An election is held each Spring for the purpose of selecting Miss Saint Paul's College. The following criteria must be met in order for candidates to participate in the pageant and subsequent election.

1. Student must have a minimum academic average of 3.00 for eligibility.
2. Student must have been in residence for three (3) consecutive semesters.
3. Student must be actively involved in the College community.
4. Student can be a resident or non-resident student.

For additional information, please refer to the Student Government Association Constitution and By-Laws.

FOUNDER'S DAY

Each year in March, the College family pauses to pay tribute to the Founder, Archdeacon James Solomon Russell, and to others whose services and sacrifices have made its achievements possible. The speaker for the occasion is a person of prominence who usually has knowledge of early struggles and history of the College.

HONORS DAY

Honors Day is the occasion for the recognition of superior performance in several areas. On this day at a formal assembly, scholarships and awards are presented to outstanding students. No student with a cumulative grade point average of less than 3.00 is eligible for a scholarship, unless specified by the donor. Additional awards and certificates are granted according to the specified criteria.

DEPARTMENTAL DIRECTORY

Main Campus Number --- (434) 848-3111

Department	**Phone**
Academic Affairs/Provost	(434) 848-6471
Admissions	(434) 848-1856
Alumni Affairs	(434) 848-1807
Athletics	(434) 848-9603
Bookstore	(434) 848-6435
Career Services Center	(434) 848-6447
Center for Academic Support Services	(434) 848-6451
Chaplain's Office	(434) 848-1825
Child Development Center	(434) 848-1834
Department of Business Administration	(434) 848-6421
Department of Humanities and Behavioral Sciences	(434) 848-6458
Department of Mathematics and Natural Sciences	(434) 848-6487
Department of Teacher Education	(434) 848-6436
Julia C. Emery Hall (Men’s Dorm)	(434) 848-1817
Extended and Continuing Studies/ADCP	(434) 848-1823
Financial Affairs	(434) 848-6408
Financial Aid	(434) 848-6495
Health Services	(434) 848-6455
Evelyn E. Holt Hall (Women’s Dorm)	(434) 848-1815
Human Resources	(434) 848-1805
Information Technology	(434) 848-6416
Institutional Advancement	(434) 848-6412
Institutional Research	(434) 848-6490
Mary E. Johnston Dining Hall	(434) 848-4186
President's Office	(434) 848-6401
Public Relations	(434) 848-1864
Registration and Records	(434) 848-1800
Russell Memorial Library	(434) 848-1841
Secretarial Services	(434) 848-6448
Security	(434) 848-1820
Single Parent Support System	(434) 848-1834
Sponsored and Federal Programs	(434) 848-6432
Sports Information Director	(434) 848-1828
Student Affairs	(434) 848-6493
Student Loans	(434) 848-6499
Upward Bound	(434) 848-6475
Veteran's Affairs	(434) 848-1800

For Emergency in Dorms Call
434-848-1815 – Holt Hall (Women’s Dorm)
434-848-1817 – Emery Hall (Men’s Dorm)
434-848-1820 – Security

ACADEMIC REGULATIONS

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

(Revised, Effective August 2009)

Saint Paul's College's purpose is to promote the intellectual development of students in a supportive educational environment. Students must pursue and complete the academic requirements necessary to obtain their baccalaureate degree in a timely manner.

Accordingly, in compliance with the Higher Education Act and state government requirements for Title IV aid, students at Saint Paul's College must maintain satisfactory academic progress towards a degree.

Saint Paul's College's satisfactory academic progress considers both the number of credits completed (quantity) and grade point average (quality) in addition to expected time frames for progress and degree completion.

Saint Paul's College requires at least 121 credit hours to complete a degree program and a minimum cumulative grade point average of 2.0. Students receiving Federal Financial Aid can register and or a maximum of 180 credit hours (excluding repeated courses) during their tenure at the College.

To be a full-time student requires enrolling in 12 or more credit hours each semester. Full-time students will be allowed 6 years to complete a 4-year degree program.

To be a part-time student requires enrolling in at least 6 or more credit hours each semester to be eligible for federal aid.

According to the satisfactory academic progress scale, students must meet the standards at the end of each academic year. An academic year is defined as two consecutive semesters.

Full-Time Status			
Academic Years Completed	Number of Semesters	Cumulative Grade Point Average	Minimum Number of Credit Hours Earned
1	2	1.6	18
2	4	1.8	42
3	6	2.0	72
4	8	2.0	96
5	10	2.0	120

Part-Time Status			
Academic Years Completed	Number of Semesters	Cumulative Grade Point Average	Minimum Number of Credit Hours Earned
1	2	1.6	12
2	4	1.8	24
3	6	2.0	36
4	8	2.0	48
5	10	2.0	60
6	12	2.0	72
7	14	2.0	84
8	16	2.0	96
9	18	2.0	108
10	20	2.0	120

To demonstrate satisfactory academic progress for financial aid all students must meet both cumulative credit hours earned and cumulative grade point average requirements. An evaluation will be made at the end of each academic year from Fall Semester to Spring Semester or from Spring Semester to Fall Semester – a total of 2 semesters.

Students who fail to meet the minimum standards as presented above will be placed on financial aid probation. Financial aid probation provides for one academic year of financial aid. Students who are suspended or expelled from Saint Paul's College for academic reasons will not be eligible for federal aid until required standards are met.

Reinstatement Process – Students whose financial aid has been terminated should meet with their academic advisor and devise a

plan to remove incomplete grades, repeat failed courses and take courses in the summer session, if possible, to meet the minimum standards for academic process.

Withdrawals (W Grades), which are recorded on the student's transcript, will be included as credits attempted and will have an adverse effect on the student's ability to maintain satisfactory academic progress. Students who officially withdraw from the College must make up the deficit hours and are encouraged to attend Summer School to remove the deficient hours.

The successful completion of a course is defined as receiving one of the following grades: A, B, C or D. Courses with grades of F, I and W will not qualify in meeting the minimum standards.

Repeated Courses – The highest course grade of repeated classes will be used in the required calculations.

Change of Major – A student may change from one major to another during attendance at the College. Students who change from one major to another are still expected to maintain satisfactory academic progress and complete the course work within the time frame of hours limitation stated, unless an appeal is approved.

Class Load – The number of hours in which a student is enrolled on the day following the published last day to add or drop a class will be used as the official census date for financial aid purposes. Full-time status is 12 hours or more.

Transfer Students – Will be evaluated on the number of semester hours earned and the grade point average while in attendance at Saint Paul's College.

In order to be considered for financial aid eligibility, ACADEMICALLY SUSPENDED STUDENTS who return to the College are given two semesters to meet the Satisfactory Academic Progress outline based on the number of semesters enrolled.

Students will be evaluated at the end of each semester. In certain cases reevaluation under unusual circumstances can be considered.

Incomplete Grades – Financial Aid – A student who has incomplete grades must remove them within sixty (60) days of enrollment (i.e., if classes start on August 15, grades must be in the Registrar's

Office by October 15) to be considered for financial aid eligibility for the year.

Non-Matriculating Students are not eligible for federal and state aid.

Academically Readmitted Students - Students who are readmitted by the Office of Academic Affairs are eligible for financial aid.

Financial Aid Appeal Process - Waivers for satisfactory academic progress will be considered if the student has suffered undue hardship as determined by the Office of Academic Affairs. Students requesting an appeal must submit a letter requesting reinstatement to the Academic Affairs Office explaining the circumstances which affected the student's academic performance. All appeals should be addressed to the Vice-President for Academic Affairs and on file in that office thirty (30) days before the first day of classes for the semester. All appeals will be addressed on a case-by-case basis. The student will be notified in writing of the decision within thirty (30) working days of the request.

If the request is approved, the student must: Schedule an appointment with an Advisor in their major to discuss their academic situation.

Students who disagree with the Vice-President for Academic Affairs' decision may request an appeal before the Financial Aid Appeals Committee. The Financial Aid Appeals Committee consists of the Director of Financial Aid, the Registrar, an Academic Affairs Representative, Student Government Association President, and an alternate member.

The Vice-President will evaluate the decision. A second appeal of probation can be continued.

GRADING SYSTEM

Grades and quality points for courses are assigned as follows:

A - Excellent	4 points per semester hour
B - Good	3 points per semester hour
C - Average	2 points per semester hour
*D - Passing	1 point per semester hour
F - Fail	0 points per semester hour

I - Incomplete	**P - Pass
T – Transfer	NP – No Pass **(this is a failing grade)**
AU - Audit (no credit)	W - Authorized Withdrawal
UW - Unauthorized Withdrawal	AW – Administrative Withdrawal **(this is a failing grade)**

The grade for each subject is based upon the class work of the semester and the final examination. Credit for any course in which the student had received a grade of "F" can only be obtained by repeating the course. The grade "I" stands for Incomplete, and automatically becomes "F" if the student fails to complete the work of the course by the end of the next Mid-Semester Evaluation period.

A grade of "I" may only be assigned when the work in the course is satisfactory, but for reasons beyond the control of the student, some requirements are unmet at the close of the semester. **NOTE: Please refer to the College Bulletin for further details .**

*A **"D"** grade is passing for all courses except major courses, developmental courses, and Freshman English (161-162) .

**** The "P" grade is designated for passing a pass/fail course.**

GRADE OF INCOMPLETE "I"

A grade of "I" may be assigned only when the work in the course is satisfactory, but for reasons beyond the control of the student, some requirement is unmet at the close of the semester. The incomplete ("I") grade will be computed into the student's grade point average (G.P.A.). If a course is repeated, only the last grade will be computed as a part of a student's G.P.A.. Courses graded pass/fail (P/F) do not yield quality points for a pass. Students desiring to remove the "I" should, at the appropriate time, secure an Incomplete Grade Removal Form from the Office of Registration and Records, complete it properly, and make the $3.00 removal fee payment to the Cashier in the Business Office, who will stamp it paid. The student must then provide the instructor with the form prior to being admitted to make up the examination or prior to acceptance of the work to be completed. <u>The instructor will complete the form and submit it to his/her Department Chair for approval and the Department Chair will transmit the form to the Provost, then to the Office of Registration and Records</u>. The grade of "I" must be removed by the designated deadline on the College Calendar.

ACADEMIC WARNING, PROBATION AND SUSPENSION

The procedures for determining academic warning, probation and suspension are as follows:

The College will review each academic record at the close of each grading period. If a student's performance is below 2.0, several actions will be initiated to determine the cause. More importantly, when applicable, the following action(s) will be taken.

1. **Academic Warning:** A student will be warned of academic probation whenever the student's grade point average (GPA) at the end of a grading period falls below the minimum cumulative grade point average (CGPA) required for the ensuing evaluation period (May 30).

2. **Academic Probation:** A student will be placed on academic probation if the student fails to achieve the minimum CPGA as defined in the standards by the end of the evaluation period (May 30). Once on academic probation, the student will be required to remove his/her probationary status prior to the next evaluation period or be suspended from the College for one semester. The academic load of the student will be limited to a maximum of 13 semester hours whenever the student is on the academic warning of probation; also, weekly conferences with the advisor, weekly sessions in the Center For Academic Support Services, and abstaining from participating in College sponsored extracurricular activities are required.

3. **Readmission After First Academic Suspension:** After one semester of suspension, a student may apply for readmission. A successful candidate for readmission must demonstrate to the College that he/she is progressively moving toward graduation according to the established standards of progress.

4. **Readmission After Second Academic Suspension:** A student suspended for the second time for poor scholarship may apply for readmission only after attending summer study at Saint Paul's College as an unclassified student and earning the CGPA required of his/her classification. While the College has outlined the steps involved in determining the eligibility of a student to continue his/her studies, it should be understood that the College reserves the right to declare a student not in "good standing" academically for any serious breach or violation of academic trust or scholarly integrity.

5. **Receiving Financial Assistance while on Academic Probation:** A student on academic probation may receive financial assistance under certain conditions. The first condition results when a student is placed on academic probation for the first time and has not interrupted his or her studies at Saint Paul's College. In order to be declared eligible for financial assistance under this condition, the student must have a mathematical possibility of attaining the minimum standards of progress established for the evaluation period as determined by the student's time in residence within one grading period (first semester). The formula stated below will be used to ascertain the mathematical possibility. The second condition results when a student on academic probation withdraws or is dismissed from the College. When a student applies for readmission, he or she will be readmitted on academic probation. The successful applicant will be declared eligible and be given consideration for financial assistance if the student has the mathematical possibility of attaining the minimum standards of progress as determined by the student's evaluation period within one grading period.

The FORMULA: The semester hours attempted and the grade points earned during the previous enrollment are increased by thirteen (13) and thirty-three (33) respectively (actual grade points earned + 33 divided by the actual semester hours attempted + 13 = anticipated GPA). If the computed GPA is equal to or greater than the applicant's required CGPA, he/she is approved for consideration for financial assistance.

Please refer to the current College Bulletin for further details on Academic Warning, Probation And Suspension For Poor Scholarship.

CLASS ATTENDANCE POLICY

(Revised August 2008)

Class attendance is regarded as an obligation as well as a privilege and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so will jeopardize a student's scholastic standing and may lead to suspension from the course, a failing grade and/or immediate suspension from the College.

Each instructor is required to keep an accurate and permanent record on attendance for each class, and shall make a written report of student absences to the Provost/Vice-President for Academic Affairs. The report of absences is to be submitted when a student has been absence from class MORE THAN four (4) times in a three-semester hour course; MORE THAN three (3) times in a two-semester hour course;

MORE THAN one (1) time in a one-semester hour course. The Provost upon receipt of notification of such absences, will warn the student in writing of the impending consequences if further absences are accrued.

A student shall submit excuses for class absences to the Provost/Vice-President for Academic Affairs within three days after he/she returns to class.

The only excuses that will be accepted by the College, and these are at the discretion of the Administration, are those signed by doctors, parents and appropriate officials. Married students may sign their own excuses. Absences (excused or unexcused) from class will not relieve any student of the responsibility for the satisfactory completion of all course work or requirements.

Class Attendance Policy

The College enforces a strict class attendance policy in the interest of maintaining high academic standards. This policy reads as follows:

1. In each three-semester credit course, students who accrue more than six (6) UNEXCUSED absences, must either (a) withdraw from the course, or (b) be given a grade of "F"

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2. Any student who fails to attend 80% of the scheduled class meetings for any cause, whether because of excused or unexcused absences, must either (a) withdraw from the course, or (b) be given a failing grade of "F".

3. For a three-semester hour credit course (meeting three times a week), 33 days (80% of 42) would be equivalent to 80% of the scheduled class meetings. Any student absence more than 9 times (excused or unexcused) for a three-semester house course must either (a) withdraw, or (b) be given a failing grade of "F". For a three-semester hour course meeting twice (2 times) a week, any student absent more than 6 times would come under this rule (a) or (b). For a three-semester hour course that meets once a week, any student absent more than 3 times would come under rule (a) and (b).

4. For a two-semester hour course, 22 days (80% of 28) would be equivalent to 80% of the scheduled class meetings; and for a one-semester hour course, 11 days (80% of 14) would be equivalent to 80% of the schedule class meetings. Any student

absent more than six (6) times (excused or unexcused) for a two-semester hour course must either (a) withdraw, or (b) be given a failing grade. For a one-semester hour course, any student absent more than three (3) times, would come under this rule. Any non-credit course that meets for one class period per week will be governed by the same limit as for a one-semester hour course. For a two-semester hour course meeting only once a week, any student absent more than three times must either (a) withdraw, or (b) be given a failing grade.

5. Three (3) tardiness are treated as an absence unless an excuse is presented that meets the Instructor's approval.

6. Any student who ceases to attend a course without an official drop/approval will receive a grade of "F". No student will be allowed to drop a course after the date(s) stipulated in the College (Academic Year) Calendar.

Absence from class, excused or unexcused, does not relieve any student of the responsibility for completing all class assignments. The student shall be responsible for arranging any make-up work approved by the Instructor, who shall be the sole judge of the satisfactory completion of the course.

Students with EXCUSED ABSENCES will be allowed to make-up work missed during the absence. However, if the absences exceed 20% of the scheduled class meetings (nine times for a three-semester hour course, six times for a two-semester hour course, and three times for a one-semester hour course), the student will be given a failing grade. Upon presentation of written documentation to the Office of the Vice-President for Academic Affairs/Provost, the student will receive a written excuse to be presented to each of his/her instructors on the first class period following the excused absence.

Excuses for which written documentation will be accepted are as follows:

1. Illness
2. Death in immediate family
3. Other documented emergencies
4. Official College trips (representing the College); appropriate documentation must be submitted to the Vice-President for Academic Affairs/Provost by the Faculty or Staff member in charge of the trip/activity.

More strenuous requirements may be applicable as stated by individual instructors in their respective course syllabi. Any exceptions to the policy must be made ONLY by the Vice-President for Academic Affairs/Provost, who will consult with the faculty member and student concerned.

"Any student who decides of his/her own volition to be absent from class(es) on days immediately prior to or immediately following holiday breaks will be penalized at the rate of two (2) absences for each one (1) day of absence accrued for a three (3) semester hour course; one and one-half (1.5) absences for each one (1) day of absence for a two (2) semester hour course; and one (1) for each one (1) day of absence for a one (1) semester hour course. (For example, in the future, a student who would be absent for three (3) days from a three (3) semester hour course prior to a holiday break would be marked a total of *six* (6) absences; absent for three (3) days for a two (2) semester hour course would be marked a total of *four and one-half* (4.5) absences; and absent for three (3) days for a one (1) semester hour course would be marked a total of *three* absences.

SUMMARY OF PENAALTIES FOR ABSENCES BEFORE OR AFTER HOLIDAYS

<u>3 sem. hr. courses</u>
3 days, 6 absences
2 days, 4 absences
1 day, 2 absences

<u>2 sem. hr. courses</u>
3 days, 4.5 absences
2 days, 3.0 absences
1 day, 1.5 absences

<u>1 sem. hr. courses</u>
3 days, 3 absences
2 days, 2 absences
1 day, 1 absence

NOTE: Once a faculty member has made a decision that a student has failed a course because of excessive absences, the Provost should be notified in writing via a brief memo. The Absentee Reporting Form should not be used for this purpose.

ADVANCED CREDIT BY EXAMINATION AT TIME OF ADMISSION

An applicant for admission to the freshman class who presents an unusual background in terms of satisfying certain courses in the general education program may be granted credit by examination. Such credit will be awarded after a careful review of the applicant's test scores and overall preparation for College. The granting of credit by examination gives the student a wider range of course selection and may reduce the amount of time required to earn a degree. **See College Bulletin for details.**

WITHDRAWAL FROM CLASSES

The word withdrawal is used to denote the voluntary termination of a student's attendance in class or in all classes. With approval of the proper official, the termination becomes an official withdrawal and the student is responsible for continuing course assignments and consequently receives the failing grade of “UW”

ACADEMIC HONESTY

A student's written work is assumed by the College to guarantee that the thoughts and expressions in it which are not expressly credited to another are the student's own. Dishonest work of the following kind will subject a student to a penalty: giving or receiving aid by the communication or help of any kind on examinations or tests; the unauthorized use of books, paper or notes of any kind or any part copied from any source without acknowledgment; receiving help in revision or preparation to such an extent that it destroys the original character or individual styles of the paper; and any other misleading or dishonest practices.

Possible penalties are loss of credit, suspension, or expulsion from the College. The instructor decides whether the student loses credit for the work in question. The instructor may also recommend automatic loss of credit for the course. In any case involving academic dishonesty, the student may appeal the instructor's decision or recommendation to the Academic Committee. In cases where the instructor sends a letter to the Vice-President for Academic Affairs, informing him of the case, copies of this are also sent to the student and to the Department Chairman of the instructor's discipline.

WITHDRAWAL FROM THE COLLEGE

1. Secure proper withdrawal form from the Office of the Vice-President for Student Affairs. The Office may require the student to check with the College Counselor before signing the withdrawal form.
2. Have the form signed by the following offices: Financial Aid, Vice-President for Financial Affairs, Coordinator of Student Loans, and Residence Hall Supervisor.
3. Bring the form bearing the signatures to the Vice-President for Student Affairs in the Student Affairs Division. The Registration and Records Office will send a written notice to all offices needing to know the final disposition of the student's request for withdrawal. The procedure for disciplinary dismissal during the term will follow the same general pattern as the procedures outlined for withdrawing from the College. In this case, the grading symbol "W" will be used to record the student's status for the semester.

