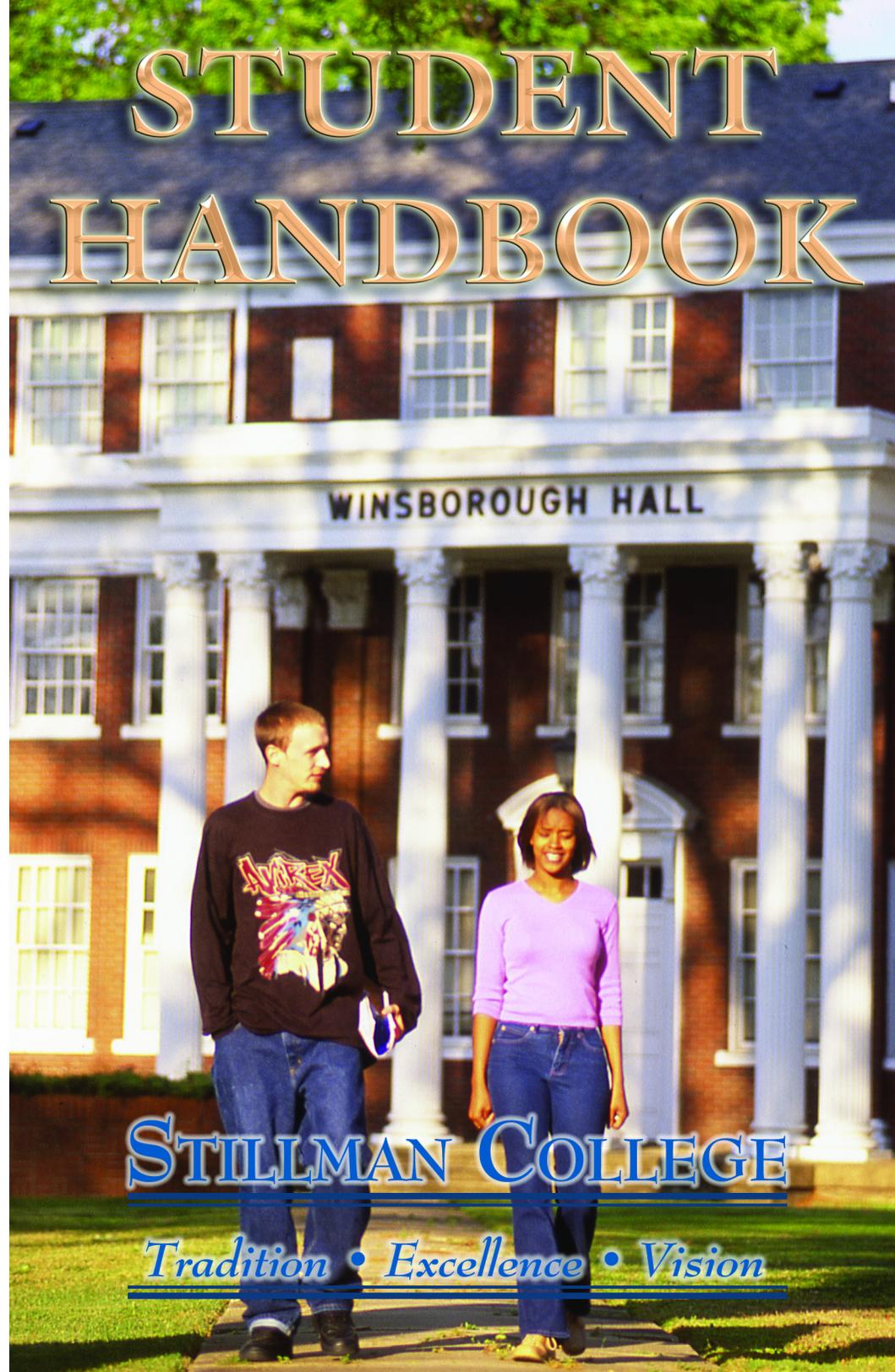




STILLMAN COLLEGE
P.O. Box 1430
Tuscaloosa, Alabama 35403

STUDENT HANDBOOK



STILLMAN COLLEGE

Tradition • Excellence • Vision

STILLMAN COLLEGE
Tuscaloosa, Alabama

August 1, 2005



STUDENT HANDBOOK

AFFIRMATIVE ACTION POLICY

Stillman College is committed to a policy of equal education and employment opportunities for all persons regardless of race, gender, age, national origin, or handicap. The College is an Equal Opportunity/Affirmative Action Institution.

This edition of the Student Handbook supersedes all previous editions.

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PREFACE

The content of this Handbook includes information about the history and tradition of Stillman, campus life, support services and organizations of the Student Government Association. For more detailed information on academic regulations, course fees, etc., consult the Stillman College Catalog.