STUDY AWAY FROM SAINT PAUL'S COLLEGE AND TRANSFER OF CREDITS

Saint Paul's College students may be permitted to take courses at other Colleges provided that following requirements are met:

1. Have a 2.00 cumulative grade point average.
2. Have not previously taken the course.
3. Recommended by the department chairperson and approval granted prior to taking the course.

The application for study away from Saint Paul's may be obtained from the Office of Registration and Records. Courses may not be taken on other campuses in transient status without prior approval. The student assumes the responsibility for requesting a transcript (official) to be sent to the Office of Registration and Records at Saint Paul's from the College/University attended. The application for STUDY AWAY FROM SAINT PAUL'S may be obtained from the Office of Registration and Records. Final approval for transient status is granted in the Office of Vice-President for Academic Affairs. Students who wish to receive credit for work taken at another institution must obtain written permission to transfer such credits. This permission must be obtained prior to taking the particular course(s) for which credit is desired. The department head, Vice-President for Academic Affairs and Director of Registration and Records must be consulted and the proper form completed. The transfer transaction may be processed after the

completion of the course. The student's transcript or academic record will reflect the credits received, but the credit hours and quality points for work taken elsewhere will not be included in the calculation of the student's grade point average.

A transient student who wishes to transfer his credits to his home institution, or a student who wishes to transfer to another institution, must request an official transcript of his credits to be issued to that institution according to the transcript policy.

OFFICE OF REGISTRATION AND RECORDS

The Office of Registration and Records, located in Anna Ramsdell Johnston Memorial Hall, is responsible for all activities related to the registration of students and the maintenance of their academic records while enrolled at the institution, for the on-going analysis of enrollment data to determine the results of academic operations; and for reporting the results of such analysis to the Provost and VP for Academic Affairs and other administrators appropriate to the type of analysis performed.

The Office of Registration and Records is responsible for the preparation for registration, scheduling of classes and academic resources, maintenance of the student record, verifying a student's enrollment status and clearing students for graduation.

The Office of Registration and Records at Saint Paul's College adheres to the guidelines set forth by the Family Education and Privacy Act of 1974. The Federal Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which is commonly referred to as the Buckley Amendment, prohibits the College from sharing information about students with other individuals. The Family Educational Rights and Privacy Act (FERPA)(20 U.S.& 123g: 34 CFR Part 99) is Federal Law that protects the privacy of the student's education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age 18 or attends a school beyond the high school level.

Grades and information concerning a student's enrollment status cannot be released except to state and to federal agencies requesting specific information necessary to service the student appropriately. Transcripts can only be released under a student's explicit written authorization.

Saint Paul's College recognizes that this limitation may cause occasional inconvenience to students, their families, and other interested third parties, but the College is bound by law to protect each student's right to privacy. Students, of course, can secure this information by visiting the office or calling, when a visit is not possible. However, information such as GPAs, etc. will not be given over the telephone.

Students may choose to further restrict access to their records. **For further information regarding this or other concerns with FERPA, contact:**

Office of Registration and Records
Saint Paul's College
Lawrenceville, VA 23868
(434) 848-1800

Some of the Services Offered by the Registrar's Office are:

Grade Reports
Transcripts
Grade Changes
Enrollment Verifications
Student Scheduling
Veterans Affairs Processing
Transfer Credit Processing

Please be advised that some services conducted by the Office of Registration and Records are contingent upon the student receiving a financial clearance from the Student Accounts Office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

All students and past and present alumni of Saint Paul's College are afforded certain rights concerning their education records under the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. 1232g), and regulations of the United States Department of Education (34 C.F.R. Part 99).

Directory information under this policy includes:

- academic level
- address(es)
- anticipated date of graduation
- certification that the student has applied for a degree

- class
- date and place of birth
- date(s) of attendance
- degree(s) earned, including date and level of distinction
- electronic e-mail address(es)
- enrollment status (full-time, half-time, etc.)
- honors and awards received
- major field of study
- participation in officially recognized activities and sports
- photographs
- student's name
- telephone number(s)
- weight and height of members of athletic teams
- whether a student is currently enrolled

The College may disclose personal identifiable information designated as directory information from a student's records without a student's prior written consent, unless the student informs College officials that specific categories of directory information are not to be released. Requests to withhold directory information from campus directories and other College publications must be submitted to the Registrar's Office in writing immediately after the student is enrolled in the College.

NOTIFICATION OF RIGHTS UNDER FERPA

FERPA affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records once the College receives a request for access. Students must submit to the Office of Registration and Records written requests with their signature that identify the record (s) they wish to inspect.

The student has the right to request the amendment of the student's education records that he/she believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading by submitting a written request, with their signature, to the College official responsible for the record. They must clearly identify the part of the record they want changed, and specify what is inaccurate or misleading. The College at this time may request supporting documentation to justify the adjustment to the record (s).

PARENTAL ACCESS TO STUDENT EDUCATION RECORDS

Under FERPA, the word “student” refers to an individual who has reached the age of eighteen or is attending an institution of post-secondary education. The word “parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. At the post-secondary or collegiate level, FERPA provides that parents have no inherent rights to inspect a student’s education records. Normally the right to inspect education records at the College is limited solely to the student. FERPA does, however, authorize the College to release education records and personal identifiable information to parents as defined above, where one of the following conditions have been met:

1. the student has given written consent to the release of records to the parents;

2. the parents produce sufficient documentary evidence that they (or either of them) declared the student as a dependent on their most recent federal income tax return as authorized by the federal income tax laws. **See Section 152, Title 26 of the United States Code, for definition of “dependent” for income tax purposes.**

SUBMITTING STUDENT RELEASE INFORMATION

Students wishing to complete the Student Information Release Form to allow parents or other persons access to their grades and other academic information may complete the form during their registration process, or at any other time, by completing the form located in the Office of Registration and Records.

The student reserves the right to file a complaint with the U.S. Department of Education concerning alleged failures by Saint Paul’s College to comply with the requirements of FERPA.

Concerns or complaints may be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

STUDENT AFFAIRS

The Division for Student Affairs is involved in all aspects of student care, welfare, safety, security, academic behavior, and student life throughout the Saint Paul's College Community. It applies a holistic approach to student development – emphasizing the importance of the whole college community and the interdependence of its parts. Through its various departments, the Division for Student Affairs implements a comprehensive program combining moral, ethical, social, intellectual, and spiritual growth. The Division is also responsible for establishing policies, rules, regulations, and procedures affecting student life and conduct.

The educational experience of each student is complemented by student participation in campus governance and student life. The Division for Student Affairs, in its advisory role to the Student Government Association, promotes student leadership, development, and opportunities to influence decision-making. In addition, the Division is passionate about nurturing, inspiring, empowering, and transforming students to feel a great sense of personal pride, self-esteem, and the desire to make the concept of collegiate "living/learning" a positive experience.

The Division for Student Affairs, along with its constituent departments, comprises almost every aspect of student life outside the classroom. Therefore, to assist and support students in acquiring the necessary competencies for holistic development and a rewarding educational experience, the Division has adopted the following goals:

1. To sponsor activities for positive interaction among students through which they can acquire and develop positive social, interpersonal communication, and leadership skills;
2. To schedule extracurricular activities that transform recreation and leisure time into informal learning experiences, increase cultural awareness and appreciation, and provide positive interaction among students, faculty, staff, and community;
3. To maintain safe, clean on-campus housing that supports the concept of collegiate "living/learning", and assist students with resources for study, exploration and community living;
4. To provide a campus environment within which students may examine their personal values, attitudes, and beliefs;
5. To present career development opportunities through graduate and professional school orientation, internships, campus seminars, awareness of job-entry skills, job-market updates, trends and projections; and

6. To implement a disciplinary system based on the educational and developmental process, the opportunity for students to assume responsibility for the consequences of their actions, and the protection of rights and interest of members of the academic community.

The Division for Student Affairs, under the leadership of the Vice-President for Student Affairs, reserves the right to change, alter, or cancel any activity to ensure the safety, integrity, and well-being of the student body and College community. The College, as a community, has the responsibility and right to formulate policies and guidelines to promote the general welfare of its members.

MEMBERSHIP IN THE COLLEGE

Membership in the community of Saint Paul's College is a privilege. An application for admission implies a willingness to accept the responsibility of membership. The entrance of a student into the Saint Paul's student body indicates his or her agreement to conduct himself or herself with dignity and respect for the regulations of the College both on and off campus. Each student is obligated, as a part of this agreement, to observe the rules, regulations, standards, and guidelines of the College as found in the College Bulletin, the Student Handbook, regulations governing life in the college student residences, and other policies and procedures published as official college pronouncements.

The College reserves the right to be the judge of a student's success or failure in meeting the requirements and demands of College life, and of his/her fitness to continue to share its privileges and responsibilities. Therefore, a student may forfeit membership for behaviors considered unsatisfactory, inappropriate and/or unacceptable by the College as stated in the Code of Conduct.

MEN AND WOMEN OF SAINT PAUL'S COLLEGE

Frequently the College is characterized on the basis of how students present themselves, both on and off the campus. While the curricular offerings, quality of the faculty, library holdings, buildings, landscape, etc. are often used to characterize the quality of an institution, how well students conduct themselves on campus and in the community at large is what is frequently remembered. **[See Appendix A]** As such, it is immensely important that all students display respect for themselves

and others, that they possess dignity and pride in themselves as individuals and collectively as SPC students, that they maintain impeccable personal and professional integrity, and that they maintain honesty and dignity in their dealings with themselves and others at all times.

It is the aim of the College that all its students embrace the ideals of high ethical and moral standards, honesty, commitment, loyalty, pride, hard work, and community. The qualities of mature and responsible living are perpetuated among the students at Saint Paul's College. Although the College has experienced many changes over the years, the basic ideals of academic, social, and personal responsibility, commitment to excellence, leadership, dignity, integrity, and self-esteem prevail. Students are also expected to acknowledge the tremendous sacrifices of their parents, ancestors, and community toward their education. Through this acknowledgement, the goal is that they will be inspired to make a lifelong commitment to service mankind. Therefore, it is imperative that students learn to make a significant life, not just a living.

Upon enrolling at Saint Paul's College, each student will be required to embrace these expectations. These ideals are a part of the College's history and are essential for its future. **[See Appendix A]**

COMMUTER STUDENTS

Commuter Students are those students who live outside to the College community and either walk or drive from home to attend class. Saint Paul's College recognizes the needs of commuter students play in enhancing Saint Paul's educational mission and the partnership between the College and Southside Virginia communities. The College does not offer housing for commuters; however, a landlord list of off-campus housing is maintained and available through the Division of Student Affairs and can be acquired by calling 1-800-678-7071.

Services to assist commuters while on campus are provided in the John E. Thomasson Student Center. These include a commuter lounge, lockers, computer terminals, and study areas, as well as comfortable sofas and chairs for relaxation between classes. All commuters are encouraged to participate in campus organizations.

Saint Paul's College offers a grant to eligible resident commuters of Greensville, Mecklenburg, Prince Edward, Nottoway, Dinwiddie, Sussex, Lunenburg and Southampton counties.

RESIDENTIAL LIFE

Residential life is considered to be an important component of the educational experience. Therefore, the College will make every effort to see that the atmosphere in the residence halls is conducive to study, proper rest, and relaxation.

The residence halls rooms are furnished with twin size beds, mattresses, dressers, and chairs. Each resident is required to bring bed linen, mattress covers, pillows, blankets, curtains, and any other accessories desired. Damages to furniture and property is prohibited. Damages will be assessed and charged on an individual case basis.

Room occupancy is two persons. An exception is in the male residence hall where there are a limited number of large rooms which are designed to accommodate three persons. The College reserves the right to assign two students to each room. If single occupancy results from withdrawal from the residence on the part of one of the occupants, a new roommate will be assigned, or the remaining occupant may be moved to another single room. The occupant may opt to remain in a single room at a higher rate, or if neither of the above is selected, reassignment will be made at the discretion of the Residence Hall Supervisor.

An individual must be admitted to the College and must pay a $50.00 non-refundable Matriculation Fee and a $50.00 Housing Reservation Fee. The housing application must be filed each year. The housing agreement should be read carefully before the student signs. Acceptance of the housing agreement constitutes any agreement by the student to the terms and conditions accompanying the assignment. Failure to comply with such terms and conditions, and other regulations as promulgated and announced by the College, will result in loss of housing. Once a room assignment has been made, the occupant or occupants of a room shall not move from that room without making a written request and receiving written permission from the Head Residence Hall Supervisor. All students desiring to change rooms or to effect a new combination of roommates shall secure permission from the Head Residence Hall Supervisor prior to the change. Any student who changes his/her living quarters without securing permission prior to the change will be assessed a $25.00 penalty fee. This charge is applicable to all students who change rooms without permission. A fee of $25.00 will be levied against any student who changes quarters after the third week of the school session, except where the fee is waived by the Vice-President for Student Affairs.

When a problem occurs with a roommate, the Head Residence Hall Supervisor will meet with the student who desires a change and his/her Resident Assistant to discuss a possible move. The Head Residence Hall Supervisor will select one of the spaces available in an additional single room for this student if one exists.

All rooms are to be cleaned daily before 10:00 A.M. Students with bathrooms are expected to keep their bathrooms cleaned daily. Students are expected to cooperate with each other in leaving their rooms clean when they leave campus at the end of the school year. Each occupant will be charged at least $10 when a room is left dirty. **COOKING IN INDIVIDUAL ROOMS IS PROHIBITED**. Violators will be disciplined.

STUDENT HOUSING

The two main Residence Halls are Evelyn E. Holt Hall, Women's Residence and Julia C. Emery Hall, Men's Residence.

GENERAL HOUSING REGULATIONS FOR MEN AND WOMEN

Hours of Entry into Holt Hall and Emery Hall
7:00 AM -12:00 Midnight Sunday - Thursday
7:00 AM -1:00 AM Friday and Saturday

Overnight off-campus visits for residents are limited to weekends and holidays only with written permission of parent/guardian and the approval of the Head Residence Hall Supervisor.

Hours of Assisted Entry into Holt Hall and Emery Hall (Curfew)
12:00 Midnight - 7:00 AM Sunday - Thursday
1:00 AM - 7:00 AM Friday and Saturday

Security will be available for assisted entry by telephoning the Residence Hall Supervisors. All assisted entries will be reported in writing to the Vice-President for Student Affairs.

QUIET HOURS

Quiet hours in the residence halls are from 9:00 PM-10:00 AM, Sunday through Thursday. This time will give students an opportunity to study and prepare for their classes.

HOUSING DURING SCHOOL CLOSINGS AND VACATIONS

Residence Halls officially close during Christmas Holidays and at the end of the spring semester. All students are required to vacate their rooms during these periods.

If a student leaves the College under any circumstances and abandons property, he/she has 7 days after semester check-in or notification from the Residence Hall staff to retrieve personal belongings from assigned room or said abandoned property will be disposed of accordingly.

Room fees do not include these vacation periods. Any students remaining on campus during vacation periods without authorization will be referred for judicial action.

Since the College does not permit students to remain in the residence halls when school is not formally in session, students are not permitted access to the residence halls after closing. Also, the College is not responsible for items left in students' rooms.

If a student is unable to go home during the break, he or she must take the responsibility of arranging off-campus temporary accommodations. Because of time constraints necessary to prepare for succeeding obligations, late check-outs are not allowed. Residents will be assessed a $25.00 per day charge for late check-outs at the end of the Fall or Spring semester. Early check-ins are not permitted. Students who return early are responsible for securing their own off-campus accommodations until their day of check-in. No exceptions please.

As a general rule, residence halls close within 24 hours of the last final exam and by 6:00 PM on the day of the last class period before holidays and breaks. Closing and opening dates and times will be posted in advance, and all students must conform.

WORK ORDERS/MAINTENANCE REQUESTS

In cases where maintenance repairs are needed in the residence halls, a Maintenance Work Request Form must be completed. When you have a problem in your residence hall, you must make contact with your building Director to complete a work order form. Be advised that it normally takes at least a day for someone to complete the work request, unless it’s an emergency.

THEFTS AND LOSSES

The College will make every effort to secure each student's property. However, the student agrees to accept full responsibility for loss, theft, or damage to personal property. Many family homeowner's insurance policies provide coverage for the students' belongings at school. Residents may wish to consider purchasing additional insurance if their families' policies do not cover their belongings on campus.

Incidents of theft should be reported to both the Residence Hall Staff and Campus Security promptly.

PERSONAL PROPERTY INSURANCE

We strongly encourage students to get personal property insurance. If your parents have homeowner's insurance, check to see if you are covered or can be covered with their policy. You may pick-up information about property insurance in the Residence Hall Staff Office.

PERSONAL FUNDS AND VALUABLES

Students should advise their parents and other sources of financial support to send personal funds by certified checks or money orders. No student should keep large sums of money or other valuables in their personal possession, or in the room because the College does not take the responsibility for their loss through theft. All theft, however, should be immediately reported in writing to the appropriate College official so that an appropriate investigation and final report can be completed.

ATTENTION
As stated in the *Housing Agreement For Students Residing In College Sponsored Housing,* the College will make every effort to secure each student's property. However, the student agrees to accept full responsibility for loss, theft or damage to personal property. It is suggested that each student obtain student personal property insurance.

PRECAUTIONS

1. Room doors, lockers and closets should be locked when the occupants are out of the room.
2. Hiding and lending keys encourages pilfering and theft. Keys are to be kept on the owner at all times. If a key is lost, there will be a charge for replacing the cylinder and key.

3. The use of auxiliary locks or latches other than the standard door locks provided by the College is prohibited.
4. College residence halls are closed during the regular vacation period and may not be entered except for exceptional reasons and only with the permission of the Vice-President for Student Affairs.
5. Every precaution should be taken to prevent fires. The use of a small size refrigerator, fan, alarm clock, radio (headphone requested), iron, electric curlers and television (headphone requested) is permitted. Microwaves, hot plates and extension cords are prohibited in the residence hall. Ironing is to be done in the room that has been provided for its use. ·**Note: It has been recommended by the Fire Marshall that surge protectors be used to plug in alarm clocks, televisions, radios and all other permissible electrical objects.**

EMERGENCIES

The Head Residence Hall Supervisors and Vice-President for Student Affairs should be immediately notified of all emergencies.

ENTERING A STUDENT'S ROOM

It is occasionally necessary for College staff members to enter students' rooms for the purpose of fulfilling maintenance and repair requests, or to hold inspections. While fulfilling these administrative responsibilities to enforce College regulations, **MEMBERS OF THE STUDENT AFFAIRS STAFF ALSO MAY ENTER THE ROOMS OF STUDENTS WHENEVER THEY HAVE REASON TO BELIEVE A VIOLATION OF COLLEGE POLICY HAS OCCURRED.** In recognition of the rights of all parties involved, College officials are expected to observe the following procedures whenever it is necessary to enter a student's room that is maintained by the College.

College officials will not enter a room without first knocking. It is preferable that one or both occupants be present whenever the rooms of the students are entered by a staff member. However, work schedules may require that rooms are entered when occupants are not present, for the purpose of fulfilling maintenance and repair requests or during the course of the above-mentioned safety and health inspection.

Except for emergency maintenance or safety conditions that require immediate attention, the personal belongings of students will not be entered or disturbed without the voluntary consent of the student to

whom they belong, except upon presentation of a search warrant by a law enforcement officer.

When it is established that a violation of the College policy is occurring, as a by-product of a staff member entering a room to address a maintenance concern, said violation will be considered through existing disciplinary procedures and appropriate actions will be taken.

SALES REPRESENTATIVES

Sales Representatives are not permitted to make solicitations in any College facilities without written approval from the Office of the Vice-President for Financial Affairs.

RESIDENCE HALL DAMAGE LIST AND FINES

Bed Replacement	$200.00
Carpet Cleaning	$75.00
Carpet Replacement	$400.00
Chair Replacement	$75.00
Coffee Table Replacement	$100.00
Core Replacement (Door Lock)	$100.00
Desk Replacement	$150.00
Dresser Replacement	$150.00
Loveseat Replacement	$250.00
Couch Replacement	$300.00
Window Replacement	$75.00
Refrigerator Replacement	$100.00
Fail to Check-Out	$250.00
Damage to Fire Equipment (Smoke detector, extinguisher, sprinkler)	$500.00
Floor Cleaning (Tile)	$50.00
Hole in Wall	$200.00
Improper Room Change	$100.00
Room Lock-Out	$10.00
Painting (Room or Common Space)	$300.00
Refrigerator Cleaning	$50.00
Screen Damage	$50.00
Trash or littering (Room, Hallways, Stairwells, Outside of Resident Window)	$25.00

HOUSING AGREEMENT
FOR STUDENTS RESIDING IN COLLEGE SPONSORED HOUSING

I acknowledge that housing is a privilege and not a right and does not constitute "*ownership"* to the spaces to which I have been assigned. I also acknowledge that I am bound by the regulations or standards set by the College, as well as any stated in other official documents which may be instituted after the execution of this agreement:

1. I accept full responsibility for the property and for any damage incurred by my guest or me.
2. I will report all missing and damaged property to the Residence Supervisor.
3. I will only use tape to attach pictures or other materials to the walls or doors.
4. I will not display any obscene materials, pictures, alcoholic beverage containers, etc.
5. I will remove all personal property at designated times, and I understand that anything left in my assigned residence will be destroyed.
6. I am aware that I will be fined for leaving a dirty room upon departure from the College.
7. I will abide by all regulations regarding the safety and security of the facility and will participate in all fire and safety drills.
8. I understand that the College will not assume the responsibility for the loss or theft of personal property. Personal insurance is recommended. **All valuables should be left at home.**
9. I accept the key to my assigned room with the understanding that I am not to duplicate or give key(s) to anyone other than staff personnel, and if lost, report same to the Residence Supervisor; I further acknowledge that I will be charged full cost for lock change ($200) if my key(s) are lost or not returned. I also understand that housing accommodations will be revoked if lock is changed without authorization.
10. I will at the time of my departure from the College, where it is required that key(s) are turned in, abide by all of the check-out and clearance procedures.
11. I accept the regulation which prohibits coed visitations except in the lobbies on campus residences during designated hours.
12. I acknowledge that the only visitors I can entertain in my living quarters are those of the same gender. I also understand that overnight guests must have the approval of

my roommate(s) and the Residence Supervisor. I accept the rule which forbids children from staying overnight.

13. I acknowledge that the College prohibits sexual behavior in any of its residences.
14. I acknowledge that alcohol, drugs or any other abusive substances are not allowed.
15. I acknowledge that weapons (guns, knives, etc) are not allowed on College property.
16. I acknowledge the fact that the College personnel have the right to conduct room checks for regulations and violations related to: fire, health, security, property damage or any other probable cause at anytime. I will cooperate fully.
17. I acknowledge the fact that Saint Paul's College is a smoke-free community and that no smoking is allowed in any of the buildings. This includes auxiliary housing units.
18. If I voluntarily move from the College housing, I will notify the Residence Director.
19. I understand that excessive curfew violations are prohibited, 12 PM: SUN-THURS**.** & 1 AM: FRI-SAT.
20. I acknowledge and understand that all other regulations set by the College are considered to be a part of this document including maintaining satisfactory academic progress.
21. The College reserves the right to relocate (move) any student at its discretion.
22. I understand that unauthorized guest(s) (same sex/cross gender) will result in loss of housing.
23. I understand that inappropriate behavior on or off campus which reflects a negative image to the College is prohibited (i.e., physical combat, horse playing, obscene language, gambling, shoplifting, drug possession, etc.) and will result in loss of housing and/or suspension/dismissal from the College.
24. I will be responsible for making sure windows remain closed at all times when the air conditioner is operating.
25. I will adhere to the *No Loud Music* ordinance (College/Church Community).
26. I understand that no pets of any kind are allowed to visit in residence halls.
27. I understand that pregnant students are not allowed to reside in residence halls. All suspected cases should be reported to the Vice-President for Student Affairs.
28. I understand there is to be no solicitation in the residence hall.

29. I understand that acts of insubordination or failure to comply with College officials acting in performance of their duties will not be tolerated.
30. **Dress Decorum:** I understand that the dining hall, Chapel, classrooms, formal and other social affairs are all learning environments and for learning experiences. For each, there is a proper decorum and a proper dress. I will exhibit appropriate behavior and dress for each of these learning environments/experiences.
31. I understand that the College enforces a “Zero Tolerance Behavior Policy”.
32. I understand that the College insurance does not cover children. Therefore, children are not permitted in the academic settings, residence halls, or any College facilities.
33. I will follow the withdrawal procedure if I leave the College for any reason.
34. I understand that failure to adhere to this agreement will result in the appropriate sanction(s) which could include loss of housing and/or suspension/dismissal from the College.

FALL SEMESTER _____
STUDENT SIGNATURE AND DATE

HOUSING ASSIGNMENT_____
STAFF SIGNATURE AND DATE

SPRING SEMESTER _____
STUDENT SIGNATURE AND DATE

HOUSING ASSIGNMENT_____
STAFF SIGNATURE AND DATE

SUMMER SEMESTER _____
STUDENT SIGNATURE AND DATE

HOUSING ASSIGNMENT_____
STAFF SIGNATURE AND DATE

DINING HALL PROCEDURES

FOOD SERVICES

The primary goal of Food Services is to satisfy the campus community at Saint Paul's College with quality food preparation, variety, and efficient service. The staff provides the best possible services to meet students' needs.

Students living on campus must purchase the mandatory on-campus meal plan. Students living off campus must pay cash at the door.

DINING HALL POLICIES

In order to be admitted into Mary E. Johnston Dinning Hall, a meal plan participant must present his/her valid Saint Paul's College ID card or pay the meal rate. No one will be admitted without abiding by the aforementioned statement. Dining privileges may not be transferred to another person. If it is discovered that a person is using a "borrowed" ID, the card will be seized by dining services personnel. The participant's dining privileges may be suspended or revoked at the discretion of the College.

The dining hall provides an "all-you-can eat" policy. This means that all food must be consumed on the premises. If it is suspected that uneaten food is being removed from the premises, Dining Services reserves the right to check bags, coats, etc. If participants do not want their property subject to search, then such items should not be brought into the dining hall. Carryout for students unable to come to the dining hall will be reviewed on a case-by-case basis. Any student who has a scheduling conflict (i.e. class, job, etc.) should provide Dining Services with proper documentation, and Dining Services will provide the student with carry-out service. Solicitation and other advertising in the dining hall are allowed; however, permission must be obtained from the Director of Dining Services prior to doing so. Participants who display rowdy or otherwise unacceptable behavior will be required to leave the premises, and they may be subject to disciplinary action.

Input from guests is requested. Comment cards are available at each meal.

HOURS OF OPERATION

Breakfast - Monday – Friday	7:00 a.m. – 8:30 a.m.
Lunch - Monday – Friday	11:30 a.m. – 1:00 p.m.
Dinner - Monday – Sunday	4:30 p.m. – 6:00 p.m.
Brunch - Saturday – Sunday	10:30 a.m. – 12:00 p.m.

Proper dress and courtesy are expected at all times, and they are appreciated. Radios and other portable musical instruments are not permitted. The wearing of hats is prohibited, and profane language is in violation of the Student Code of Conduct.

MEAL CARD

The College ID card is also used as the meal card. It is issued at registration and must be presented prior to each meal. The card may be used only by the owner; it is non-transferable. There is a replacement fee for a duplicate card or for the replacement of a damaged card. The fee is payable at the Cashier's Office, or it can be charged to the student's account. Replacement cards are available in the Computer Center, Russell Hall. Once obtained, the replacement card must be validated.

RESIDENCE HALL STUDENTS

All residence hall students are required to participate in the food service meal plan. The meal plan provides three meals per day, Monday through Friday. On Saturday, Sunday and holidays, only brunch and dinner are provided. The meal plan begins each semester with the first day of arrival of residence hall students and extends through the last day of examinations. The dining hall is closed between semesters and during the scheduled Christmas and Spring breaks, when the residence halls are closed.

DINING HALL RULES AND REGULATIONS

1. All boarding students must have their valid SPC student ID to enter the cafeteria.
2. All dining patrons must bus their dishes upon completion of their meal; all tables should be left clean after eating.
3. All food and beverages are to be consumed within Mary E. Johnston Dinning Hall. Plates, cups, etc. should not be removed, unless authorized by Dining Hall personnel.
4. Radios, basketballs, etc. are not allowed in the dining hall.
5. Disrespectful behavior to fellow students and dining hall staff is not allowed. This includes fighting, disorderly conduct, and

improper attire (i.e., lacking shirt and shoes, wearing of hats by male students).

COMMUTER STUDENTS

Students commuting to campus may purchase a meal plan designed for their individual needs. The cost of the commuter plan will be prorated for those meals selected. For this plan, apply in the Cafeteria Office.

EMERGENCY WARNING SYSTEMS & PROCEDURES

Saint Paul's College has established, in accordance with the Board of Trustees and the Administration, an Emergency Warning System and Procedures to be followed in case of a recognized hazard that is likely to cause death or serious injury or harm to administrators, faculty, staff, students or person/persons visiting on its campus.

Administrative Officials, Security, Department Chairs and Directors are responsible for ensuring compliance with these procedures.

PURPOSE

The primary objective of Saint Paul's College is to protect and promote a safe and healthy educational and working environment for its students, administrators, faculty, staff and visitors; and to establish a program to educate and evaluate, and as far as possible, identify and eliminate conditions or actions that create an unsafe environment. The effectiveness of the program will depend largely upon the cooperation and active participation of the people it protects and serves.

EMERGENCY PROCEDURES

Saint Paul's College has installed a Central Siren Alarm System that can be heard throughout the campus and Cable TV Channel 25. This will be able to warn administrators, faculty, staff, students, and visitors about a fire, weather warnings, hazards, or other emergencies.

The Central Siren Alarm System will be the responsibility of the Chief of Security and his staff. The message to be broadcast on the TV station will be the responsibility of the Director of the Computer Center, along with the persons trained to use the equipment in Holt Hall and Emery Hall.

In case of an emergency, the Administrative Building will become the Headquarters area manned by Campus Security, the President (the Provost in his absence), and the other Vice-Presidents.

FIRE

1. In case of a fire the building is to be evacuated immediately and Security is to call 911.
2. If possible, without endangering their own safety, each building will have at least one person that will be responsible for seeing that all persons are out the building.
   - Dormitories: The dormitories are to be evacuated immediately in case of a fire. Without endangering his/her life and safety, the Resident Assistants (RA) on each floor will be responsible for seeing to it that each person on his/her floor is out of the building. The ultimate responsibility for everyone leaving the building is the head of the dormitory and his/her assistant.
3. Persons living in Holt Hall will assemble in front of the Dining Hall. There, a roll will be taken to assure no one is left in the dormitory and all residents are accounted for. In case of inclement weather, the people in Holt Hall are to assemble in the Chapel. Persons in Emery Hall are to assemble in the gym.
4. In case of a fire in Russell Hall, Brown Hall, Library, Chapel, Administration Building, ADCP Building and all other buildings, everyone will assemble in the Auditorium of the Chicago Building. In case of a fire in the Chicago Building everyone should assemble in the gym.
5. All attendance sheets are to be turned in to Security which, in turn, will do a final report to be sent to the Vice-President for Student Affairs with a copy to the President.

FIREARMS AND WEAPONS

1. The possession or discharge of any firearm or use of any type of weapon that will cause bodily harm to a person(s) is a strict violation of the policies of Saint Paul's College. As such, any person(s) found in violation will be suspended from the College.
2. Anyone who observes a person(s) with a firearm is to notify Security immediately. (He/she is to remain anonymous.) Security will investigate the complaint and prepare a written report for the Vice-President for Student Affairs and the President.
3. In the event a firearm is discharged in a building, Security is to be notified immediately. Security will notify the Sheriff's Office and/or Lawrenceville Police for assistance and notify the Vice-

President for Student Affairs and the President (Provost in his absence.)

4. In the event a firearm is discharged in the dormitories, the occupants are to remain in their room with the door locked until such time when the Dormitory Director or Security knocks on the door, identifies themselves and indicates that it is safe to come out.
5. The same procedure is to be followed in all the other buildings: wait until Security gives the notification the area is secure, and it is safe to leave the building.
6. The President is the only one who can give the order to lock down the campus. In the absence of the President, the Provost will assume the authority of the President.

BOMB THREATS

In the event of a bomb threat, Security will notify the President and the Town Police immediately. Evacuate the building immediately and clear the area around the building. No one will be allowed back in the area until Security receives permission from the proper officials such as State Police or Certified Bomb Squads.

INCLEMENT WEATHER

Weather Conditions:

Flood
Snow
Hurricane
Tornado
Severe Thunderstorms

The President is the only one to notify the media such as television/radio concerning the closing of the College. In his absence the Provost will make the notification.

1. Tornado/Hurricane
   In case of a tornado or hurricane, Security will sound the alarm and notify everyone on campus. Students living in Holt Hall will proceed to the ground floor and the first floor. They are to assemble in the hallways, close all doors and cover their heads with pillows. Students in Emery Hall will proceed to the basement and first floor. They will assemble in the halls, closing all doors. Once the signal is given and the storms have passed, the dormitory staff will check for injuries

and inform Security. Security will secure medical aid or emergency assistance.

Those persons in the Library, Administrative Building and Johnston Hall will go to the basement of the Library.

Those persons in the Chapel, ADCP Building, and Career Services Center will go to the basement of the Chapel.

Those persons in the Chicago Building and Russell Hall will go to the basement of the Chicago Building.

2. Snow
The President will notify the radio and television stations of the closing of the College. Security will then notify the campus. The dormitories will remain open along with the cafeteria. Maintenance will clean the sidewalks starting with the dormitories to the dining hall first. The second area to be cleaned are the streets into the campus. The third vicinity to be cleaned is the sidewalks to the academic buildings and the single parent complex. All others are be cleaned as soon as possible.

OFFICE OF PUBLIC SAFETY RULES & REGULATIONS

The Office of Public Safety consists of officers who have met all requirements of The Criminal Justice Service Commission of the Commonwealth of Virginia. The mission of the Office of Public Safety is to render professional service that will contribute to the role of the College as an outstanding institution of higher learning. The Department is dedicated to the protection of life and property, the preservation of peace, and the right to be secure in their lawful endeavors.

AUTOMOBILE REGULATIONS

In the interest of safety and orderly traffic, the following regulations have been set forth to cover the possession and use of student-owned automobiles both on and off campus:

1. Students may only have their automobiles on campus if properly registered. Please note that any registered automobile will be listed as part of a student’s assets in computing needs analysis for financial assistance.
2. All automobiles owned and/or operated by a student must be registered in the Campus Security Office. For registration,

the student must present his/her state automobile registration, his/her state operator's license, a certificate of insurance from a recognized insurance company showing evidence of coverage from public liability of minimum set by the State of Virginia for bodily injuries and property damage, and a statement of consent signed by his/her parent or guardian (if the student is under age 18). The registration fee is $20.00 for the academic year or a portion thereof.

3. Any student operating an automobile without proper registration will be denied the privilege of having a car on campus. All automobiles must be registered within ten (10) days from the first day of registration for any given semester. All vehicles not registered within this period will be ticketed, fined, and/or towed.
4. Each student who operates an automobile on or off campus must have an approved operator's license.
5. A student who is on academic or disciplinary probation, or who is delinquent in his/her accounts, is not considered in good standing with the College and therefore, will forfeit the privilege of operating an automobile on campus.
6. Automobiles operated by students must be parked in designated parking areas only.
7. Cars parked in unauthorized areas will be ticketed and the owners fined $5.00. Vehicles illegally parked will also be immobilized by wheel locks or towed at owner's expense.
8. The $35.00 fine for removal of a wheel lock must be paid before lock is removed.
9. Each automobile owner or operator must abide by all College and civil traffic regulations. The failure of any student to abide by the above regulations or civil traffic regulations may result in a fine, the withdrawal of driving privileges, or suspension from the College until the decal is affixed.

LOSS OR DESTRUCTION OF A DECAL OR CHANGE OF REGISTERED VEHICLE

If a College-issued decal is stolen, lost or damaged, it should be reported immediately to the Office of Public Safety. A new decal may be obtained by providing relevant information on a new Motor Vehicle Registration Form. If an individual disposes of the vehicle, the decal should be removed. If a decal is desired for a replacement vehicle, an identifiable portion of the decal which was removed must be taken to the Office of Public Safety. Upon submission of an identifiable portion of the

decal, a new Registration Form must be submitted to the Cashier's Office which will issue a new decal.

A fee of $1.00 is charged for the replacement decal. Failure to present an identifiable portion of the decal, taken from the vehicle which has been demolished, traded/etc., will result in the registrant being required to pay one-half of the decal fee before being issued a second decal.

Operators must be in a position to provide evidence of association with the College - faculty or staff, boarding student, day student, etc., driver's permit, State Registration, and public liability and property damage insurance or payment of an uninsured motorist's fee which is recognized in Virginia. The Motor Vehicle Registration Form must be validated. The appropriate parking decal will be issued by the Cashier's Office upon presentation of the validated Motor Vehicle Registration Form and payment of the registration fee. The Registration Form shall not be issued to persons who have unresolved citations. The decal must be attached to the left rear window. On vans and other vehicles where there is not appropriate side window, the decal is to be attached in the center of top windshield at the blind spot created by the rear view mirror. On motorcycles, the decal is to be attached (glued or cemented) to the flat surface on the left side of the vehicle. Registration of a vehicle is not completed until the decal is affixed by the glue on its back, not by Scotch or masking tape. Transfer of a decal from one vehicle to another, which is not registered, is a violation which warrants a citation.

CATEGORIES OF PERMITS AND PARKING AREAS

The following categories of permits are issued: Faculty and Staff, Boarding students, Day and Part-Time students. Vehicles must be parked in lots which are valid. Any vehicles with a College decal or parking permit can park in a lot designated as "open".

The following color codes are used for the various categories of parking: Faculty and Staff - Orange; Boarding Students - Blue; Day and Evening Students - Silver; Temporary Permits - Green.

A "Temporary Permit" will be issued to persons who participate in conferences, workshops, or activities for three (3) sessions or fewer. The Temporary Permit will also be issued in instances where persons have registered one (1) vehicle and find it necessary to use another vehicle for a period not to exceed two (2) weeks. There will be no charge for the first Temporary Permit. A temporary permit is also issued to a

person who had not registered a vehicle and who wishes to park a vehicle on campus for a period not to exceed fourteen (14) days; for example, a student at the beginning and ending of sessions and holidays.

A "Visitor's Permit" will be issued to persons who come to the campus for a single occasion or infrequently over a period of time for specific programs and scheduled activities and/or services. The visitor's permit is obtained from the Office of Public Safety or the President's Office. A vehicle with a visitor's permit may park in any area with the exception of those designated as "Reserved." FACULTY AND STAFF MEMBERS OR OTHER INDIVIDUALS WHO HOST WORKSHOPS OR CONFERENCES, ARE RESPONSIBLE FOR ARRANGING FOR PARKING WITH THE OFFICE OF PUBLIC SAFETY.

VIOLATIONS AND FINES

Citations for offenses which call for automatic revocation of the privilege to operate a vehicle in Virginia and those for which six (6) points, according to the Division of Motor Vehicles Coding System, may be assessed, must be resolved in the General District Court of Brunswick County: (1) driving under the influence of alcohol, (2) habitual offenders, (3) reckless driving, (4) driving without license (under revocation or suspension), and (5) failure to stop at the scene of an accident.

Citations for the violations which follow will be resolved by the College's Judicial System in those instances where the vehicle is registered with the College, and a Saint Paul's College citation is issued:

1.	Failing to drive to the right on a two-way street/driving in the wrong direction on a one way street	$10.00
2.	Failure to drive to the right and stop for police, fire or emergency vehicles	$10.00
3.	Failing to heed directions of an official sign and/or signal	$10.00
4.	Failing to heed the direction of an officer's signal	$5.00
5.	Obstructing or impeding traffic, hazardous stopping or parking	$10.00
6.	Parking on the grass	$5.00
7.	Parking in the wrong lot	$5.00
8.	Parking in a prohibited zone (e.g., loading zone, pedestrian crosswalk, any area painted yellow, fire hydrant, driveway of less than 20 feet from corner)	$5.00
9.	Parking on the wrong side of the street	$5.00
10.	Failing to park a vehicle within the boundaries of a	$5.00

	parking space	
11.	Parking in a reserved or restricted area	$5.00
12.	Parking in excess of the stipulated time in a timed area	$5.00
13.	Parking, unauthorized, in a space for the handicapped	$15.00
14.	Failure to display a proper decal and/or displaying a decal improperly	$20.00
15.	Disregarding the turn or stop signal of authorized driver	$5.00
16.	Wheel lock and associated offense	$35.00

WHEEL LOCK/TOW SANCTION

Three (3) unpaid traffic and/or parking fines shall result in enforcement of the wheel lock/tow sanction for a vehicle registered with the College. All unpaid citations and the $35.00 fee for removing the wheel lock must be paid before the wheel lock is removed. There will be an additional cost of $5.00 each day or fraction of the day the wheel lock is installed after the first twenty-four (24) hours, up to three (3) days. After three (3) days, the vehicle will be considered as abandoned and will be towed and stored. THE OWNER WILL BE RESPONSIBLE FOR EXPENSES ASSOCIATED WITH TOWING AND STORAGE. Costs related to the wheel lock sanction are to be paid at the Campus Security Office between 8:00 A.M. - 12:00 Noon and 1:00 P.M. - 4:00 P.M. Monday - Friday, or at the Campus Information Booth when the Campus Security Office is not open. The towing fee is paid to the service or towing service which removes the vehicle from the College grounds. The wheel lock fee must be paid before towing service is authorized to release the vehicle.