Stillman College is characterized by friendliness, cooperation and continuous search for truth. The dominant assumption at Stillman is that students who are admitted will succeed. Each student who enrolls at Stillman becomes a member of the **“STILLMAN COLLEGE FAMILY”**, as well as an integral part of the College community. Many will come from different communities, cultures, economic and social backgrounds, and will share numerous experiences—we proudly call you Stillmanites!

MESSAGE FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS



Dear Students,

Welcome to Stillman College!

The Stillman College Student Handbook is an official document of the College. It is published by the Office of the Vice President for Student Affairs to serve as a resource and guide to assist you in making the necessary adjustment to campus life.

The College makes this handbook available to each student. The contents of this handbook will relate to the College's ideals, values, history, structure, services and organizations. It also contains policies, rules, regulations and procedures governing campus activities, student life and the standards of student behavior which are unacceptable at Stillman.

Students are held individually responsible for meeting all requirements as indicated in this handbook; and, therefore, are strongly encouraged to become familiar with its contents. Failure to read and comply with its contents will not exempt a student from whatever penalties he or she may incur.

The College reserves the right to change the rules and regulations published in this handbook through appropriate channels.

If there are questions about the Stillman College Handbook, please do not hesitate to contact the Office of the Vice President for Student Affairs.

Sincerely,

A handwritten signature in cursive script that reads "Sharon E. Whittaker". The signature is written in dark ink and is positioned above the printed name.

Sharon E. Whittaker
Vice President for Student Affairs

STUDENT COMMITMENT STATEMENT

Stillman College, as a private church-related institution, earnestly seeks to establish a campus environment where the living and learning experiences exert a positive influence in the lives of our students – physically, mentally, socially, and spiritually. Stillman College believes that your familiarity with and observance of our Student Honor Code/community values are truly necessary.

To achieve this goal, the Student Handbook is provided to you to assist you in adapting to our Stillman College family. You are encouraged and required to read the values section carefully; it will greatly facilitate your success as a student at Stillman. Among the many issues covered in the Student Handbook, four are very important to the College community and deserve special mention.

First, advancing the personal well-being of each student and promoting responsible action are important goals of the college; therefore, an alcohol-free, drug-free, and tobacco-free campus environment is expected and enforced.

Second, the College seeks to develop and reinforce positive and exemplary attitudes, speech, and action; therefore, we take the position that (a) public use of profanity and vulgar/abusive language (b) theft and vandalism (c) dishonesty such as lying, cheating and disrespect, and (d) engaging in or giving the appearance of immoral behavior or physical violence on or off-campus are prohibited; therefore, persons found guilty are subject to disciplinary action which could lead to probation, suspension or expulsion from the College.

Third, fellowship and worship are an integral part of the Christian experience; therefore, students are expected to attend weekly chapel/convocation services and programs.

Fourth, promoting acts of leadership and service to humankind is an essential aspect of the College's mission statement; therefore, each student and student organizations are expected to engage in leadership and community service projects.

The implementation and enforcement of our community values/student honor code represents our application, knowledge, and understanding of basic Christian beliefs and traditions, making Stillman a very special and unique place, to be preserved for contemporary and future generations. Stillman College welcomes you into its family as one who will join our community to be a positive influence for good, who will be a conscientious campus citizen, and who will seek to prepare for responsible citizenship. Our entire college program is designed to assist you in becoming the Stillman Man and the Stillman Woman demonstrating competence, character, compassion and commitment. Best wishes are extended to each of you for a very successful collegiate experience.

For the duration of your enrollment at Stillman College you are to do everything within your power to uphold the high standards of integrity, honor, and excellence herein described.

HISTORY AND TRADITION OF STILLMAN COLLEGE

HISTORY:

Stillman College, authorized by the General Assembly of the Presbyterian Church in the United States in 1875, held its first classes in the Fall of 1876 and was chartered as a legal corporation by the State of Alabama in 1895. The Institution's history, however, dates back to 1874 when a group of Presbyterians from Tuscaloosa, Alabama, headed by the Reverend Doctor Charles Allen Stillman, presented an overture to the General Assembly of the Presbyterian Church in the United States asking the Church to establish a training school for Negro ministers.

In the years that followed, the need for academic as well as theological training was recognized, and the young school founded by Dr. Stillman enlarged its academic program under his leadership. With a strengthened academic program the school decided that its purpose should include educating blacks other than those preparing for the Christian ministry. In 1898, the school now named Stillman Institute in honor of Dr. Stillman, who had died in 1895, moved to its present location in the western section of Tuscaloosa. The General Assembly of 1899 approved the opening of the school to all women as well as men who wished to enter.