APPEAL PROCEDURES

Persons issued citations for Saint Paul's College traffic/parking violations shall be afforded the right of appeal. The "Right of Appeal" application must be filed within five (5) working days inclusive of the date which the citation was issued. The Appeal Form **[See Appendix B]** may be picked up from the Office of Public Safety or Campus Information Booth.

The appellant will be notified, in writing, when to appear before the Traffic Appeals Panel. Upon conclusion of the hearing, the appellant will be informed of the disposition of the appeal by the Chairman of the Traffic Appeals Panel. The appellant and appropriate officers will be informed by the Chairman of the Traffic Regulatory Commission, in writing, of the decision.

STUDENT PARKING
PARKING DECALS $20.00

All motor vehicles owned or possessed by students on campus must be registered in the Business Office of the College. Vehicles must be properly registered and the appropriate sticker must be displayed prior to being parked on College property. Special parking areas are provided for students; parking in other areas is prohibited.

PROGRAMS, CLUBS, ORGANIZATIONS AND SERVICES

STUDENT ACTIVITIES

There are many opportunities at Saint Paul's College for student involvement. Student organizations, leadership development experiences, intramural and recreational games and residence hall programs are but a few of the many ways students may get involved at the College.

The college experience is more satisfying and rewarding when the student is able to pursue his or her interests and demonstrate his or her talents and skills. Participating in extracurricular activities challenges the student's already limited schedule. However, by combining academics and other interests, the student actually becomes more disciplined in managing his or her time. Participation in extracurricular activities also helps the student develop and cultivate lifelong leadership skills. Students who wish to participate in activities, join an organization, pursue special interests, or assist in the planning of campus events should contact the Coordinator of Student Activities, or an officer or adviser of the respective organization.

The Coordinator of Student Activities is responsible for planning and implementing the College's activities. The Student Government Association has a major interest in the provision of campus-wide activities and events through both direct sponsorship and allocations to other organizations, all of which are involved in the development of the activities program.

THE STUDENT GOVERNMENT ASSOCIATION

The success of student government depends upon individual integrity and group responsibility for establishing and maintaining a democratic organization, which through group sanctions and equitable

law, protects the intellectual and spiritual freedom of the College community.

Student government is autonomous; it forms a basis for reasonable and mature thought and action and imposes a four-fold responsibility on citizens operating under its auspices: (1) the responsibility to themselves, (2) the responsibility to others, (3) the responsibility to and for the governmental system and (4) the responsibility for adhering to acceptable codes of conduct.

Constitution and by-laws are drawn up, elections are held, and officers are installed, and the mechanism stands ready to initiate student concerns and activity. The Constitution and by-laws are on file in the Coordinator of Student Activities office, and is available upon request.

The President of the Student Government Association must be a rising senior with a minimum academic average of 2.50, and the Vice-President must be a rising junior, with the same minimum academic average. The Coordinator of Student Activities serves the advisor to the Student Government Association.

GREEK-LETTER FRATERNITIES AND SORORITIES

The following Greek-Letter fraternities and sororities have established chapters at Saint Paul's College: Alpha Kappa Alpha, Alpha Phi Alpha, Delta Sigma Theta, Kappa Alpha Psi, Omega Psi Phi, Sigma Gamma Rho, Zeta Phi Beta, and Phi Beta Sigma.

The National Pan-Hellenic Council is an organization whose membership is made up of representatives from all undergraduate chapters. Its purpose is to coordinate the activities of the various fraternities and sororities.

PRE-ALUMNI COUNCIL

The Pre-Alumni Council promotes and preserves loyalty to Saint Paul's College and the College Fund. The doctrine of the Pre-Alumni Council is to teach its members the ethics of fundraising, develop minds, gain knowledge, learn, and grow.

STUDENTS IN FREE ENTERPRISE (SIFE)

Students in Free Enterprise (SIFE) works in partnership with businesses and higher education institutions to provide college students

with leadership experiences. SIFE establishes a variety of community outreach programs that teach others how to market economies and how a business operates.

HONDA CAMPUS ALL-STAR CHALLENGE (HCASC)

Honda Campus All-Star Challenge (HCASC) is a year-long, campus-wide activity. It brings together the whole campus community -- students, faculty, administration and alumni. The Q & A game combines academic material, popular culture and sports in a format emphasizing quick recall. African American history and culture is prominently featured in the questions.

The HCASC season involves two tiers -- the Campus Program and the National Championship. Campus competition takes place in the fall with all students eligible to play in the Campus Tournament. Sixty-four HBCUs qualify to attend the National Championship Tournament, held in the spring.

THE SCIENCE AND MATHEMATICS CLUB

The purpose of this club is to provide incentives to students, and cultivate a strong interest in science, mathematics and high technology. Also to develop, maintain and coordinate programs to *meet* the needs of the students and the community at large; to encourage improvement in scholarships and citizenship; to promote college loyalty; to provide improvement of the channels of communication between the administrators, faculty and students; to provide training for students in effective leadership. Membership to this club is open to all students regardless of their majors.

PHI BETA LAMBDA

Phi Beta Lambda is a national organization for all students in post-secondary schools and colleges enrolled in business, office, or teacher education programs. The purpose of the organization is to "provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education."

The Alpha Rho Chapter of Phi Beta Lambda (Chapter #61) was established in 1945 and was the first College chapter to be established in the state of Virginia.

STUDENT VIRGINIA EDUCATION ASSOCIATION NATIONAL EDUCATION ASSOCIATION

The Student Virginia Education Association - National Education Association is comparable in structure and program to the Virginia Education Association and National Education Association. It functions as an integral part of both organizations. Its major goals are to strengthen and unify special-interest groups and to promote the cause of education in the United States. It seeks to advance the interest of the teaching profession and to enhance the quality of education in Virginia and in the nation. It is a pre-professional association for college and university students.

Any student enrolled at Saint Paul's College may become a Student VEA-NEA member by joining the Nellie Pratt Russell Chapter of Student VEA-NEA, which is the local unit of the organization.

ROTC

Army ROTC (Reserve Officers Training Corps) is a program which combines College courses in military science with summer training sessions to turn students into officers. Upon successful completion of the program and graduation, Cadets are awarded a commission as a second lieutenant in the U.S. Army, the Army National Guard or the U.S. Army Reserve.

ROTC enhances a student's education by providing unique leadership and management training, along with practical experience. It helps a student develop many of the basic qualities necessary for success in the Army or a civilian career. ROTC provides students a valuable opportunity to build for the future by enabling them to earn a College degree and possibly an officer's commission at the same time. The ROTC Department should be contacted about the scholarship program.

ROTC cadets will find that their background and experience in ROTC and/or the Army can be a valuable asset if they decide to pursue a civilian career. The practical experience they gain by leading people, managing money and equipment, and making things happen, can place them far ahead of other College graduates competing for jobs leading to top management positions.

SINGLE PARENT SUPPORT SYSTEM (SPSS)

Women and men who are single parents may, as a result of divorce, widowhood, abandonment, separation or have never been married; qualify for placement in the Single Parent Support System. The education program within the SPSS operates on a twelve-month basis. The SPSS participants, many of whom receive assistance from the department of Social Services, are enrolled in a three year degree program. Tuition is paid by the participants and private sources. The College provides counseling, child care, seminars on parenting, and housing for the families. It is viewed as an opportunity for the continuation of an education for parents, and their children, who aspire to be the best.

Students accepted into the SPSS must attend summer school and are under the same code of conduct as other residence hall students. In addition to adhering to the rules and regulations stipulated in the Saint Paul's College Student Handbook, parents in the SPSS Program must abide by the SPSS supplemental handbook and contract which can be obtained, at registration, from the Office of the SPSS Program Director. The contract includes special conditions pertaining to the student's conduct and behavior. SPSS students are subject to the same penalties and disciplinary actions as other traditional students who violate the General Rules and Regulations and Codes of Conduct of Saint Paul's College. When a student in the Single Parent Support Program is suspended, she/he must make special arrangements for his/her child or children. Saint Paul's College is not under any special obligation to care for or make special accommodations for the child or children when the parent is suspended or has any other type of disciplinary action taken against him/her. Also, included in the SPSS contract are conditions pertaining to living, family maintenance, responsibility for the children's welfare, and academic expectations.

HONOR SOCIETIES

The following Honor Societies and organizations have active chapters on campus:

Alpha Kappa Mu Honor Society - Any traditional student who is registered and in good standing at Saint Paul’s College, who is of junior standing and who has earned not less than sixty percent of credit toward a degree, and who has an overall grade-point average of 3.3 or above, is eligible for membership in the Alpha Pi Chapter of Alpha Kappa Mu, a national honor society. A transfer student must earn 30 semester hours at Saint Paul’s College in order to become eligible for election. All

college work will be counted in determining the cumulative grade-point average.

Alpha Sigma Lambda Honor Society – Non-traditional members must be matriculated and have a minimum of twenty-four graded semester hours or the equivalent at the institution in an undergraduate degree program. Those students must have a minimum CGPA of 3.2 on a 4.0 scale or its equivalent to be eligible for the Chi Beta Chapter of Alpha Sigma Lambda, a national honor society. All college work will be counted in determining the cumulative grade-point average.

Sigma Tau Delta - an international English honor society for students with G.P.A.s of 3.0 or above who have completed 6 college credits of English literature above the freshman level.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)

The Fellowship of Christian Athletes has been challenging coaches and athletes on the professional, college, high school, junior high and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA is the largest Christian sports organization in America. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ.

DOMINION LEADERSHIP PROGRAM

The Dominion Leadership Program is sponsored by a grant from the Dominion Foundation. Students receive scholarships each year of successful participation. In exchange, they agree to use their time and talent to contribute to campus life and to serve as informal ambassadors for the College.

INTRAMURALS AND RECREATIONAL PROGRAMS

Through the Department of Athletics a diverse program of intramural sports is promoted. All registered students are eligible to participate in these activities. Some of these activities are: aerobic fitness classes, a Walk Program for students, faculty, and staff who like to walk for exercise. Weekly tournaments are conducted for the following activities: flag football, bowling, 3-on-3 basketball, volleyball, billiards, ping pong, spades (cards), tennis doubles, foul shooting, and dual superstars. The weight room, outdoor basketball courts, gym and tennis courts are open for “free” play/recreation during specified times. Students may check out equipment with their college ID card.

THE SAINT PAUL'S VARSITY CLUB

The object of the Saint Paul's College Varsity Club, through intercollegiate athletes, shall be to promote wholesome competition to foster high standards of sportsmanship, to encourage fraternal spirit among players, to maintain a common interest, and dedication to all phases of college life. To be eligible for membership in the Varsity Club, one must participate in one of the required sports for two *years* and earn at least one letter.

The criteria for earning a letter in the following sports are:

1. Baseball - Participate in at least three-fourths of the games played with a minimum of two innings per game.
2. Basketball (M&W) - Participate in three-fourths of games played with an average of five minutes per game.
3. Football - Participate in three-fourths of games played.
4. Golf - Participate in three-fourths of matches played with a score of 100 or less in one-third of the matches and/ or qualify to participate in the CIAA championship.
5. Softball (women) - Participate in at least three-fourths of the games played with a minimum of two innings per game.
6. Tennis - Participate in three-fourths of matches played and/ or qualify to participate in CIAA Championship meets.
7. Track - Participate in a least three track and field meets and/ or earn points in the CIAA Championship meets.
8. Volleyball - Participate in three-fourths of games played.
9. Cheerleaders - Cheer at ninety percent of all basketball games.

Three letters must be earned to be awarded the Saint Paul's athletic sweater, two of the letters must be awarded in the same sport; or

Upon recommendation of the coach, a specialist and/ or an injured participant may earn a letter; or

Upon recommendation of the coach, student helpers in athletics may be eligible for letters and sweaters; and

The student athlete is required to complete the season in good standing to be eligible for Saint Paul's letter.

ACADEMIC ROUNDTABLE

The Saint Paul's College Academic Roundtable was created to provide students with another alternative to the traditional learning environment. The Roundtable is a thought-provoking and intellectually stimulating forum where students meet in small groups to discuss

significant issues and topics relating to their ethnic history, and the cultural matrices that surround them and influence their lives. A discussant leader opens the roundtable by challenging the student's critical thinking and oral communication skills. The discussion is then followed by the fervent dynamics of group interaction which culminates the roundtable experience. Participants in the Academic Roundtable also have the opportunity to obtain academic credits.

LECTURE AND ARTISTS SERIES

The College provides a carefully planned Lecture and Artists Series featuring prominent lecturers and concert artists of the highest repute. The selection of scholars and concert artists meets the standards of excellence.

THE SAINT PAUL'S COLLEGE CHORAL SOCIETY

The Choral Society serves the College, Memorial Chapel, and community with a versatile repertoire throughout the school year. Members of the Choral Society also have the opportunity to participate in small ensembles and to perform as soloists. Students who participate actively receive one half credit per semester.

CENTER FOR ACADEMIC SUPPORT SERVICES (CASS)

During the 1995-96 academic year, the Program Review Committee at Saint Paul’s College recommended that consideration be given to the establishment of a Center for Academic Support Services. The Saint Paul’s College Board of Trustees approved this program, and the Center for Academic Support Services (CASS) became a reality during the 1996-97 academic year.

CASS is designed to provide a more centralized approach to assisting students with academic, social, and personal development. The main objectives of CASS are:

1. to provide services that will improve student retention and increase the graduation rates of students at Saint Paul’s College.
2. to assist students in the areas of personal and social development, coupled with educational planning and career awareness.
3. to ease enrollment tensions and possible College pitfalls through advisement, counseling, tutoring services, instructional workshops, and College program selection.

The Center for Academic Support Services is staffed with a director, counselor, lab monitor, and secretary who are all readily accessible to students and whose main focus is to assist all students in need. CASS offers computer accessibility, study centers, textbook check-out, scholarship opportunities, resume assistance, instructional workshops, peer tutors, online resources, and other student assistant functions.

The Center for Academic Support Services is located in Rooms 101 and 102 on the lower level of Russell Hall. CASS is open five days a week (Monday-Friday, 8:00 AM- 5:00 PM). CASS is comprised of the following components:

1. Freshman Studies, Honors Support Program, Student Support, and Student Retention
2. Testing and Special Services
3. Tutorial Services

The primary goal of CASS is accomplished through a carefully planned and executed strategic program that includes on-going evaluations of services and programs by administrators, faculty, staff, and students.

CAREER SERVICES CENTER

MISSION

Career Services Center is a developmental process and must be fostered during the entire period of a student's involvement with the institution. The primary purpose of Career Services Center must be to aid students in developing, evaluating, and effectively initiating and implementing career plans.

INTRODUCTION

To succeed with your career plans, there must be an on-going plan of action leading to the realization of your career goal. This process involves a periodic assessment of self as you climb the career ladder of success. This self assessment is matched with the other essentials of career planning and preparation that include academic preparation, occupational exploration, and self-concept development, experiential learning, and employability skills.

INTERNSHIP OPPORTUNITIES

Internship Opportunities provide the student with hands-on work experience in an employer-employee relationship. This experiential learning gives the student the opportunity to apply academic theory, concepts, and principles in a real work environment. The Center serves as the resource in placing students with an approved employer.

To participate in an internship program, the student must be in good standing with the College, have a 2.5 GPA, and have completed the sophomore year. The student completes an application which is obtained from the Career Services Center, and receives the approval of the advisor, a faculty member, and the Department Chair. The student must also write a 300 word essay. For academic credit, the student must register for the co-op or internship following the regular course registration procedure.

In many instances, the student is paid for services rendered in the internship. Some internships might require a semester or summer, while in other situations the student might parallel an internship with other classes.

In today's highly competitive and global job market, we strongly urge all students to participate in an internship experience. This on-the-job experience will look good on the resume and enhance the student's competitive edge for employment.

STUDENT HEALTH SERVICES

WHO IS ELIGIBLE TO USE STUDENT HEALTH SERVICES?

All students enrolled at Saint Paul's College must have a health record on file and properly immunized against measles, mumps, Rubella, Diphtheria, Tetanus PPD skin test (within one year), polio and Hepatitis vaccines. We strongly recommend the meningococcal vaccine.

Students will be seen on a walk-in basis. Faculty and staff may use the facility as well.

WHAT WILL IT COST?

The Student Health fee is automatically included in the comprehensive fee collected with your tuition at the beginning of the semester. It includes: nursing visits and physician sick call visits. It does not cover: visits to the emergency room, hospitalization, prescriptions or

other laboratory tests. Insurance fees may be waived by parents if the student is covered under their insurance.

CLASS ABSENCE EXCUSES

Student Health Services will provide absence excuses in very limited instances:

1. Locally hospitalized students.
2. Students who are sent home by Student Health or Student Affairs Personnel.
3. Students who are told by Student Health Personnel (LPN or Physician) to go on bed rest or limited activity.
4. Verification of illness from Resident Hall Supervisors or licensed physician.

Excuses of this nature are based upon specific criteria and are NOT given upon student request.

WHAT SERVICES ARE AVAILABLE?

- Local physician for acute illness or health problems. Services are available by appointment only at Lawrenceville Medical Center.

- Licensed Practical Nurse (on campus daily); first aid, screening minor health problems with appropriate referral, Heath & Wellness education materials.

Health Education Programs

Part of your education should be the development of conscious awareness of good physical and mental health. Free literature on various health topics are available. Periodic health screenings and clinics are available upon request.

NOTE: All student appointments must be made or authorized by the College Nurse or Administrative Personnel before seeing local physician.

HEALTH INSURANCE

Every student enrolled in Saint Paul's College must provide proof of medical insurance. Information regarding school health insurance for athletes is available in the Financial Affairs Office.

PHARMACY

Rite-Aid is the local pharmacy. Students are responsible for their own prescriptions. The telephone number is 434-848-4247.

LOAN POLICY

Crutches and other orthopedic supplies are available for loan without charge.

OTHER SERVICES

Other services are available at the local Health Department. For further information call (434) 848-2525.

WHAT IF I NEED CARE AFTER HOURS?

Please contact the Residence Hall Supervisor and the nurse will be called. Emergency care will be provided at Community Memorial Health Center, South Hill, Virginia, (434) 447-3151, or Southern Virginia Regional Medical Center, Emporia, Virginia, (434) 348-4400.

WILL MY VISITS BE CONFIDENTIAL?

All visits made to Health Services are kept strictly confidential. No one has access to your health records without written permission from you. The only exception would be a court issued subpoena.

STUDENT HEALTH HOURS

MONDAY -FRIDAY	8:30 AM- 5:30 PM
TELEPHONE	434-848-6455 EXT 455
LOCATION	Louie Taylor Letcher Memorial Building
STAFF	Dr. Christopher Ackerman Local Physician
	Ms. Barbara Newell, LPN Campus Nurse

COUNSELING SERVICES

Saint Paul's College considers counseling a major adjunct for the development of the total student academic and personal problems. Adjustment difficulties, parental conflicts, financial concerns and sex role awareness are areas of frequent frustration for students.

Counselors and peer counselors, who are trained, are available to assist students in order to enhance and insure academic success.

New students are urged to make counseling appointments as soon as possible. Counseling appointments may also be made with the Director of Counseling/Testing or in the office of the Vice-President for Student Affairs. All counseling is confidential.

STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 protects the rights of persons with disabilities. The Rehabilitation Act specifies that no one with a disability can be excluded from participating in federally funded programs or activities, including elementary, secondary or postsecondary schooling. The 504 plan was put into place so that students with disabilities will be given the opportunity to perform at the same level as their peers.

DISABILITY DEFINED

A disability is defined as a physical or mental impairment that substantially limits one or more major life activities. Some recognized physical and/or mental impairments are:

Attention Deficit-Hyperactive Disorder (ADD/ADHD)
Hearing Impairment
Learning Disability
Physical/Mobility Impairment
Psychological/Psychiatric Disabilities
Traumatic Brain Injury
Visual Impairment
Communicable Diseases
Chronic Conditions (Asthma, Allergies & Diabetes)

Saint Paul's College will offer assistance in identifying and arranging reasonable accommodations, however this will be based upon individual need.

The accommodations may include the following:

Wheelchair ramps
Blood sugar monitoring
Priority registration and scheduling
Extended time for exams, papers and projects

Exam proctoring
Cassette taped lectures and texts/materials
Cassette taping of texts/materials
Alternative formats for printed materials
Learning lab and Assistive technology
Note taker
Readers
Personal counseling
Referrals

While self-identification is strictly voluntary, it is to the student's advantage to participate in this process as early as possible.

Records and information concerning students are confidential.

RULES AND REGULATIONS GOVERNING FRATERNITIES, SORORITIES, AND SOCIAL FELLOWSHIPS

1. To be eligible for initiation into a National Pan-Hellenic Council or independent fraternity, sorority, or social fellowship, the following requirements must be met:
    a. A student must have obtained second semester freshman standing (at least 15 semester hours, without developmental hours).
    b. The minimum cumulative grade point average required for initiation is set by each fraternity, sorority, or social fellowship but must not be below 2.50.
    c. A student must be in good financial standing with the College (account paid in full for the semester).
    d. A student must exemplify good citizenship. There must not be any disciplinary action taken against him or her by any office or official of the College.
    e. Prospective transfer members having earned 15 semester hours at SPC and a cumulative grade point average of 2.50 or better are eligible for initiation; however, some organizations may require a GPA higher than 2.50. The student must be a full-time student.
    f. Transfer students from community/junior colleges with junior standing may be eligible for membership after one successful semester at Saint Paul's College.
2. An initiation may be once each semester, and must be supervised by the faculty or advisor of the organization or his/her designated representatives.

3. The dates for initiation for each semester will be determined by the National Pan-Hellenic Council.
4. Initiation activities must not interfere with the class activities, work assignments or any other student obligations.
5. All approved prospective members will appear before the Advisor of the National Pan-Hellenic Council and the Vice-President for Student Affairs for a review of their rights during the period of fraternity or sorority membership intake. During the meeting each prospective member is to report all violations and to waive commitment to oath of secrecy if such conflicts with rules and regulations established to govern fraternities, sororities, and social fellowships.
6. Within five (5) days after an initiation, the fraternity or sorority must submit to the National Pan-Hellenic Council a copy, properly endorsed showing the date of initiation and the names of the students initiated to be submitted to the Vice-President for Student Affairs.
7. During the membership intake process and initiation, there must be no brutality or any other form of hazing. Those fraternities and sororities that have maintained the interview process shall not under any condition use this privilege to cause intimidation, humiliation, social or other ostracism, ignominy, shame, disgrace, ridicule, or belittlement of perspective members. Any violation is subject to disciplinary action including suspension and/or expulsion.
8. Each fraternity, sorority, or social fellowship is required to file two (2) weeks after a semester has begun a complete alphabetical list of the names of all members of the organization with the Director of Registration and Records and the Vice-President for Student Affairs, through the Advisor of the National Pan-Hellenic Council. This list will be used to determine the scholarship standing of the group for that semester.
9. A fraternity, sorority, or social fellowship failing to maintain a group semester average of 2.50 as indicated by the Director of Registration and Records scholarship report shall be placed on probation until the scholarship average is attained. Probation is defined as withdrawal of the privilege to sponsor functions or to initiate any students of the College.
10. No activity of any kind, on or off campus, shall be engaged in by any fraternity, sorority, or social fellowship that is not in keeping with these rules and regulations or that is not in the best interest of the College. The maximum penalty for violations of rules and regulations governing fraternities, sororities, and social fellowships at Saint Paul's College shall be permanent suspension.

11. Each fraternity and sorority shall have responsibility for its own activities. The advisor shall be a member of the respective organization and shall be a member of the College faculty or staff.
12. Advisors will be held responsible for any infraction of these regulations, along with the organization itself. Advisors shall have the authority to suspend any fraternity, sorority, or social fellowship member they advise, pending an investigation by the National Pan-Hellenic Council and/or Student Faculty Judiciary Panel.
13. Formal informational seminars shall be determined by the National Pan-Hellenic Council.
14. All fraternity, sorority, or social fellowship activities associated with the membership intake process and initiation will cease on or off campus between the hours of 11:00 P.M. and 7:00 A.M. daily. Further, any individual violations occurring after Chapter suspension will be dealt with on an individual basis. In this event, the individual will be subject to suspension from the College for a period not less than one semester. (To prevent misunderstanding, this rule applies to members as well as prospective members.)
15. The Appeals Process: Should a Chapter and/ or prospective member feel that it/he/she has grounds for appealing a grievance or concern relating to a manner pertaining to a fraternity, sorority or social fellowship, the following procedure must be followed: **(Special Note: Decisions made by the President have final appeal authority).**
    a. Confer with the Chapter Advisor for a resolution of the grievance or concern.
    b. For grievances or concerns that cannot be resolved at the Chapter level, they may be appealed to the advisor of the National Pan-Hellenic Council in writing. The period for submitting an appeal is within three working days after the development of the grievance or concern. The Advisor of the National Pan-Hellenic Council may render a decision or refer the matter to a special committee composed of all Chapter Advisors and Chapter Presidents. The decision rendered by the National Pan-Hellenic Council Advisor or the committee may be appealed to the President of the College.
    c. The President of the College, in acting on an appeal, may exercise the power of his/her office to render final decision or refer the matter to another administrative body to advise. In any event, the decision of the President is final.

DEFINITION OF TERMS RELATED TO FRATERNITIES, SORORITIES, AND SOCIAL FELLOWSHIPS

1. Eligibility for Membership: In order to become eligible for membership in a fraternity, sorority or social fellowship at Saint Paul's College, a student must possess the following minimum requirements:

    a. Student must have earned a total of 15 semester hours, excluding developmental hours. (See "E" of Rules and Regulations Governing Fraternities, Sororities, and Social Fellowships)
    b. A student must have a cumulative grade point average of 2.5 or better.
    c. A student must be in good financial standing with the College (account paid in full for the semester).
    d. A student must not be under any disciplinary action by the College.
2. Activities Associated with Prospective Membership:
    a. Provide members of the organization with more intimate knowledge of prospective members.
    b. Activities prohibited during the membership intake process:
        i. Membership activities may not interfere with class responsibilities, work assignments, or other student obligations such as choir, band, athletic participation, etc.
        ii. Hazing of prospective members in any form (mental or physical) is prohibited. Hazing is defined below.
        iii. Prospective members may not *be* required to eat of mixtures of food, or to be given any items to be placed in or about the mouth. Prospective members are not to be required to participate in any activity that is potentially hazardous to their health or life.
3. Hazing: At Saint Paul's College, hazing is defined in accordance with the dictionary definition of the term which is as follows;
    a. To initiate or discipline fellow students by means of horseplay, practical jokes, and tricks, often in the nature of humiliating or painful ordeals.
    b. Infliction of excessive work. A harassment by abusive or ridiculous treatment.
    c. To oppress, punish, or harass by forcing to do hard unnecessary work. More specifically, there shall *be* no

paddling of students, or infliction of abuse or humiliation of students which could cause harm to the prospective members. Also, perspective members are not to be required to eat odd mixtures of food or to be given any other items to be placed in or about the mouth. The organization shall have total responsibility for an injury sustained by a student in the performance of any tasks required by any member or members of the organization in connection with the membership intake process and initiation.

Moreover, the Virginia law specifically prohibits hazing, and has stated penalties for such acts. Virginia's law on hazing is stated as follows: 18:2-56. Hazing unlawful; civil and criminal liability duty of school, etc. Officials-it shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury to any student at any school, college or university. Any person found guilty thereof shall *be* guilty of a Class 1 Misdemeanor, unless the injury could *be* such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise, provided by law for the punishment of such felony. Any person receiving bodily injury by hazing or mistreatment shall have right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The President or other presiding official of any school, college or university, receiving appropriations from the State Treasury shall, upon satisfactory proof of the guilt of any student found guilty of hazing or mistreating another student so as to use bodily injury, expel such student found guilty and shall make a report thereof to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall present the same to the grand jury of such city or county convened next after such report is made to him. (Code 1950, 18.1-17; 1960,358; 1975, cc. 4,15).

a. Those fraternities and sororities that have maintained the interview process shall not under any condition use this privilege to cause intimidation, humiliation, social or other ostracism, ignominy, shame, disgrace, ridicule, or belittlement of prospective members.

4. Initiation: Initiation is the oath of allegiance taken by a candidate for membership in his/her chosen organization. Each organization has its own ritual or ceremony of initiation.

5. Underground Activities:

   a. Holding unauthorized meeting (meetings held without the Graduate Advisor).

b. Holding off-campus activities, parties, and meetings without the approval of the Graduate Advisor and the Vice-President for Student Affairs.
c. Sponsoring membership intake and initiation activities during suspension of the organization or at any other time that the fraternity and or sorority is not recognized as an officially functioning organization on the campus of Saint Paul's College.
d. Sponsoring sweetheart organization and or activities.

REGULATIONS FOR THE GOVERNANCE OF SOCIAL CLUBS

1. Social clubs must have an advisor who is a member of the faculty or staff.
2. If possible, the College will provide a place for social clubs to meet; however, no permanent location will be available. Headquarters shall be on campus.
3. Membership intake and initiation shall be governed by the organization's constitution.
4. There shall be only one membership intake period per semester for upperclassmen. This intake period shall coincide with that approved for fraternities and sororities.
5. Members of social clubs shall not require aspiring members to perform personal chores or any other duties that will interfere with the major purpose of College attendance.
6. The names of candidates for membership must be cleared through the Registration and Records Office and presented to be approved by the Vice-President for Student Affairs.
7. Until a social club council is formed, the Student Affairs Committee will serve as the governance body for social clubs.
8. A student to be initiated must have achieved sophomore status with a cumulative average of at least 2.50 and be in good standing with the College (account paid in full for the semester). Eligibility for initiation must be cleared through the Director of Registration and Records and the Vice-President for Student Affairs.
9. Each prospective member shall be cleared through the Vice-President for Financial Affairs at least 16 days before initiation.
10. A transfer student otherwise eligible must have completed one semester of work at the College before initiation into any social club.
11. The social clubs and the National Pan-Hellenic Council shall jointly select a period of time after the mid-semester examinations for the approval of the Calendar committee for all

initiation activities, and the social clubs will hold a jointly sponsored party in lieu of any private parties. All activities during this time period except the jointly sponsored party must end by 11:00 P.M.

12. The maximum number of days for the intake process shall not exceed 5 days. Secret intake periods are prohibited.

GENERAL POLICIES/PROCEDURES

DRESS CODE

The Saint Paul's College Dress Code is based on the fundamental belief that learning and understanding the significance of appropriate manners of dress are core components of a complete education. Therefore, we must continue to strive for not only the highest levels of educational achievement but also strive for the highest levels of professional development. In doing so, the following measures have been adopted to ensure that each individual student demonstrates the ability to dress in a manner that portrays a sense of integrity and strong moral judgment, while promoting a safe and positive atmosphere for the College.

The continuous enforcement of this policy will ensure that the students of Saint Paul's College meet the critical need for appropriate dress. Students who fail to adhere to this dress code policy will be in violation of the Saint Paul's College Student Code of Conduct and will be subject to disciplinary actions. Students will be denied admission to campus buildings, functions, events, and the classroom if their dress is inappropriate.

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

1. Do-rags, stocking caps, skullcaps and bandanas are prohibited at all times on the campus of Saint Paul's College. These forms of dress may be worn only in the privacy of your residence hall living area. Appropriate seasonal headwear is acceptable, but must be removed and remain removed inside all College buildings.
2. Head coverings and hoods for men is prohibited in all campus buildings. Head coverings, head scarves, and hoods for women are prohibited in all campus buildings.

3. Midriffs or halter tops, mesh shirts, netted shirts, tube tops or cutoff t-shirts are prohibited in all campus buildings with the exclusion of your residence hall living area.
4. Short shorts and short skirts are prohibited.
5. Clothing with derogatory, offensive and/or lewd messages, illegal depictions, or any reference to drug usage or depicting violence either in words or pictures are explicitly prohibited.
6. Men's undershirts of any color worn outside of the private living quarters of the residence halls are prohibited. However, sports jerseys are acceptable.
7. Undershirts or A-Line t-shirts *(commonly referred to as wife-beaters or beaters)* are prohibited anytime outside of the privacy of your residence hall living area.
8. All pants and shorts must be belted at the waist for both men and women. Any attire that allows your underwear or undergarments to be visible is prohibited.
9. Shoes, boots and other types of footwear must be designated as footwear made for outside wear. House slippers for both males and females outside of the residence halls are prohibited.
10. Pajamas, hair rollers and bedroom slippers shall not be worn while in public or in common area on the campus.
11. The dress for all Chapel services is business attire.

Students are expected to dress appropriately for all campus functions and events. Questions about what is acceptable and unacceptable should be addressed to the Division for Student Affairs. Those students requiring an exemption from certain restrictions on dress because of religious or cultural beliefs must file those appeals with the Division for Student Affairs.

CHAPEL RULES AND PROTOCOL

1. Every student taking Orientation 111 or 112 must attend Wednesday Chapel, Fall Convocation, Founder's Day, Freshman Sunday, and Honor's Day.

2. Every student taking Orientation 111 or 112 must have a working Saint Paul's College email address.

3. Chapel begins at 10:00 a.m. every Wednesday the College is in session, and ends at 10:50 a.m. unless otherwise indicated.

4. **The dress for all Chapel services is business attire.**

5. All orientation students are required to sit with their class, by gender, and class instructors.

6. All orientation instructors are required to take and keep, their own roll.

7. All orientation students arriving more than five minutes late for Chapel worship service will be considered late. These students will get no credit for attendance, can only enter the Chapel when instructed to do so, and will sit in the latecomers seating by the door.

8. Behavior violations in Chapel will have the following consequences: 1st infraction will constitute a warning, the 2nd infraction will constitute **NO** credit of attendance, and the 3rd infraction will constitute a failing grade.

9. Students may be written up for various infractions including:
   a. being disrespectful to God or their neighbors
   b. being disruptive
   c. improper attire
   d. sleeping in the Chapel
   e. inappropriate physical contact
   f. fighting
   g. using electronic devices in Chapel
   h. being destructive of College property
   i. failure to present proper College ID upon request
   j. inappropriate talking or bad language
   k. not paying attention
   l. eating or drinking in the Chapel and etc.

STATEMENT FOR COLLEGE ADMITTANCE OF STUDENTS WITH HIV AND/OR AIDS

AIDS stands for the Acquired Immune Deficiency Syndrome. It is a disease that is caused by a virus known as HIV. HIV stands for the Human Immunodeficiency Virus. HIV attacks and destroys the immune system, which protects us from all types of infection and diseases.

Therefore, a statement on the admittance of HIV/AIDS persons into our College community is required.

Any person diagnosed with the HIV/AIDS virus MUST COMPLY with the medical advice and directions set forth by the College physician. All reports relating to blood spill incidents, should be turned in to the College physician's office immediately.

BACKGROUND

Persons can be infected with HIV and not have AIDS. Once a person is infected with HIV, the average time it takes to develop AIDS is about ten (10) years. This time may be much shorter or longer depending on the strength of the person's immune system. Evaluations must be made on students known to be infected with human T-cell Leukemia virus type III lymphadenopathy - associated virus (HTLV-III/LAV) including students:

1. with AIDS as defined for reporting purposes.
2. diagnosed as having an illness due to infection with HTLVIII/LAV, but who does not meet the case definition, which is referred to as AIDS Related Complex (ARC).
3. who are symptomatic but has virologic or serologic evidence of infection with HTLV-II/LAV.

It is important that serologic screening tests for HTLV-II be confined by specific tests to eliminate false positive serologic testing. A true positive testing on an individual would have a high probability of being infected with HTLV-III and therefore, become a potential risk of transmitting the virus to others.

RECOMMENDATIONS

1. Students infected with HIV/AIDS should be allowed to attend College in an unrestricted manner with the approval of the College physician. HIV/AIDS/ARC viruses have the potential for transmission, therefore it is recommended that close observation be given to these cases. Based on present data, the benefits of unrestricted College attendance of the student outweigh the possibility that they will transmit the virus in the College environment.
2. Some infected students may pose a greater risk to others in College, those who lack control of their body secretions, who display behavior such as biting, or who have open skin sores

which cannot be covered may require a more restricted College environment.

3. Identifying individuals, including the College physician, who have the qualifications to evaluate whether an infected student poses a risk to others. If it is determined that a risk exists, the student shall be removed from the classroom until a subsequent review can be conducted. A plan for periodic review shall be established at the time of the review.

4. It is essential that persons involved in the care and education of an infected student, respect their right to privacy. All information regarding records, health service visits and support services should be kept strictly confidential. **No one has access to health records without written permission. The only exception would be a court issued subpoena.**

SOURCES OF INFORMATION:

CDC National AIDS Clearinghouse
P. O. Box 6003, Rockville, MD 20850
Center for Disease Control and Prevention
National AIDS Hotline (800) 342-2437
National SID Hotline (800) 227-8922
AIDS Hotline/Spanish (800) 344-7432
AIDS Hotline/Hearing Impaired (TDD) (800) 243-7889

THE JAMES SOLOMON RUSSELL MEMORIAL LIBRARY

The James Solomon Russell Memorial Library, also known as the Russell Memorial Library is named in honor of the Reverend James Solomon Russell, founder of the College. The Russell Memorial Library houses a wide variety of print and non-print resources to serve the instructional, research and general information needs of the College community.

MISSION

It is the mission of the Russell Memorial Library to serve the research and general information needs of the College community, to provide our patrons with the most accurate information in the fastest and most efficient manner, and to aid students in their ability to live, learn, and lead in a technological and global society.

LIBRARY HOURS

Sunday	1:00p.m.-9:00p.m.
Monday through Thursday	8:00a.m.-10:00p.m.
Friday	8:00a.m.-5:00p.m.
Saturday	Closed

CIRCULATION SERVICES

All books except reference books may be checked out by students eligible to use the library. The use of **TigerCat** is necessary in selecting books and locating them among the shelves or stacks. If assistance is needed in locating materials, consult the attendant at the Circulation/Reference Desk. Books for general circulation may be checked out for a period of three weeks with renewal privileges. Students must present a valid identification card. Borrowers assume personal responsibility for books charged out in their names, including safe return on or before due date and replacement if lost or damaged. Although the library notifies borrowers about overdue books, this notice is a service rather than an obligation. Neither the failure of the Russell Memorial Library to issue an overdue notice nor the failure of the borrower to receive such a notice alters the responsibility of the borrower. Students will be charged $50.00 per book lost or damaged (cost includes the cost of the book and processing).

The office of Financial Affairs will be notified of the fees incurred by the student one week prior to the last day of classes each semester. Permits to take final examinations will not be issued until all books have been returned or all fees are paid.

REFERENCE SERVICES

The Reference Collection contains encyclopedias, indexes, dictionaries, government publications and other materials that are consulted for specific information. Reference resources are also available via the library's webpage www.saintpauls.edu

PERIODICALS

The Russell Memorial Library subscribes to 125 periodicals and newspapers. The library receives a number of gift subscriptions. Current issues of magazines, journals, and newspapers in formal paper are housed on the main level of the library. Bound periodicals are housed on the lower level and microforms are kept on the East Wing of the library.

Online titles and databases can be found via the library's webpage www.saintpauls.edu

FACULTY RESERVES

Faculty members may request that certain books or articles be placed on reserve. The books or articles are shelved behind the Reference/ Circulation Desk and are to be used in the library during regular library hours. Unless requested by a faculty member, no reserved materials may be checked out of the library. Students must present a valid ID to check out any reserved materials**.**

PHOTOCOPYING SERVICES

A coin operated copying machine is located on the main floor adjacent to the circulation desk. Copies may be made for a charge of $.10 per page.

LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) is located in the lower level of the library. The LRC houses a variety of audio visual materials and equipment for the educational enhancement of the College community. The LRC maintains the following hours: 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday-Friday. Faculty and students may check out materials and equipment for classroom use. Requester must present a valid form of ID to check out materials from the LRC and complete a Equipment Material Request Form. Requests for media services and equipment must be made at least one (1) business day in advance. The requester assumes all responsibility for all materials checked out under his or her name. The LRC also provides the use of an audio visual classroom. Faculty may use the classroom to show movies or presentations to their class. Students may use the LRC classroom to produce audio visual presentations for class assignments or projects. For further details of services provided by the LRC please contact the LRC personnel.

INFORMATION LITERACY PROGRAM

The Russell Memorial Library's Information Literacy Program is designed to teach faculty, staff, and students how to effectively locate, evaluate and utilize library resources. As part of the library's mission we believe library skills are essential to each patron's ability to live, learn, and lead in a technological and global society.

ARCHIVES

The Russell Memorial Library Archives was established in 1996 through a grant funded by NAFEO. The purpose of the Archives is to ensure the preservation of past records for future generations. The Archives currently consists of the Board of Trustee records, papers of past presidents, historical photographs, yearbooks, and other historical documents. The Archives is available Monday through Friday 8:30 a.m. to 5:00 p.m.

COMPUTING AND NETWORK ACCEPTABLE USE POLICY

POLICY STATEMENT

Saint Paul's College provides computing and networking resources to its students, faculty and staff for educational and instructional use. The use of the College's computing and network resources is a privilege. The College may provide use to other users at its discretion. All users are expected to exercise personal and professional responsibility, and integrity when using College property.

This policy applies to all users of College owned or managed computer-related equipment, computer systems, networks and all information contained within.

POLICY

A. Saint Paul's College enforces necessary restrictions to protect its computing and network resources, which can be revised from time to time. A user's privileges may be revoked for unauthorized or inappropriate usage. The Director of Information Technology or designee is authorized to temporarily suspend user privileges if he or she deems appropriate until a final resolution is made. The College desires to maintain user privacy and avoid unnecessary interruption of user activities; however, the College reserves the right to investigate concerns or implications of unauthorized or improper use of it resources.
B. The campus network and all peripherals and associated software are the property of Saint Paul's College. No College property is to be used for:
    1. purposes incompatible with College policies, procedures, protocols or applicable laws
    2. unauthorized commercial enterprise
    3. harassing, fraudulent or threatening purposes

4. pirating software, music or images.

Listed below are nonexclusive examples of those that are not permitted and may lead to suspension or revoking of user privileges and other penalties or discipline:

A. unauthorized access or attempts to gain unauthorized access.
B. unauthorized disclosure of confidential information, or violation of user confidentiality.
C. misrepresenting or attempting to misrepresent one's identity.
D. altering or tampering with the configuration of computers in student labs and other common areas, or installing unauthorized games or other programs on their hard disks or on the shared-files area of the file servers.
E. any network activity that impedes the flow of network traffic, significantly diminishes the availability of resources to other users, or imposes avoidable burdens on other users.
F. the unauthorized physical or virtual extension or re-configuration of any portion of the campus network by such means as routers (wired or wireless), wireless access points, network wiring, or other methods.

Any user with access to confidential data is reminded on confidentiality. Electronic documents and files containing confidential information are to be accessed, used, and disclosed only with explicit authorization and only on a need to know basis.

BUSINESS AFFAIRS

BOOKSTORE

The Bookstore located in the lower level of Russell Hall provides for the purchase of textbooks and supplies by students and faculty. All purchases may be made with cash, check, or credit card during the hours posted. Students who are pre-authorized may charge their academic-related purchases to their school account. The book store also has a variety of clothes, snacks, and gift items.

STUDENT FINANCES

1. The College maintains a student account for all students and will distribute a monthly statement which shows all transactions and amounts due. Any student who believes there are transactions which are incorrect, should contact the Business Office. Any student who believes additional financial aid should be applied to

his or her account should go to the Financial Aid Office to take necessary action.

2. Charges that will be placed on a student's account at the time of registration are tuition, accident and sickness insurance, and the general fee. If a student has private accident and sickness insurance, this charge will be credited on his or her student account upon completion of the applicable College form. The following are some of the user fees which will be charged to student's account when applicable services are applied for and approved, or when certain classes are registered for:
    a. Room & Board
    b. Laboratory Fees
    c. Course auditing fees
    d. Student Teaching fees
    e. Prescriptions by the College Infirmary

    Other fees instituted by the College at the beginning of any academic year will be included in the official Saint Paul's College annual cost of attendance publication.
3. Generally, tuition and the general fees are due and payable at the time of registration. All other fees charged after registration are due when a student receives a monthly statement showing these charges. The College's financial affairs office may allow students to make regularly scheduled payments during the semester upon completion of applicable forms. There will be additional charges for this privilege. Students who will receive substantial federal and/or private financial aid may not be required to make payments at the time of registration. Information on how to complete these processes will be included in the official Saint Paul's College annual cost of attendance publication.
4. Student semester charges are due and payable prior to registration. A schedule of deferred payments is provided. Students are expected to pay bills promptly without notice from the Business Office. It is the responsibility of the student to keep his or her parent(s) or guardian(s) informed of all charges, even though the latter may receive periodic account statements.

    Accepted forms of payment are:
    a. "Finalized" financial aid
    b. Cash, cashier's or certified check, and/or money order (personal checks may be accepted at times).
    c. Charged to approved MasterCard or VISA.
5. Students are subject to suspension for failing to adhere to payment terms associated with their student account.
6. Students whose accounts are fifteen days or more past due will be subject to suspension.

7. Students whose accounts are not paid in full will not be permitted to:
   a. Register for classes
   b. Attend class, take mid-term and or final examinations
   c. Receive notice of grades
   d. Receive any transcript service
8. The College will not be held responsible for the loss of clothing, money, jewelry, valuables, or any other personal items in the residence halls or elsewhere on campus.
9. How to Send Money-All checks or money orders in payment of fees and accounts should be made payable to SAINT PAUL'S COLLEGE, 115 COLLEGE DRIVE, LAWRENCEVILLE, VIRGINIA, 23868. Always indicate the name of the sender and the student's name to whose account the payment is to be applied. Checks returned to payee for any reason will necessitate a cashier's check, money order, certified check or travelers check and will subject the student to a charge of $25.00.
10. Special Funds - The Business Office of the College is the official depository of the funds of any and all departments and organizations. All departments, student organizations and classes which charge fees for activities, collect dues for membership, or call upon faculty, student body, or public for funds and contributions, are responsible to the Business Office for all monies collected and disbursed. A statement of such receipts and expenditures, certified by the sponsor or faculty advisor and two students, must be reported to the Business Office at the end of each semester.
11. For students to be declared financially eligible to seek membership in a Greek Letter Organization, their account must be paid in full. Also, they should have demonstrated through their past payment record that the financial requirements of the organization will in no way affect the fulfillment of financial obligation to the College.
12. Other specific information relating to business procedures of the College may be found in the current College Bulletin and other Saint Paul's College publications.

REFUNDS AND ADJUSTMENTS

Refunds and/or adjustments will only be given in cases where:

a. The student officially withdraws from the College
b. The student changes boarding status
c. The student's account has a credit balance after all semester charges have been applied.

d. All federal and or private financial aid has been adjusted to reflect the current enrollment status.

WITHDRAWAL (ALL STUDENTS)

Students who officially withdraw from the College will receive credit for charges based upon the then applicable policies, procedures and rates as stated in the official Saint Paul's College annual cost of attendance publication.

CHANGING BOARDING STATUS

Students wishing to change from Boarding to Non-Boarding status during a semester will be subject to a $100.00 processing fee. The student changing status will receive a prorated adjustment for meals not taken after proper approval and surrender of the meal plan, but no room adjustment. Freshman and Sophomore students are required to live in the College residence hall.

LATE REGISTRATION FEE

$25.00 for the first day late. $3.00 for each additional day late.

FINANCIAL AID

Financial Aid at Saint Paul's College exists to help students and their families pay for their educational expenses while at the College. These expenses include tuition and fees, books and supplies, transportation, and personal expenses. All students and their families are expected to cover a portion of these expenses based on the family financial situation. Information about financial aid at Saint Paul's College is contained in the publication, the College Bulletin, and other publications of the College. The Financial Aid a student might receive can include one or several of the following programs:

Academic Scholarship, Pell Grants, Supplemental Educational Opportunity Grants, College Work-Study, Perkins Loan (Formerly NDSL), Saint Paul's College Grants, Minority Presence Grants, Athletic Grants, Tuition Assistance Grants (VA residents), College Scholarships Assistance Programs (VA residents), Remission of Tuition (Employees of Saint Paul's College and Dependents), Federal Direct Stafford/Ford Loans, Federal Direct Unsubsidized Stafford/ Ford Loans, Federal Direct Plus Loans.

FINANCIAL AID POLICIES

The operational aspects of financial aid are assigned to the Director of Financial Aid, Vice-President for Financial Affairs, and the President of the College. In addition, the Admissions, Financial Aid, and Recruiting Committee assists as outlined below.

SECTION I

DUTIES OF THE ADMISSIONS, FINANCIAL AID AND RECRUITING COMMITTEE

1.01 The committee is composed of students, staff, and faculty. With respect to financial aid, its function is to accomplish the following:

a. to formulate institutional policies by which the Financial Aid Program is governed and to recommend the same to the President's council for appropriate action.
b. to act on financial appeals from students (i.e. labor grievances, cancellations of aid, etc.) and
c. to act on individual cases which the Director of Financial Aid refers to the chairperson of the committee.

SECTION II
POLICIES

2.01 Aid applicants must complete the application process before any monies can be granted. Applications completed before April 15 for the following academic year will receive first priority for funding. A completed application, at minimum, consists of a SPC Financial Aid Application and a Financial Aid Form (FAF). In addition, transfer students must submit a completed Financial Aid Transcript from their former institution(s). Other applications selected for audit will require additional materials such as an income tax return or similar documents.

2.02 All information submitted to the Financial Aid Office (FAO) is confidential.

2.03 Aid recipients must be enrolled at least one-half time (six semester hours) in an eligible program of study (some programs require full-time enrollment).

2.04 Aid recipients must adhere to the Standard of Satisfactory Academic Progress as published in the College Bulletin. (NOTE: Guaranteed Loan recipients must also progress from one class level to another for each year the loan is received).

2.05 Recipients of federal and state aid must be a citizen or eligible non-citizen of the United States of America.

2.06 Recipients of all federal aid programs, as well as selected state and institutional programs, must document need through an approved form such as the Financial Aid Form (FAF).

2.07 Aid recipients must submit a "Certification of Selective Service Registration Status" and "Statement of Educational Purpose".

2.08 Aid recipients must certify that they are not in default of any federal education loans(s) and they do not owe a refund to any federal aid program.

2.09 A recipient's financial aid may be reviewed and adjusted, increased, decreased, or cancelled at any time based on:

a. change in academic status;
b. change in student or parent financial situation;
c. change in housing status;
d. change in enrollment status;
e. change in disciplinary status
f. receipt of aid which exceeds documented need; or change in any other status, classification, or standing which may affect the College, the overall educational program, or the development of the student.

2.10 Aid applicant with a 2.0 or better cumulative GPA receives preference in the granting of aid.

2.11 Applications for aid must be submitted each academic year of attendance.

2.12 Aid is granted on an academic year basis and is generally split into semesters.

2.13 Based on the availability of funds for the summer session, aid is awarded on a first come-first served basis.

2.14 Recipients of academic scholarships must maintain more demanding academic standards in order to continue receiving their grant. These requirements are listed in other financial aid publications.

2.15 Aid applicants who are also applicants for readmission are considered eligible employees with their educational expenses. Saint Paul's College has established a Remission of Tuition Program. This is a privilege which may be extended to eligible persons with the following guidelines:

a. Remission shall be limited to 75% of tuition, and may be awarded to children and spouses of employees, after one year of satisfactory service.
b. Persons who qualify for remission of tuition must also apply for Pell Grant, Work-Study and other grants with tuition waiver used only to complete an aid package for the person. Tuition remission will not be used at all if sufficient aid is available through other grant sources.

Persons who are eligible for other forms of aid, but fail to apply, will be denied tuition remission.

c. Persons who elect not to live at home, and who do not live on campus, will not be provided with institutional funds to live off campus.
d. In determining cash refunds, tuition remission will be excluded. Upon circumstances should any combination of grants and remission of tuition result in a cash refund of institutional funds to any student.
e. A student who declares himself or herself a "self supporting student" will not be eligible for remission of tuition.
f. Policies governing attendance requirements, Standards of Progress requirements, and withdrawal for poor scholarship will be enforced for all students, including those utilizing fringe benefits such as remission of tuition.

SECTION III

EMPLOYMENT

Student employment is offered both on and off campus. However, the majority of assignments are on campus. The College seeks to aid Students in securing employment to the extent that it does not conflict or handicap their academic program. Insofar as it is possible, students are assigned jobs in keeping with their skills and major academic interests.

A student normally works 5-20 hours per week while the College is in session and 40 hours per week as a full-time worker in the summer. Students are paid on a monthly basis. It is required that earnings will be used to help defray the educational cost. Student employees will receive their paychecks on the 15th of the month succeeding the month in which work was performed. Students are paid only for hours actually worked.

SECTION IV

FINANCIAL AID APPEAL PROCESS

A student may appeal a financial aid decision or employment concern by:

A. Conferring with the Director of Financial Aid and Coordinator of Self-Help and Work-Study for employment concerns.

B. Submitting a statement in writing to the Chairperson of the Admissions, Financial Aid, and Recruiting Committee.
   1. This statement should clearly present the basis on which the appeal is being made.
   2. It should be submitted to the Chairperson of the Admissions, Financial Aid and Recruiting Committee no later than five calendar days after the receipt of the notification of the award decision of the employment grievance.
   3. The statement should request a hearing if one is desired by the student.
C. Participating in a hearing before a subcommittee of the Admissions, Financial Aid and Recruiting Committee. The hearing will take place no later than five calendar days after the written appeal is received.

The subcommittee of the Admissions, Financial Aid and Recruiting Committees will notify the student of the hearing date. If a hearing is not requested, the Committee will meet and notify the student of the decision reached regarding his/ her appeal or grievance.

POLICIES AND PROCEDURES MANUAL
INTELLECTUAL PROPERTY RIGHTS POLICY

PART 1: RATIONALE AND DEFINITION

1.1 RATIONALE

Saint Paul's College supports its faculty and staff in their efforts to produce scholarly and innovative/creative works, commonly referred to as "intellectual property." This broad institutional support for the employee-created "intellectual property" stems from a general recognition that such "intellectual property" is an important asset to an institution of higher learning in the process of teaching, research, and community service. Because of its very nature, however, intellectual property creation in an institutional setting gives rise to a multitude of complex issues surrounding the rights to such intellectual property. Consequently, there is a need for an institutional policy that addresses, among other things, issues dealing with ownership, compensation, copyrights, and the use of revenue derived from such property.

As set forth in the Intellectual Property Policies and Procedures Manual, the Saint Paul's College Intellectual Property Policy addresses fundamental questions about intellectual property, such as: What is intellectual property? What are the rights associated with intellectual property? To whom does the Policy apply? Who has the ownership of

intellectual property created by faculty, staff, and other personnel employed by the College? Under what circumstances must the owner of such property share revenue derived from it? Who will be responsible for administering this policy? How will the College resolve issues and disputes that might emerge regarding intellectual property? Obviously, this list of pertinent policy questions is not exhaustive. Other relevant questions and issues will be raised and dealt with in appropriate sections of this policy statement. First, of course, there is a need to specify the meaning of the term "intellectual property", as used in this policy document.

1.2 DEFINITION

According to World Intellectual Property Organization (WIPO), "Intellectual property refers to creations of the mind: inventions, literary, artistic works, symbols, names, images, and designs used in commerce." Intellectual property, the WIPO analysis continues, "is divided into two categories: industrial property, which includes inventions (patents) trademarks, industrial designs…; and copyrights, which includes literary and artistic works such as novels, poems and plays, films, musical works, artistic works such drawings, paintings, photographs and sculptures, architectural designs. Rights related to copyright include those of performing artists in their performances, producers of … recordings, and those of broadcasters in their radio and television programs."

The above definition of "intellectual property" and the distinction made between its two major categories will serve as a basic guide for identifying the types of intellectual property subject to Saint Paul's College Intellectual Property Policies. These categories are by no means exhaustive; they are merely illustrative.

PART 2: SCOPE AND ADMINISTRATION

2.1 SCOPE

The Policies encompass issues concerning intellectual property rights of the College faculty, staff, and students. Its principal focus is, however, on issues related to the ownership, compensation, copyrights, patents, and the distribution of revenue derived from the commercialization of such intellectual property.

Theoretically, these Policies govern all types of intellectual property produced by the College, its faculty, staff, and students. Specifically, it applies to the types of intellectual property listed below,

regardless of whether they may be protected by patent, copyright, trademark or other law:

1. Technical innovations
2. Inventions
3. Discoveries and Tangible Research Findings
4. Literary Works
5. Bibliographies
6. Programmed Instructional Material, Computer Programs and Software
7. Laboratory Manuals
8. Syllabi, Tests (including answers to test questions), and Study Guides
9. Musical Compositions and Performances
10. Films, Slides, Transparencies, and other video and audio materials
11. "College Trademark"

The above list is by no means exhaustive. The Policies may apply to other types of intellectual property not listed here. Nonetheless, the application of the policy will be subject to relevant federal, state, and municipal laws. In case of conflict between the Policy and these laws, the latter will prevail.

2.2 APPLICABILITY

These policies are applicable to:

1. All units of the College, including divisions, academic departments, and centers
2. All College employees including faculty and staff
3. Anyone using College facilities under the supervision of its personnel
4. College faculty on sabbatical who receive remuneration from the College
5. Anyone using College facilities under the supervision of College personnel
6. Outside consultants who may be researchers at other institutions
7. Those College employees who, though on leave of absence, use substantial College resources, such as its facilities, equipment, and personnel
8. Students

2.3 ADMINISTRATION OF THE POLICIES

Responsibility for administering the Policies shall be bifurcated between the Vice-President for Academic Affairs/Provost and the Vice-Presidents for Student Affairs & Financial Affairs. The former will have the administrative responsibility for dealing with issues related to intellectual property created by faculty, students, and outside consultants; whereas, the latter will be responsible for dealing with intellectual property created by the staff. Each of the Vice-Presidents will perform their administrative responsibilities in consultation with the President. In administering the Policy, the Vice-Presidents, as well as College Administration as a whole, shall seek advice and recommendations from the College Intellectual Property Advisory Committee.

2.4 COMPOSITION AND FUNCTIONS OF THE INTELLECTUAL PROPERTY COMMITTEE

The Committee shall consist of eleven members derived from the various divisions of the College: Academic Affairs, Financial Affairs, Institutional Advancement, and Student Affairs. At least one member will be drawn from the College student body. The plurality of the members (four) shall come from the faculty, principally because the bulk of intellectual property in any institution of higher learning is typically created by its faculty members. The four faculty members on the Committee will represent the four academic departments: Department of Business Administration, Department of Humanities & Behavioral Sciences, Department of Natural science, and Department of Teacher Education. With the exception of ex-officio members, all other Committee members shall be appointed by the President, who will designate one of the appointees to serve as Chair of the Committee.

2.4.2 FUNCTIONS

Key functions of the Committee include:

1. Oversee the enforcement of the Policies
2. Review disclosures of intellectual property creations to decide whether the College should assert its interest in the invention or release it to the inventor
3. Resolve emerging issues and disputes regarding intellectual property rights
4. Conduct periodic reviews of the Policies and recommend appropriate changes should the need arise

PART 3: DETERMINATION OF OWNERSHIP RIGHTS

3.1 COLLEGE OWNERSHIP OF EMPLOYEE-CREATED INTELLECTUAL PROPERTY

The College shall own the intellectual property created by its employees under any one of the following conditions:

1. If intellectual property is created by an employee within the scope of employment
2. If the intellectual property is created by someone specifically hired or required to create it
3. If intellectual property is created on College time, with the use of College facilities or resources
4. If the intellectual property results from research conducted by an outside consultant or researcher pursuant to a signed contract between the College and the researcher/consultant
5. If the intellectual property is created by someone commissioned by the College to create it
6. If the intellectual property is a product of research supported by federal or state funds

In addition, the College has the exclusive ownership of "College Trademarks" – e.g., College names and insignia, service marks, trade dress, etc. – and any copyrights and patents acquired by the College. The College, as the owner of all these categories of intellectual property, will retain all royalties or other benefits resulting from their commercialization.