This decision led to the second phase of Stillman's growth. In the next five decades, with the aid of the Church and under the able leadership first of Professor W.F. Osburn and later of Professor A.L. Jackson, the school grew in size and expanded in purpose. During these years, the school acquired its present campus tract of over 100 acres, organized a junior and senior high school and established a junior college program which was accredited in 1937. In addition between 1930 and 1946, it operated a hospital and nurses training school.

These accomplishments led into the third and present phase of Stillman's history, which dramatically links Stillman's continuing vital educational role and the changing face of the South. This phase grew out of the following elements: the raising of educational aspirations created by the College's concentration on Christian-inspired education rather than training for the ministry, the stiffening of state requirements for teaching certificates and the gradual but inevitable increase in employment opportunities for blacks.

With the administration of Dr. Samuel Burney Hay, from 1948 to 1965, the school sought to pursue a goal to which both the demands of the times and its own developing concept of its educational purpose directed it; namely, a senior liberal arts institution. In 1948, the name was changed to Stillman College, and the following year Stillman was expanded into a four-year college. Stillman graduated its first baccalaureate class in 1951 and was accredited by the Southern Association of Colleges and Schools in 1953. Under Dr. Hay, seven new buildings were constructed: a gymnasium, a library, an administration-classroom building, two women's residence halls, a prayer chapel, and a college center.

Dr. Harold N. Stinson, the first African American to assume the presidency, served from 1967 to 1980. New programs designed to improve educational quality were instituted, and new facilities added included two men's residence halls, faculty apartments, a maintenance building, and a mathematics-science center. Snedecor Hall, Batchelor Building, and Birthright Auditorium were renovated.

Dr. Cordell Wynn, the fourth President, served from January, 1982, through June, 1997. During Dr. Wynn's tenure, the appearance of the campus improved dramatically; Winsborough and John Knox Halls were renovated; and the Marie Lundy Wynn Hall was erected. Under his leadership the enrollment grew beyond 1,000; the endowment increased significantly; and the educational program was broadened to include the Stillman Management Institute and a community-service component.

Dr. Ernest McNealey, the fifth President, assumed office in July, 1997. Dr. McNealey brought an emphasis on technology to the College, connecting all buildings with fiber optic cable, providing lap top computers to students, providing computers and training for faculty and staff, and creating new laboratories for students. Admission standards were raised, the Harte Honors College created, and guaranteed outcome pre-professional programs established. A stadium, a residence hall, a fine arts center, and a formal campus entrance have been constructed, with several buildings renovated.

TRADITIONS:

Stillman, like most colleges, has its traditions, some full of meaning and some not so meaningful; some which reach back into the school's early history, and some which are of more recent vintage. Most traditions stem from "that OLD STILLMAN SPIRIT" which has a way of lodging in the hearts of all; students and faculty alike, who walk in these halls. This "SPIRIT" is exemplified by the sincere "HELLO" with which Stillmanites greet each other, the townspeople, and campus visitors. It is also evidenced in that invisible bond that ties together the Stillman community, not only on campus, but also around the world. Some of the better known traditions include:

The Magnolia Trees in the center of the campus. Here in a grotto of aged boughs exists an aura perfect for thoughts of home, courtship, relaxation and the reflection of the day's experiences. Here is a spot sacred to many.

The stately columns of the Library embody the rich tradition of Stillman's distant past and promising future.

Other traditions include the New Student Confirmation Ceremony; the Coronation; Greek Activities; various Residence Halls events; Choir and Band Concerts, Opening and Spring Convocations, Chapel, Religious Emphasis Series, Homecoming, and Student Choice Awards Ceremony.

These traditions have come from the soul of our College. They constitute an essential part of the life at Stillman.

STUDENT RIGHTS AND FREEDOMS

Stillman College endorses academic freedom. The College also endorses citizenship freedoms including freedom of peaceful assembly, freedom of the press, and freedom to petition for redress of grievances.

The College seeks constructive changes and will work with the faculty and the Student Government Association in order to make necessary revisions in programs, policies and procedures. The College, moreover, respects the right of students to criticize, dissent, and protest.

Academic freedom, however, is not academic license. Therefore, in the interest of insuring the education which teachers are here to provide and which students are here to receive, Stillman College will not tolerate the use of physical force or physical destruction or other activity which infringes upon the freedom of others, deny the opportunity for teachers to teach and for students to learn or interfere with the right of speakers to speak and listeners to listen. The College maintains that the rights and freedoms of students does not include the right to hamper and restrain the movements of others; to interfere with school operations including the conduct of classes and the performance of office work; to obstruct movement into, through, and out of school buildings; to disrupt school operations; to seize and occupy school buildings, to injure persons, to damage or to destroy property.