3.2 EMPLOYEE OWNERSHIP OF INTELLECTUAL PROPERTY

An employee of the College will have the ownership of an intellectual property created by him or her under the following conditions:

1. If the intellectual property is unrelated to the employee's job responsibilities and he or she made no more than incidental use of College resources in its creation
2. If the intellectual property is embodied in a scholarly, literary, artistic, or educational (e.g. course materials) works in its creator's areas of expertise, even though such a work may be within the scope of the creator's scope of employment (See Section for exception to this general rule
3. If the intellectual property is embodied an invention that has been released to the employee-inventor in accordance with this Policies.

The employee-owner will retain all royalties and other financial benefits resulting from any commercialization of the intellectual property he or she owns.

3.3 JOINT OWNERSHIP OF INTELLECTUAL PROPERTY

Certain categories of work created by the College-employed computer programmers, graphic artists, video technicians, script writers, etc., may conceivably be jointly owned by the employee-creators and the College. Prime examples of such jointly owned intellectual property are multimedia course software and distance materials.

3.4 USE OF INTELLECTUAL PROPERTY BY NON-OWNERS

The College, as the owner of an intellectual property, may grant a non-exclusive license to the creator of such property for the use of a technology/invention underlying such property for teaching and research purposes. Similarly, an individual creator of an intellectual property may grant to the College a non-exclusive license for the internal use of the technology/invention underlying such intellectual property for educational, research, or academic purposes. If the College obtains any revenue from such use, it must share such financial gains with the owner. In either of the two situations, the parties should execute an agreement to settle the terms for the use of the property by the non-owner, as well as the terms regarding the sharing of financial gains resulting from such use.

3.5 DISCLOSURE OF INTELLECTULAL PROPERTY

The Intellectual Property Rights Policy requires that College employees will promptly disclose to the Intellectual Property Committee, with a copy to the President, any intellectual property created by them. However, this disclosure requirement does not treat all intellectual property in the same manner. As explained below, inventions are treated differently from scholarly works.

3.5.1 INVENTIONS

As noted above, the College usually has the ownership of an invention embodied in the intellectual property created by an employee within the scope of his or her employment. Consequently, the College may have to act urgently in order to legally protect its potential patent interests in the invention. Such urgency is necessitated by the legal requirement that the right to file patent application has to be exercised within a one-year period after the publication of research embodying the

invention. Because of this consideration, the Policy requires that inventors disclose their inventions to the Intellectual Property Advisory Committee long before they submit any material embodying the invention for publication.

In this process of disclosure, the key function of the Committee, as noted above, is to review disclosures in order to determine whether the College should retain its interest in an invention or relinquish such interest in favor of the inventor. Because the Committee's review process may take some time, the inventor may be allowed to file a patent application before the final outcome of the review process. If the College allows such a patent application and it, subsequently, decides to assert its interest in the invention, the inventor will be reimbursed the expenditures incurred in filing the application.

3.5.2 SCHOLARLY WORKS

Scholarly works – e.g., articles for publication in scholarly or professional journals and book-length studies – are owned by their authors. Consequently, such works of authorship do not have to be disclosed to, and reviewed by, the Intellectual Property Committee. Most scholarly works, unlike inventions, are protected by copyright rather than patent. Other works of authorship – e.g., instructional and research material prepared for internal use – also do not have to undergo the rigorous disclosure and review procedure usually required for inventions, even though such works may be jointly owned by their creators and the College.

3.6 SECURING PATENT AND COPYRIGHT PROTECTIONS

The owner of an intellectual property, whether the College or employees, will themselves be responsible for securing patent and copyright protections for such property. In the case of an invention owned by the College, the President's Office will secure patent and trademark protection. The task of securing copyrights for the College-owned intellectual property will be handled by the VPAA/Provost, since the process involved is relatively less expensive and less time-consuming. College employees who own an invention or a copyright work must secure these protections themselves, at their own cost.

3.7 COMMERCIALIZATION OF INTELLECTUAL PROPERTY

As noted above, the Intellectual Property Committee shall review intellectual property disclosures to decide whether the College should assert its interest in an invention and become involved in its

commercialization or release the invention to the inventor. Either decision will be in the form of a recommendation to the President, to be submitted to him or her within a six months period after the completion of the intellectual property disclosure process. The President will have the final say in the matter. In making its recommendation, however, the Intellectual Property Committee will consult with the inventor/ author of the intellectual property being reviewed.

3.7.1 DISTRIBUTION OF INTELLECTUAL PROPERTY REVENUE

Typically, the owner of an intellectual property, whether the College or its employee, will retain all financial benefits resulting from any commercialization of such intellectual property. As such, a College employee will be the sole recipient of any revenue derived from a work of authorship and/or invention that was the result of his or her individual effort and which involved no more than incidental use of College facilities or resources. Conversely, the College shall retain all revenues derived from any commercialization of the intellectual property it owns, with some notable exceptions (see below). That is, the net revenue resulting from the commercialization of intellectual property created by an employee within the scope of his or her employment, property created with the use of College resources or facilities, or property created by somebody specifically hired to create such property.

By contrast, revenues derived from commercialization of a work jointly owned by the College and an employee shall be shared the two parties. In this case, like other cases involving joint-ownership of intellectual property, the parties shall execute an agreement with regard to the revenue-sharing arrangements before the start of the work that will lead to the creation of the intellectual property. In the absence of an agreement, the revenue shall be distributed equally between the two parties: fifty percent (50%) going to the College and fifty percent (50%) to the author/creator/inventor.

3.7.1. REVENUE-SHARING WITH NON-OWNERS

College Assisted Individual Effort:

An employee-owner shall share with the College all financial benefits resulting from any commercialization an intellectual property he or she owns if the work/invention embodying the intellectual property required significant resource contribution from the College. In this case, as well as in the cases involving joint ownership, the College and the employee should execute an agreement with regard to the sharing of the financial benefits before the initiation of the project designed to create the intellectual property. In the absence of, or in the event of a failure to

execute, a written agreement, seventy percent (70%) of the net revenue will be allocated the employee-creator and thirty percent (30%) to the College.

College Assigned Efforts:

Secondly, an employee must share financial benefits with the College from commercializing a College-owned invention released to him or her. The revenue-sharing arrangements shall be a part of a negotiated agreement between the two parties. In the absence of such an agreement, the College shall receive fifty percent (50%) of the net revenue received by the employee from the commercialization of the invention released to him or her.

College Initiated Efforts:

Similarly, the College shall share, with an employee-inventor, revenue derived from commercialization of an invention embodied in the intellectual property it owns.

However, the College will not be obligated to share such revenue if the employee was hired specifically or required to create the intellectual property. In such cases, revenue sharing provisions of the Policy shall not be applicable and the College, as the owner of the property, shall retain all the benefits resulting from the commercialization.

3.8 RESOLUTION OF DISPUTES

In case a dispute arises regarding intellectual property rights, or the operation of the Policy in general, the Intellectual Property Committee will act as mediator to resolve the dispute. If the dispute cannot be resolved through such mediation efforts, the Committee may appoint an arbitrator. The decision rendered by the arbitrator will be binding on the parties involved in the dispute. The College Attorney shall be consulted in each of the stages in this dispute resolution process.

3.9 AMENDMENTS TO THE POLICY

The College reserves the right to amend the Policy at any time and in any manner. However, any amendment to the Policy shall not be applied retroactively.

PART 4: GLOSSARY

The terms, as defined below, have specific meanings within the context of this Policy. The definitions of these terms do not necessarily conform to their customary usage.

College Employees refers to all those individual College faculty and staff members who create intellectual property.

Faculty means members of the College Faculty as defined in the Faculty Handbook, together with instructors and part-time faculty.

Staff means any College employee other than the faculty as defined above. If a student is also a part-time employee of the College, he or she shall be considered as a staff member with regard to intellectual property he or she may have created.

Student means any full-time or part-time student, irrespective of whether he or she is a recipient of financial assistance from the College or from outside sources.

Work within the scope of employment means any work related to an employee's job responsibilities, even though he or she is not specifically required to create it.

Specifically hired or required to create a work means personnel specifically hired to create certain materials, such as online course materials for specific class or department, as well personnel hired to create artistic, musical, literary, and architectural works. Such employees will be required to sign a Work-for-Hire Acknowledgement Agreement.

Inventor/Author means any person or persons who invents, develops, creates, authors, or otherwise originates any technology, work of authorship, or any item of intellectual property.

Institutional Resources are any tangible resources provided by the College to its faculty, staff, students, and other professionals and researchers specifically hired to create intellectual property. Such sources include funds, office space, laboratory space, equipment, electronic network resources (hardware and software), support personnel, secretarial services; research, teaching, and lab assistants; media specialists or illustrators.

STANDARDS OF CONDUCT AND JUDICIAL AFFAIRS

STUDENT CODE OF CONDUCT

AT ALL TIMES THE COLLEGE ENFORCES A "ZERO TOLERANCE" POLICY FOR INAPPROPRIATE AND UNACCEPTABLE BEHAVIOR

STUDENT RIGHTS

1. Every student, before entering this institution, has the right to know their rights, obligations and responsibilities as well as the rules and regulations of this College as prescribed in the official Student Handbook.

2. Within the limits of its facilities, the College is open to all students who are qualified according to its Admission's standards. The facilities and services of the College are open to all of its students.

3. Student performance in class is to be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

4. A student has the right to be protected against improper disclosure of personal information by the administration and faculty members.

5. A student's permanent educational record includes a transcript of academic achievements separate from and independent of disciplinary or counseling files.

6. Students are free to organize and join associations to promote their common interests, subject to institutional and educational policies.

7. A student, as a citizen, has the right to participate in off-campus activities without jeopardizing his or her standing with the College, as long as he or she does not claim to represent the College and does not reflect negatively on the reputation of the College.

CODE OF CONDUCT AND GENERAL STANDARDS FOR STUDENTS

The entrance of a student into the Saint Paul's College student body indicates his or her agreement to conduct himself or herself with dignity and respect for the regulations of the College both on and off campus. Students are required to observe the regulations with respect to alcoholic beverages, narcotics and other drugs, unauthorized entry and visitation into residence halls, physical combat, destruction and theft of property, academic honesty, and decorum in the dining hall, Chapel, classrooms, and at formal and other social affairs. It is never appropriate for a student to use vile, obscene and/or abusive language or to exhibit lewd or indecent behavior on campus. Possession of weapons such as knives or firearms is strictly prohibited.

Saint Paul's College prohibits sexual harassment and assault in any form. Sexual Assault shall mean any activity of conduct which by designs or otherwise, threatens, intimidates, demeans, or excludes on the basis of gender. Examples of sexual harassment includes name calling, demeaning epithets, generalized racist remarks, pranks, destruction of personal property, threats of physical abuse, unwanted sexual advances (including touching), the threat of a lower grade to obtain sexual rewards, and the use of physical force to obtain sexual relations. Sexual harassment/sexual assault may include generalized sexist remarks or behavior, inappropriate and offensive sexual advances (verbal or physical), solicitation of sexual activity or sex-linked behavior by promise of rewards, coercion of sexual activity by threat of punishment, sexual assault, etc. Violations of the sexual harassment/assault policy will be punishable as outlined in the Saint Paul's College Sexual Harassment/Assault Policy guidelines. When male and female students are jointly found in misconduct or violation of College regulations, both will be held equally responsible. Every perspective applicant should thoroughly acquaint himself/herself with the regulations of the College.

The College reserves the right to be judge of a student's success or failure in meeting the requirements and demands of College life, and his/her fitness to continue to share its privileges and responsibilities. Therefore, a student may forfeit membership for behaviors considered unsatisfactory by the College as stated in the Code of Conduct.

In general, off-campus students and married students are under the same regulations as other students. Students who are married when they enroll for the first time at the College must make their status known when they register. Students who marry during the period from the time they enter the College until their graduation from the College, (summer period included), must send a letter to the Vice-President for Student Affairs immediately notifying him/her of the change in status.

POLICY ON ARRESTS AND CONVICTIONS

Campus security officers are deputized by the State of Virginia and have the full power of police officers. As such, they are authorized to arrest students and other persons who violate state or local laws on the campus. Persons who commit such crimes on campus as breaking and entering a building will be arrested and have the case heard in a local court.

Students who are arrested, either on campus or off campus, are required to report to the Vice-President for Student Affairs for the purpose of consultation.

Those students who are charged in a criminal court and are found guilty of felonies or misdemeanors will be immediately suspended, dismissed indefinitely, or expelled from the College. Hearings will be held after suspension only upon the request of the indicted, but prior to readmission to the College.

PROBATION, SUSPENSION, DISMISSAL or EXPULSION

To protect the rights and interests of members of the academic community, the College reserves the right to take disciplinary measures compatible with its own best interest and to probate, suspend, dismiss indefinitely or expel students whose behavior is a serious breach on the Institution's Code of Conduct. Some acts of the student's misbehavior are considered **FLAGRANT,** and students who engage in such acts of misbehavior will be suspended immediately from the College. (FLAGRANT refers to behavior that is conspicuously bad or objectionable, and applies to offenses or errors so bad that the behavior cannot go unnoticed or be condoned). Such students will vacate Saint Paul's College within 24 hours after being notified that such disciplinary action has been taken against him or her.

The primary reasons for which probation, suspension, dismissal or expulsion from the institution is noted as:

1. **Alcoholic Beverages**

The use or possession of alcoholic beverages on campus is strictly forbidden. Any undesirable campus conduct resulting from the use of alcohol beverages is a violation of College regulations. Students who are guilty may be placed on probation or suspended from the College. Organizations which fail to assume full responsibility for implementing College regulations regarding the use of alcoholic beverages may be placed on probation or suspended.

2. **Drugs and Narcotics**

The campus security officers will rigidly enforce the College's policies concerning the possession or use of illegal drugs or narcotics on campus. Periodically, the security officers may be assisted by the local police officers. Students involved in possession or use of narcotics or other drugs on campus, which are illegal, except when taken with written approval of a licensed physician, should expect to be suspended or expelled from the College. Any student involved in the sale or distribution of illegal drugs on campus will be expelled indefinitely from the College and reported to the appropriate authorities.

3. **Physical Combat**

It is the expectation of the College that students live and learn in a College atmosphere void of fear, physical threats and violence. Students are expected to settle their controversies and disagreements in a socially acceptable manner. Engaging in physical combat of any type, on or off campus is prohibited. Offenders should expect to be placed on probation or suspended from campus housing facilities and/or suspended from the College. The College also reserves the right to review cases of students fighting which might take place off campus or situations not associated with the institution to assess damage to the College's image and to possibly assess penalties.

4. **Firearms**

The possession or use of weapons or firearms on the campus is prohibited. Students suspected of possessing firearms might be searched by personnel, staff, security, local, state, and federal police officers. When weapons are found in the possession of any student in any of the situations stated, the firearms will be confiscated and the student will be suspended from the College. A student who

threatens another person on campus or discharges a firearm on campus, will be immediately suspended, expelled from the College and/or dismissed indefinitely.

5. **Destruction and Theft**

Destruction or theft of the property of another person on campus, property of the College, property under the control and suspension of the College, and property of guests of the College, is prohibited. Offenders will be subject to make reparation and/or probation, or subject to suspension or indefinite dismissal from the College.

6. **Sexual Harassment/Assault**

It is the policy of Saint Paul's College to maintain a campus atmosphere free of intolerance and demeaning behavior. Through this policy, the College seeks to provide and promote an environment where ethnic, racial, and gender diversity complement the academic and social purposes of the institution. Any person accepting admission at Saint Paul's College must understand that the College allows no form of sexual harassment. Therefore, Saint Paul's College will comply with the requirements of the Campus Sexual Victim's Bill of Rights of 1991 (June 3, 1991).

7. **Violation of Residence Hall Visitation**

Unauthorized entry into the residence halls is prohibited. The College regulations do not allow for coeducational visitation. **Students of the opposite sex who are discovered in residence hall rooms will be suspended for at least one semester. The student(s) who occupies the room will also be subject to disciplinary action which may include suspension from the College for at least one semester.**

8. **Unauthorized Entry**

Unauthorized entry into or use of any College facility is prohibited. Students who violate this regulation will be subject to suspension.

9. **Student Demonstrations**

The College recognizes the role of peaceful, nonviolent, unobstructive demonstrations on campus to support student petition for redress of grievances. Demonstrations which are not in accord with these principles are in violation of College rules and regulations. Students who willfully and intentionally occupy any building or other areas of the College, which, as a consequence interrupts the activities or business of the College, will be disciplined and suspended from the College.

10. **Shoplifting**

Students who are charged and convicted for shoplifting in the community are subject to disciplinary action by the College. Such action will result in suspension or expulsion from the College.

11. **Forgery and Misuse of Records**

Forgery of any kind and altering or misuse of College documents, records, ID cards, or meal tickets constitute a violation of College rules and regulations. Such offenders will be subject to probation or suspension from the College.

12. **Telecommunication**

Obtaining telecommunication services by the use of a false telephone number or unauthorized use of another person's telephone number or credit device is prohibited. Students who violate this regulation will be subject to make reparation and/or probation or suspension from the College.

13. **Obscene Language and Lewd Behavior**

The use of vile and obscene language and the exhibiting of lewd or indecent behavior on campus is prohibited. Students committing such offenses subject themselves to severe disciplinary actions.

14. **Gambling**

Gambling is prohibited in the residence halls or elsewhere on campus. Students who violate this regulation will be subject to probation or suspension from the College.

15. **Cheating or Plagiarism**

Students are expected to maintain acceptable standards of academic conduct. Academic dishonesty, including but not limited to, cheating on examinations and dishonesty in scholarly writing or research (plagiarism), constitutes a violation of acceptable standards of academic conduct. Offenders will be subject to the penalties outlined in the Academic Honesty in the College Bulletin.

16. **Fire Alarms**

Tampering with fire alarms and/or fire prevention equipment or deliberately setting fires in the halls or in buildings elsewhere on campus is prohibited. Students who violate these regulations **will** be suspended.

17. **Decorum**

Students should be aware that the dining halls, Chapel, classrooms, formal and other social affairs are all learning environments and for learning experiences.

For each, there is a proper decorum and a proper dress code. Students are expected to exhibit appropriate behavior and dress for each of these learning environments/experiences.

18. **Assemblies**

All students are expected to attend College assemblies and other educational and cultural activities. Freshmen and transfer students are required to attend mid-week Chapel and special events as designated by the College. These are reasons for which probation, suspension, dismissal or expulsion from the College include but are not limited to the aforementioned. Any conduct, which the President deems threatening to the reputation of the College, may be considered flagrant.

19. **Insubordination**

Acts of insubordination or failure to comply with College officials acting in performance of their duties will not be tolerated and will subject students to discipline.

20. **Violation of Federal, State or Local Laws**

Violation of federal, state or local laws on or off campus may subject the student to disciplinary action by the College.

THE FOLLOWING GENERAL STANDARDS OF CONDUCT FOR STUDENTS APPLY:

1. Guests and visitors are always welcome and should be shown every possible courtesy. However, students should notify the Residence Hall Supervisor when they expect overnight guests.
2. To achieve a greater degree of cooperation and understanding between the College and the home regarding student activities, students are required to secure from parents or guardians written travel permission, which will be on file in the office of the Vice-President for Student Affairs. Permission is required for travel with athletic teams, cheering squads, College choirs, drama clubs and conferences, and/or to engage in any other activities which will necessitate travel in private vehicles.

3. Male students are required to remove their hats or other apparel that covers the head in classrooms, assemblies,

offices, dining halls, library, residence hall lobbies, and other areas where it is customary and expected.

4. Students are expected to exemplify high moral standards through the exercise of self-discipline.

5. All residential students must sign in and out whenever leaving and returning to the campus. It is expected that each student will return to the campus before curfew. Overnight off-campus visits for residents may be authorized only for weekends and/or holidays with the written permission of a parent/guardian and the written approval of the Residence Hall Supervisor.

6. All students must comply with the visiting hours as posted in the residential halls.

7. Students are requested to carry identification card (ID) at all times. Students must show their cards upon request. Failure to show ID cards or attempts to falsify information will be grounds for disciplinary actions. Replacement of lost or misplaced ID cards will be $10.00.

8. The Student Government Association, Student Personnel Committee and the Administration must approve newly formed student clubs and societies before they can be officially organized.

9. Resident Assistants (RAs) are officially selected to assist the residence hall supervisors. RAs are assigned duties and areas to supervise in the residence halls; however; students should cooperate with RAs to make their residence halls a better place to live.

10. All social functions on and off campus must be properly chaperoned. The name of the organization's advisor or an appropriate substitute must be sent, with a detailed report, to the office of the Vice-President for Student Affairs two weeks prior to the date of the activity.

11. If a student is found guilty in any of the categories below, disciplinary action will be taken. The student will not be in good standing with the College, as long as the disciplinary action is in effect:

a. Violation of general regulations
b. Violation of the Code of Conduct and disciplinary procedures
c. Academic probation
d. Financial delinquency
e. Violation of federal, state, and local laws

The following restrictions may be imposed:

a. Loss of privileges for a period of time
b. Loss of privileges to represent the College in extracurricular activities and to hold office in College organizations
c. Loss of eligibility to receive financial aid

12. Alcoholic beverages on campus will not be tolerated. Students are subject to disciplinary action for the possession or consumption of alcoholic beverages, or drunken and/or irresponsible behavior on the College property.

13. The use, possession or distribution of narcotics and/or illegal drugs violates federal and state laws. Students found using, possessing and/or distributing narcotics or illegal drugs will be suspended or expelled as circumstances may require.

14. Damages to residents rooms, furniture, and/or utilities, to the extent of vandalism, and/or theft, will be charged to the students occupying the room.

15. Students are encouraged to attend all College services, educational and cultural activities. It is mandatory that Freshmen attend all Chapel services.

16. The possession of concealed weapons, explosives and/or firearms in buildings, automobiles or on any person will be forbidden. Those suspected of possession of concealed weapon(s), firearms, and/or explosives will be searched by the campus security, and/or the local, state and federal police.

17. The use of fireworks or any explosive device, under any circumstances, is prohibited on campus.

18. The use of incense in the dormitories is prohibited according to campus fire regulations.

19. Gambling is not permitted.

20. Hazing, unreasonable demands or the subjection of students to any form of brutality will not be permitted. Individuals or organizations violating this regulation will be subjected to disciplinary action.

21. The use of water guns, soakers, and other paraphernalia is prohibited inside the College's buildings.

22. Passing a check drawn on a bank with insufficient funds is a violation of federal and state law. Violators may be subject to disciplinary action.

23. The College does not assume the responsibility of posting bail or bond for students who are arrested. The College will notify parents or guardians and give such guidance, as it deems appropriate. The College reserves the right to investigate the conduct of any student found guilty upon justification, where such conduct brings dishonor upon the College. Such students will be suspended or expelled.

24. Students are required to attend all mandatory residence hall meetings.

DISCIPLINARY PROCEDURES – ALL COLLEGE HEARINGS

PURPOSE and FUNCTION

The purpose and function of the Judiciary Board is to hear and act upon those more serious cases involving student conduct when the offense is against the College, (e.g. College rules and regulations, College property, property under the control and supervision of the College, official representatives and guests of the College, and other cases involving violations of civil and criminal laws on campus). The Board makes recommendation(s) to the Vice-President for Student Affairs regarding its findings. Any recommendation by the Board is non-binding on the Vice-President for Student Affairs and on the President. The Vice- President for Student Affairs may make a recommendation to the President; however, the ultimate decision is the President's.

MEMBERSHIP

The Judiciary Board shall be composed of students, faculty members, and staff who are not members of the Student Affairs Division. Members of the Board are elected or appointed. A representative from the Student Government Association shall also serve on the Board.

GENERAL PROCEDURES

1. Charges of the student misconduct should be filed with the Vice-President for Student Affairs. These charges, in writing, may be filed by any student, staff, faculty member and/or administrative official.

2. Appropriate cases, as defined exclusively by the Vice-President for Student Affairs, will be referred to the Judiciary Board.
   A. Copies of the charge(s) will be submitted, in writing, to the Chairman of the Student-Faculty-Staff-Judiciary Board and to the accused student.
   B. Students committing infractions must be notified within 24 hours of their official hearing date and time.
   C. The Judiciary Board should allow the students two business days to prepare for his/her hearing.
   D. Students may have an advisor present, evidence available, and witnesses in his/her behalf. If the student is unable to obtain an advisor, he/she must notify the Vice-President for Student Affairs no later than twenty-four hours prior to the scheduled hearing.

3. The Judiciary Board will report its verdict, in writing, to the Vice-President for Student Affairs with the recommendation(s) it deems appropriate. The decision/stipulations rendered by the Board is a non-binding verdict to be carried out by the Vice-President of Student Affairs.

4. In case a student is separated from the College, in order to appeal this decision, the student must file his/her appeal within 48 hours after notification of separation from the College.

5. All members of the Judiciary Board have equal rights to voting.

6. A quorum shall consist of at least three (3) students and four (4) non-students.

ADMINISTRATIVE ACTION

Following an Administrative hearing, the Vice-President for Student Affairs will immediately impose sanctions or penalties, where appropriate, and notify the student in writing. He or she may impose sanctions or penalties for student misconduct, which may include informal warnings, informal reprimands, letters of warning of reprimands (**censure**) to the student or to the student and his/her parents, suspension from residence halls, disciplinary probation, and interim suspension. In the case where a student waives his/her rights to be heard by the Judiciary Board the range of sanctions may include those listed above as well as suspensions, dismissal, and expulsion.

DEFINITIONS OF SANCTION OR PENALTIES

The following definitions are established in order that sanctions and penalties may be clearly understood:

A. **WARNING/CENSURE**: An oral or written reprimand that constitutes continuation or repetition of wrongful conduct and/or violation of any institution regulation within a stated period of time may be cause for more severe disciplinary action.
B. **DISCINPLINARY PROBATION**: Exclusion from participation in privileged or extracurricular institutional activities and certain area may be off limits, as set forth in the notice, for a period of time not exceeding one school year.
C. **INTERIM SUSPENSIONS**: Suspensions pending a hearing when there is a probable cause to suspect imminent danger to people or property on campus. In such cases a hearing will be held as soon as practicable. This would include flagrant violation cases.
D. **SUSPENSION**: Excludes the student from the College for an indefinite period of time.
E. **DISMISSAL**: Excludes the student from the College for an indefinite period of time.
F. **EXPULSION:** Permanent separation from the College.

Students who are suspended, dismissed, or expelled from Saint Paul's College are denied any privileges of the College during the specific period. Notification of such action will be in writing. The student

will be given no longer than 24 hours to remain on campus without written permission of the Vice-President for Student Affairs. This regulation also applies to academic suspension or dismissal.

STATEMENT OF POLICY AND DRUG PREVENTION PROCEDURE

It is the policy of Saint Paul's College to maintain a drug-free workplace. Therefore, Saint Paul's College will comply with the requirements of the Drug-Free Workplace Act 1989, which applies to the recipient's contracts and grants.

Saint Paul's College prohibits the unlawful manufacture, distribution, possession or use of any controlled substance (illicit drugs) in the workplace. The workplace refers to all property owned by the College.

Additionally, the use or possession of alcoholic beverages is prohibited anywhere on College property. The College does not condone the use of alcoholic beverages at off-campus events. Alcoholic beverages should not be purchased with funds provided by the College.

The College is concerned with the health and welfare of all its students and personnel. Also, it encourages anyone with a drug or alcoholic problem to seek appropriate treatment. The College Physicians and Counselor will provide information on drug and alcohol treatment resources available in the community. The College Nurse is available to provide information on the dangers of drugs and alcohol abuse.

The policy shall not be construed as limiting, in any way, the College's right to discipline under the full force and authority of the Alcoholic and Drug Policy outlined in the Faculty, Staff, and Student Handbook.

In addition to action taken by civil authorities, the College will handle alleged violations of illegal drug and alcohol policy through its established disciplinary procedures.

HEALTH RISKS OF ALCOHOL AND DRUGS

ALCOHOL

Acts as a depressant, affects mood, dulls the sense and impairs coordination, memory, reflexes and judgment. Other effects of alcohol abuse may be behavioral changes, and self-destructive urges. The

central nervous system damage may include: poor vision, memory loss, loss of sensation and coordination, brain damage and seizures. Digestive tract damage may result in cancer of the mouth, irritation of the esophagus and liver, and cirrhosis of the liver. Heart trouble may include high blood pressure, irregular heartbeat, angina or heart attack. Malnutrition may also result from alcohol abuse.

DRUGS

The use and abuse of illicit drugs may result in damage to the lungs, immune system, reproduction system, loss of memory, seizures, coma, malnutrition, behavioral changes (**that include violence**) as well as damage to the heart, liver, and kidneys. Death may also occur with the use and abuse of these drugs.

Drugs listed below may cause, but are not limited to, the damages as listed:

A. Marijuana: damage to the lungs, reproduction system and brain function, impairment of memory and inability to concentrate.
B. Cocaine: damage to the lungs, immune system, malnutrition, seizures, increase in heart rate and breathing rate. Overdose may result in heart stops, coma or death.
C. Heroin: overdose can cause coma and death.
D. Hallucinogens: sudden bizarre behavioral changes that may include extreme violence, and memory loss that can be permanent.
E. Amphetamines: sustained physical “high” that can lead to malnutrition, heart problems and death.
F. Sedatives and narcotic pain pills (legal but are considered a controlled substances due to abuse): can cause liver and kidney damage.

LEGAL SANCTIONS

When the standards of conduct, as set forth in the Faculty, Staff, and Student Handbook are violated, Saint Paul’s College will impose, at a minimum, the following sanctions:

Any member of the College Community who violates the laws of the Commonwealth of Virginia and the County of Brunswick drug and alcohol policies is subject to be charged with a Class 1 Misdemeanor **(Code of Virginia Chapter 1, Section 18:2-11: Punishment for the Conviction of Misdemeanor).**

The Class 1 Misdemeanor carries the penalties of confinement of either, or both, in jail for no more than twelve months or a fine not more than $2,500.00. However, in less serious cases, disciplinary action may include, but is not limited to, loss of privileges, written warning, probation, completion of an appropriate rehabilitation program, work assignment, or suspension or dismissal from the College.

POLICY AND PROCEDURES FOR ADDRESSING STUDENT GRIEVANCES

INTRODUCTION

Every student is encouraged to manage and resolve disputes with the individual(s) involved, or when necessary, through a mediation process. The Division for Student Affairs has information that may be helpful in dispute resolution and can recommend alternative methods for resolving issues and effective communication techniques.

Students who wish to file a formal complaint regarding an individual, group of individuals or department should follow the procedure outlined below. Student Complaint Forms are available in the Division for Student Affairs. Issues include, but are not limited to, student disputes, sexual harassment, discrimination, student services, records and confidentiality, policy violations and general grievances.

Once the proper documentation is received, the Vice-President, or his/her designee will review the information. The staff member reviewing the form will determine if additional information is needed to pursue the complaint.

Saint Paul's College takes seriously all allegations, especially those of sexual harassment. Students are encouraged to report any conduct that is considered sexually harassment in a timely manner. Complaints of this nature should be reported to the Vice-President for Student Affairs for review. Grievances involving a faculty and/or staff member may be referred to the Office of the Vice-President, but that Office will in some instances forward them to the Office of Human Resources for review. The Vice-President for Student Affairs will not review matters on sexual harassment involving faculty and/or staff, but only act as a referral to Human Resources.

POLICY ON ADDRESSING WRITTEN STUDENT COMPLAINTS

The procedures outlined below do not apply to applicants for employment or academic issues.

1. The Student Written Complaint Form **[Appendix C]** should specify the following:
    a. Nature of the Complaint
    b. Reason for the Complaint
    c. Pertinent Information to include name(s), date(s), witness(es), address(es)
    d. Proposed Resolution

2. The written complaint must be signed by the student and filed with the Division for Student Affairs as close to the actual incident as possible, usually within three days. Complaints not filed in a reasonable amount of time will be considered on a case-by-case basis.

3. Complaints will be assigned to an administrator for resolution. Involved parties will have an opportunity to provide additional information in an effort to address the matter.

4. Written determination as to the validity of the complaint and a description of the resolution (if appropriate) will be prepared by the Division with a copy forwarded to the complainant.

5. In some cases, an investigation may be necessary and conducted by the Division for Student Affairs. The investigation is usually conducted within 30 days of the date that the written complaint is filed.

Complaints regarding student services, non-academic departments, and other grievances will generally be forwarded to the appropriate office or administrator for resolution. The Division for Student Affairs will forward the information and maintain copies of all pertinent information related to the complaint in the office.

All other complaints will be addressed case by case. If the complaint relates to a department that is not under the purview of the Vice-President for Student Affairs, the appropriate College representative and departmental head will be contacted.

APPENDIXES

APPENDIX A

Mrs. Sylvia Allen,
Editor,
Brunswick Times-Gazette

October 3, 2007

Dear Editor,

On rare occasions the citizens of Brunswick County hear or read about some unfortunate and illegal or violent behavior on the part of one or more of the students of Saint Paul's College. You cannot have over 700 college-aged youth from disparate backgrounds and families and neighborhoods in a multitude of cities and towns from all over the country living together in such close proximity without tensions exploding on occasions! Even though St. Paul's is a religious based college it will have its problems with discipline on occasion. This is not to condone these actions, merely to help to explain their occurrence at times.

However, I would like to "toss a rose" to the President, the Administration, the Faculty, the Chaplain, the Staff and to the students of St. Paul's College for the every day deportment of the student body as it walks the streets of Lawrenceville (and does hours of community service - a policy inaugurated by President Satcher and his staff).

I am a white man in my late middle age, yet the friendliness, and politeness, and respect that these young ladies and men have shown me, whether I am dressed in clerical attire or not, is truly refreshing and remarkable!! Whether I am walking downtown and pass a house where students live, or whether, in their journeys to and from downtown from the college during the evening and pass my front porch where I am relaxing, they always respond to my greeting with a ready smile and a word or sentence of friendly chat. Sometimes, they even inaugurate the greeting. Not bad for a group of pretty young coeds, or strapping young men, to take the time to greet a chubby aging white man! !

My hats are off to you, students of St. Paul's. You are good neighbors!! !

God bless!!

Father Bob Kerner,
Rector, St. Andrew's Episcopal Church, Lawrenceville

APPENDIX B

TRAFFIC REGULATORY COMMISSION
SAINT PAUL'S COLLEGE

TRAFFIC APPEALS CITATION FORM

Appeal of Traffic Citation No.: ___ Date Issued_____ Decal No. ____

Name: _____

Address: _____
Number Dormitory Street

_____
City State Zip
Telephone

License No. _____ State of Registration _____

I request a review of the above citation for the reason stated below. I understand that I will be informed of the time, date, and place of the review of appeal and have the option to appear on my behalf or be reviewed in my absence.

_____

_____

_____

I certify that the above statement is true and correct to the best of my knowledge and belief which can be corroborated by:

_____
Signature Date

FOR TRAFFIC APPEAL PANEL

( ) Appeal denied for failure to file appeal within prescribed time
( ) Appeal denied, fined imposed $_____
( ) Appeal denied, fine(s) suspended
( ) Appeal upheld

_____
Chairperson Date

APPENDIX C

Saint Paul's College
Division for Student Affairs
115 College Drive
Lawrenceville, Virginia 23868

Date Received_____
(Office Use Only)

Student Written Complaint Form

Name of Student Filing Complaint: Date:

Address:

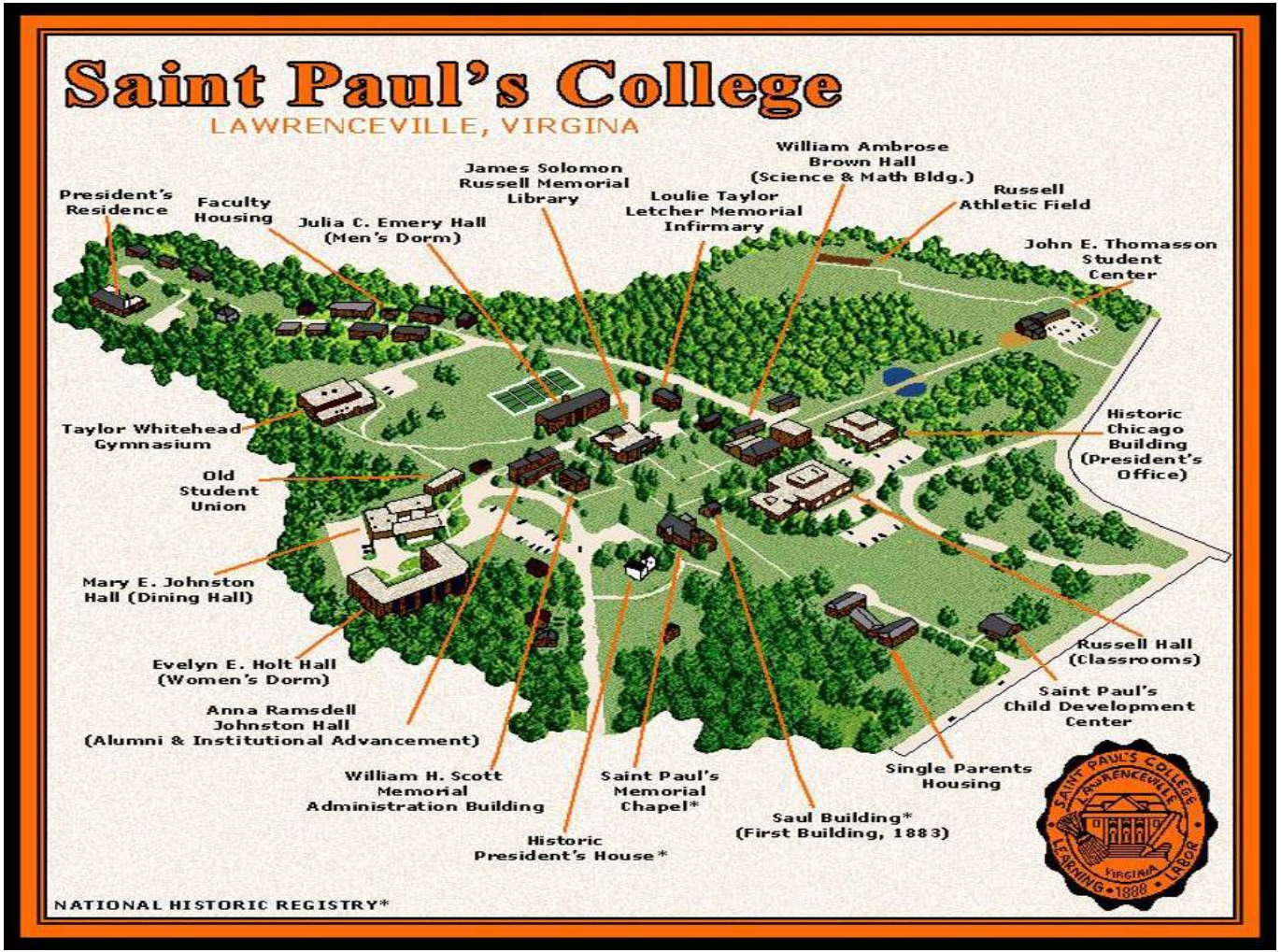
City: State: Zip

Dorm: Room Number: Contact Number:

Type of Complaint:	[ ] Academic
[ ] Disciplinary	[ ] Sexual Harassment
[ ] Grades	[ ] Discrimination
[ ] General Grievance	[ ] Personal Records

Use the lines below to write your complaint. Please make sure to include relevant information such as date, times, locations, etc. You may attach additional pages if needed, or use the back of this sheet for additional documentation.

Signature: Date:


Saint Paul's College
LAWRENCEVILLE, VIRGINA
President's Residence
Faculty Housing
Julia C. Emery Hall (Men's Dorm)
James Solomon Russell Memorial Library
Loulie Taylor Letcher Memorial Infirmary
William Ambrose Brown Hall (Science & Math Bldg.)
Russell Athletic Field
John E. Thomasson Student Center
Taylor Whitehead Gymnasium
Old Student Union
Historic Chicago Building (President's Office)
Mary E. Johnston Hall (Dining Hall)
Russell Hall (Classrooms)
Evelyn E. Holt Hall (Women's Dorm)
Saint Paul's Child Development Center
Anna Ramsdell Johnston Hall (Alumni & Institutional Advancement)
Single Parents Housing
William H. Scott Memorial Administration Building
Saint Paul's Memorial Chapel*
Saul Building* (First Building, 1883)
Historic President's House*
SAINT PAUL'S COLLEGE
LAWRENCEVILLE
VIRGINIA
LEARNING • 1888 • LABOR
NATIONAL HISTORIC REGISTRY*