The College affirms and supports the basic principle that free inquiry and free expressions are fundamental and indispensable rights, which should be enjoyed by all members of the academic community. It does not condone dissent, which expresses itself through the use of physical force and/or physical obstruction. Therefore, students who use physical force and/or physical obstruction in an

attempt to force their wills upon others will be held fully responsible and discipline for such actions will be prompt and sufficient to the cause.

GENERAL INFORMATION

Student Affairs

Student Affairs is the component of the College responsible for co-curricular and extra-curricular areas of student life including residence living, counseling services, health services, Christian life, discipline, athletics, and student activities and organizations. Under the direction of the Vice President for Student Affairs, the primary functions of the area is to provide a comprehensive program of student support services directed toward meeting students' developmental needs. Student Affairs, through its programs and processes, seeks to create a supportive co-curricular environment at Stillman that is conducive to the development of emotional autonomy, coping skills and feelings of selfworth and independence, tolerance and mature relationships with peers, appropriate educational plans, mature career plans and a responsible lifestyle.

Career Planning and Placement

Career planning and placement provides opportunities for students to explore their academic majors and career interests. Information is available about employment, internships, cooperative education, and graduate school preparation and testing. Services provided include resume assistance and interviewing skills sessions as well as meetings with consultants to discuss employment and graduate school related issues. Representatives from graduate schools, industry, and government agencies recruit on the campus throughout the year. Students seeking assistance with employment or graduate school should visit the Student Development Center located on the first floor of the Johnson-Robinson Building. Students should file their credentials and resumes through the Office of Career Planning and Placement to insure maximum benefits.

Residence Life/Housing

The Office of Residence Life/Housing is the central office for all aspects of residential organization and living. There are eight on-campus residence halls and a number of off-campus sites that are staffed by Resident Directors, and Resident Assistants, all of whom work under the guidance of the Director of Residence Life/Housing.

Campus Christian Life

Stillman College, founded in a Christian setting, bearing a Christian motto, and believing that each personality should be anchored in lasting values, provided for its academic community a varied program of religious activities. All students should take advantage of the following stabilizing services and activities:

Religious Counseling—provided by the College Chaplain for students with or without an appointment.

Chapel Services—held on Thursdays at 11:00 a.m. Students are required to attend and seek religious inspirations through common worship.

The Religious Emphasis Series—observed each semester. Speakers of national and local prominence are invited as participants.

The Myrtle Williams Prayer Chapel—Sanctuary for private prayer and meditation. Every student should use this room in moments of personal stress, strain or great thankfulness.

The Christian Student Association—coordinates all religious activities and promotes special programs to meet the religious need of the students through Bible study and personal witnessing. The College Chaplain is Advisor.

Intercollegiate Athletics

Effective September 1, 2005, Stillman becomes a member of the NCAA Division II and offers football, men and women's basketball; track & field cross-country, tennis, men's baseball, and women's volleyball and softball. The athletic teams are a catalyst in creating enthusiasm, school spirit, and student unity on the campus.

Business Office and Student Accounts

The Business Office of Stillman College handles the receipt of all funds for student accounts, record keeping, purchasing of supplies and equipment, payrolls and salary payment and financial reporting. Students of the College have a right to request information concerning their accounts and also have the responsibility of following up with financial aid applications and making timely payments on all financial obligations.

1. Tuition and fee schedules are provided in the College Catalog. All charges are due payable on or before registration day. Payments should be made by cash, certified checks, cashier's checks, or money orders made payable to Stillman College. Personal checks

are acceptable. All payments made by mail should be sent prior to registration to the following address:

Business Office
Stillman College
Post Office Box 1430
Tuscaloosa, AL 35403-9990

2. Financial Aid awarded to students at Stillman College is a form of payment. It is the responsibility of the student to make timely arrangements with the Financial Aid Office to receive benefit of such awards toward payment of his/her fees. Completing financial aid requirements is essential to receive aid and avoid late fees.
3. Payment of all charges each semester is due and payable in advance or at registration. Upon approval by the Vice President for Fiscal Affairs before or during registration, payment may be made according to an installment plan. The installment plan calls for payment of 60% of all charges at or prior to registration and payment of the balance in three equal amounts. The balance of the payment plan must be paid in full before registering for another semester. A student who uses the installment plan will be assessed a deferred payment fee for this privilege. (See the College Catalog for more detailed information).
4. Late fees are assessed for balances not paid on a timely basis. Students who fail to meet the deadlines for payment of all charges may be assessed a late payment fee based on the outstanding balance.

Financial Aid

The primary purpose of the Financial Aid Program at Stillman College is to provide financial assistance to students who without such aid would be unable to attend college. (Note: Special merit-based scholarships are available to high ability students.)

Various sources of financial assistance are available to students who meet eligibility requirements to participate in the Financial Aid Program. Funds available through the Perkins Loan Program, the Pell Grant, the Supplemental Educational Opportunity Grant Program (SEOG), the College Work-Study Program, Guaranteed Student Loan Program, Stillman College Scholarship and the Alabama Tuition Grant Program. Students and parents are urged to seek assistance in proper completion of their Aid Applications. All applications should be completed and filed early.

Students are responsible for timely completion of requirements to receive financial aid. This includes requirements of the College, private funding sources, as well as State and federal funding sources. Failure to comply with requirements within specified deadlines may result in a student not receiving financial assistance and may necessitate payment of the balance with personal funds.

Library

The building is divided by disciplines and staffed with subject specialists. In addition, there is a Media Area, Computer Laboratory, and Basic Skills Laboratories. The Library is central in the life of successful students. Students with ID cards may check out books. Fines are levied for overdue and lost books.

Health Services

The College provides a health facility located on the second floor of the Johnson Robinson Building and employs a nurse practitioner. Students should seek medical assistance at the earliest sign of illness and are encouraged to utilize health services to maintain health and to decrease illness. Documentation of a health service visit will only be granted to students who report an illness/injury prior to the time of work or class.

All Stillman College students are automatically enrolled in the Stillman College Insurance Plan, which provides secondary coverage for those students who are insured and primary coverage for those students without insurance. Students who need medical assistance should report to the second floor of the Johnson-Robinson Building during the posted hours when the nurse practitioner is on site or to the first floor of the Johnson-Robinson Building when the nurse practitioner is not available. On-campus students who experience a medical emergency after business hours should report to their hall director for assistance; off-campus students should visit a local clinic or emergency room. The Stillman College Insurance Plan does not consider and will not pay non-emergency medical visits that do not have a Health Services or SDC referral made prior to the visit.

Students who incur emergency room costs or other medical costs are responsible for completing a claim form and submitting information to the insurance company and/or medical facility, which provided care. Students who are insured through another insurance company and the Stillman College Insurance Plan must submit a medical claim and supporting documentation to both companies.

Stillman College Health Services complies with HIPAA regulations.

Stillman College encourages students concerned with health/wellness issues (e.g., asthma, diabetes, hypertension, depression, pregnancy, STD's, etc.) to seek assistance from Health Services.

The College reserves the right to require a student to move from the Residence Halls, if he/she has a contagious disease, is an unwed pregnant student, disrupt the College Community, or endangers the health, safety or property of any member of that community.

Student Development Center (SDC)

The Center provides counseling, new student testing, graduate school preparation, resume preparation, orientation, alcohol/drug education, enrichment programs and other services designed to help students achieve their personal, social, intellectual, and educational objectives. A supportive environment is provided in which students can discuss personal concerns, explore options, and evaluate their priorities and goals.

Group and individual counseling sessions cover a range of issues and concerns, including self-assessment, decision making, goal setting, stress management, family issues, dating, sexuality, relationships, leadership skills, time management, emotional, and behavioral problems. Students are assured that confidentiality will be maintained and that their concerns will be discussed in a private and caring atmosphere.

Stillman College Counseling Services complies with HIPAA regulations.

Student Activities

This office provides recreational, social, cultural, and leisure-time activities and programs that contribute to the students' physical, emotional, social, spiritual and intellectual development. Area facilities and services include: The College Center, Computer Center, Cleaners, Tennis Courts, Stress Center, Billiards, Swimming Pool, Weight Room and the Gymnasium. Schedules and programs of student activities are provided by the Director of Student Activities. Contacts should be made with the Director for permission to use these facilities for special events.

Food Service

A national chain manages the food services operation at Stillman. The College furnishes the dining rooms and the equipment, but the management of the food services and the food service personnel is the responsibility of the chain. There is a Food Committee, comprised of students and staff, one function of which is to act as a clearinghouse for problems related to food services.

The College cafeteria is located on the second floor of the Hay College Center. It primarily serves resident students who are required to participate in the Cafe-

teria Meal Plan. Non-resident students who wish to dine therein must either purchase a meal plan or eat on a cash basis. All students who live in residence halls will be charged for meals. The cafeteria prepares meals for students with various dietary needs. Students requesting exemption from the meal plan must submit a physician authorized and signed medical excuse to the Nurse Practitioner. The nurse's office is located on the second floor of the Johnson-Robinson Building (3:00 p.m.- 6:00 p.m. Monday – Thursday, Friday, by appointment). Upon receipt of a meal plan exemption request, the nurse will contact the Director of the Dining Hall to determine if the dining hall is able to provide for the physician prescribed dietary needs of the student. Meal plan exemptions will be approved only when the dining hall is unable to provide for these needs. The Director of Dining will forward written correspondence to the Vice President for Student Affairs. Meal plan exemption approval will be at the discretion of the Vice President for Student Affairs, and no appeal shall be granted. Exemption request must be made within five days of assuming occupancy in campus housing.

Meal hours are posted and students have responsibility for the following:

1. Presenting a current I.D. Card to cafeteria personnel at each meal, or pay cash at the door.
2. Refrain from taking food, beverages and dining hall property out of the Cafeteria.

Please Note: If an ID Card is lost, a duplicate card costs \$20 and may be purchased at the Cashier's Window in the Business Office and secured from the Office of Purchasing and Receiving in the Hay Center.

Food Court

The Food Court is located in Roulhac Hall and is open to all members of the College community and guests. Meals for non-students are on a cash basis only.

Lost and Found

Lost and found articles should be turned in to the Vice President for Student Affairs Office.

Plant Operations

All maintenance, renovations, landscaping and lawn cares are under the supervision of the Director of Plant Operations. Students have an interest in the physical efficiency of the buildings and grounds and share responsibility for the general appearance, upkeep and protection of the College property.

Campus Security

The College's main entrance to the campus is guarded and the College provides foot patrols and vehicular monitoring of the campus. Guards are on duty at all times for the safety and security of students, faculty, staff, and protection of property. Parking areas are designed and student codes of conduct are strictly enforced in order to maximize the effect of protective mechanism.

Mail Services

The Campus Post Office, located in the Hay College Center, is maintained for the convenience of resident students. Commuters may rent mailboxes on an "as available" basis. The Post Office service window is open Monday - Friday from 8:30 a.m. to 1:00 p.m. and 2:00 p.m. to 5:00 p.m., and closed on weekends and holidays. Postage stamps may be purchased in the Post Office. Federal Express and United Parcel packages are delivered to and should be picked up at Shipping and Receiving.

When a package or accountable (Certified, Express or Priority) mail is received, a notice will be placed in a student's mailbox. The student should bring the notice to the Post Office window with his/her ID Card.

Certified or Express mail is the best security that the Postal Service has to offer against loss or theft. However, the College Post Office does not provide special mail services such as Registered, Insured Express, and COD mail or Money Order.

Please advise correspondents (1) to use your campus box number when corresponding with you and (2) NOT to send cash through the mail.

If someone writes or sends a package and it is not received in a reasonable number of days (4-5), contact the sender to have any U.S. Post office trace the mail.

College Book Store

The College Book Store, located in the Hay College Center, sells textbooks, materials, writing instruments and supplies, toiletries, greeting cards, postage stamps, light snacks and Stillman paraphernalia. Purchases may be made with cash, vouchers, money orders, cashier checks and travelers cheques. Checks returned for insufficient funds are forwarded to a check collection agent. Vouchers can be used for textbooks and supplies only.

Commuters

Commuting students have all the privileges and responsibilities enjoyed by

boarding students. They represent Stillman and are expected to uphold the ideals and standards of the College at all times.

The College provides a lounge for commuters in the Hay Center. Commuters are welcome to purchase meals in the Dining Hall and Food Court. They may also rent mailboxes in the Post Office on an “as available” basis.

Health Services at the Student Development and Health Center (SDHC) are available to commuters. Any commuter who becomes ill on campus should report to the SDHC for treatment.

DISCIPLINARY POLICIES AND REGULATIONS

STUDENT CODE OF CONDUCT

All students are responsible for reading this Student Handbook. It is also an expectation that each student knows and observes all values and behavioral expectations related to the Student Code of Conduct, and to be familiar with the information contained in all College publications.

Each student voluntarily chooses to be a part of the Stillman College community, and as a member, agrees to abide by established values. As in the case with all communities, Stillman has established reasonable expectations, which contribute to the common good of the total community. Being a contributing member of the community requires that selfish individualism often must give way to what is best for a caring, orderly and just community.

Stillman College is committed to providing fair and equitable treatment to all students in student disciplinary matters. It also has an equal obligation to protect its educational purpose and the interest of its student body; therefore, it must be concerned with the actions of individuals or groups that are in conflict with the welfare and integrity of the College or in disregard for the rights of other students, faculty or other members of the College community.

All students, while associated with or representing the college, are expected to conduct themselves and community life in a manner that will reflect upon the College. When students enter Stillman College, it is assumed that they have a serious purpose and a sincere interest in their own social and intellectual development. It is also assumed that they are familiar with the policies and regulations set forth for students at Stillman College, and that they have accepted them as a way of life during their stay at the College. They are expected to learn to handle problems intelligently, reasonably and with consideration for the rights of others; to obey laws and ordinances of the nation, state, and community of which they, as well as the College, are a part and to conduct themselves peaceably in espousing changes they may consider necessary.

The discipline of students is viewed as a part of the educational process. Appropriate standards of conduct are established in keeping with the achievement of the College's Mission. The nature and procedures of the disciplinary process determine whether misconduct warrants, warning, probation, suspension, severance from the residence halls or the College by dismissal, or other disciplinary actions.

Disciplinary action may be initiated against students by Stillman College for misconduct which either arises on or off campus when the student is in violation of federal, state and local laws, as well as to College-wide policies and regulations, or which materially or adversely affects the college or an individual's suitability to be a member of the Stillman College community. When a student demonstrates that he or she does not respect Stillman's purposes, that student for-

feits the right to remain a part of the Stillman Community. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally.

The student is expected to comply with the spirit, as well as the letter of these expectations for behavior. By definition, a student in good standing is not on any type of probation (i.e. academic, financial, disciplinary, residence hall). All students are required to remain in good standing at Stillman College in order to receive institutional financial aid the following year. Probation or suspension is cause for cancellation of institutional aid.

College-enacted rules and regulations are found in this Student Handbook and addenda disseminated from time to time by Stillman.

A student or student organization found to have violated any of the college rules or regulations shall be subject to appropriate disciplinary response by the Vice President for Student Affairs or other disciplinary body.

Disciplinary action may also be initiated against students involved in violations outside of the Stillman College campus, including, but not limited to, areas of public access within the bounds of the Stillman College campus, on the grounds of any properties controlled by Stillman, or at the location of college-sponsored activities or events. College-owned apartments and houses rented from the College are considered campus housing. The office of the Vice President for Student Affairs will enforce college policies and values. College officials will make periodic safety and property inspections.

Individuals formerly enrolled at Stillman may still be subject to the College disciplinary process for violations occurring while they were enrolled in or associated with the College.

Students committing a city, state, or federal crime are subject to disciplinary action, and/or civil action, and the case may be turned over to police authorities.

Stillman College is a drug-free and alcohol free campus and to maintain it as such, officials may do random alcohol and/or drug testing and may use investigatory devices. When the College believes there is presence of (including but not limited to) drugs, drug paraphernalia, alcohol, or other prohibited items and/or behaviors which are in violation of the policies stated in this Student Handbook, and or Residence Hall Policies, a search of the student's property may be held for any reason, at any time, without notice, without student consent, and without a search warrant.

The breach of any regulation may result in the imposition of any of the disciplinary responses set forth in this handbook, including expulsion. The severity of

the disciplinary response imposed will depend, in each instance, upon the circumstances of the violation. Repeated violations and/or combinations of violations will result in disciplinary action more severe than if only one violation occurred.

Students who have a disciplinary history or reprimand of any sort in their student record may be prohibited from participating in special programs offered by the College.

Egregious acts of disrespect/misconduct such as assault and/or cursing a College official will result in immediate suspension/expulsion from the College.

Judicial System

It is in the best interest of the College and members of the College community for the College, when possible, to function in regard to disciplinary matters as a self-contained community in an orderly environment. Assurance that fair sanctions will be imposed on those found guilty of misconduct will help the College preserve order. The College Judicial System is designed to help the College exercise proper control over its disciplinary affairs, while conscious at the same time of the rights and competence of the civil authorities in such matters.

Lawyers, physicians, and other third parties are not permitted to participate directly in student affairs matters, including judiciary procedures. Appeals, notifications, and requests from third parties will not be accepted or honored.

Procedures have been established which are reasonably calculated to facilitate a reliable determination of the issues, and to afford fundamental fairness to any student accused of misconduct.

It is the intent of these policies and regulations to set forth the duties of those who join the College community to each other and to the College, and to set forth administrative and judicial procedures for dealing with those students who are accused of violating the policies and regulations.

Jurisdiction

Students are subject to all state, federal and local laws and accountable to the city, state, and federal courts for any violation of such laws. A charge alleging that a student has violated a city, state, or federal law is also subject to on-campus judiciary review. College disciplinary proceedings and hearings are not criminal proceedings. In cases involving the alleged violation by a student, on or off the campus, of a state, federal or local law, the College may consider but is not bound by any action taken with regard to the same violation by city, state or federal courts or officials.

THE STILLMAN COLLEGE STUDENT DISCIPLINARY SYSTEM

Stillman College aspires to have a safe and sound educational environment that facilitates high standards of excellence for our students. In such an environment, we must depend on students to comply with reasonable rules of order and discipline. The student disciplinary system of the College consists of the Student Court, Judiciary Committee and the Vice President for Student Affairs.

STUDENT COURT

The Residence Directors may handle infractions occurring in the residence halls. In such cases where the facts are in dispute, cases may be referred to the Student Court. The Student Court will forward its decisions and recommendations to the Vice President for Student Affairs. The decision of the Vice President for Student Affairs is final. Minor infractions occurring in places other than the residence halls and where there is dispute will also be referred to the Student Court. For detailed jurisdiction, composition, organization and powers of the Student Court, please refer to the Student Government Association Constitution.

JUDICIARY COMMITTEE

Serious infractions will be referred to the Judiciary Committee. This Committee reports its decisions and recommendations to the Vice President for Student Affairs. While the President reserves the right to review any matter in this area, decisions of the Vice President for Student Affairs are considered final. The Judiciary Committee will also render judgement in matters of academic dishonesty, charges of academic malfeasance or misfeasance, and in other matters under the College Code of Conduct. In matters having to do with academic integrity, the decision of the Vice President for Academic Affairs is final. The Judiciary Committee is composed of four members from the faculty, two members appointed by the President, and three students appointed by the Student Government Association.

THE AUTHORITY OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

The President in his capacity as chief administrator of the College has delegated his responsibility and authority for establishing, monitoring, and enforcing regulations governing student life to the Vice President for Student Affairs.

Anyone can refer a matter to the Vice President for Student Affairs. The Vice President will refer the matter to the appropriate hearing body. The decision of the Vice President for Student Affairs regarding cases from Student Court and the Judiciary Committee is final. The President, however, reserves the right to review any matter in the disciplinary process.

CAMPUS STANDARDS

Misconduct or inappropriate behavior refers to personal or group behavior, on or off campus that violates the values that guide and govern behavior. The following listing is not inclusive but is intended to give the student an idea of the types of behavior that are deemed inappropriate in this community and may result in disciplinary responses. The disciplinary responses listed below are the recommended minimum disciplinary responses in the event the student is found responsible of violating a student code. Additional disciplinary responses may be issued in the event circumstances warrant, as determined by the College disciplinary official or committee. The following are examples of inappropriate behavior:

Academic Dishonesty

- a. Definition: The intentional misrepresentation of all or part of one's work to deceive for personal gain, or assisting another to do the same. Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabrication, and/or submission of work, all or any part of which was developed in response to the assignment of an instructor.
- b. Action(s): Automatic "F" in course and possible expulsion from the institution.

Aiding, Abetting, or Conspiring/Complicity

- a. Definition: Being present when another student violates College policy and behaving in such a way that constitutes permitting or condoning the violation.
- b. Action: Disciplinary probation, community/campus service.

Alcoholic Beverages/Intoxication

- a. Definition: At Stillman, students should be aware of the laws, rules and guidelines regarding alcoholic beverage in the State of Alabama as well as on the Stillman campus and the liability issues resulting therefrom.

The minimum legal drinking age in the State of Alabama is twenty-one (21) years of age. Students, moreover, should also be aware of the fact that Stillman College does not permit the consumption, distribution, possession, sale, or manufacture of alcoholic beverages on the Stillman campus.

Whether as an individual member of the Stillman community or as a member of

a student organization, the law concerning the consumption of alcoholic beverages could have a direct impact upon any individual who sponsors a party (regardless of location) at which alcohol is served. Any organization or individual who plays the role of a social host can be held liable for damages stemming from violations of the laws governing the consumption of alcoholic beverages.

It is very important that all individuals take steps to ensure that the laws governing the consumption of alcoholic beverages are not violated whenever an off-campus event is sponsored.

Consistent with the law and as a matter of principle, Stillman College does not condone the consumption of alcoholic beverages by minors or the dispensing of it to noticeably intoxicated individuals regardless of age.

Disorderly conduct resulting from the use of intoxicants is grounds for disciplinary action regardless of whether consumption has taken place on or off campus.

b. Action: Disciplinary probation or suspension.

Carnal Affection

a. Definition: Expressions of a sexual nature that would offend or create significant discomfort. Sexual acts, no matter the gender(s) or status of consent in the residence hall, any public venue, or where others might be readily aware.

b. Action: Immediate suspension without benefit of hearing.

Children on Campus

a. Definition: Stillman College assumes no responsibility for minors not officially enrolled at the College. The use of classrooms for childcare purposes seriously interferes with the principal function of the classroom, which is instruction.

All childcare in classrooms is therefore prohibited. Childcare is also prohibited in residence halls and College facilities. Children are not permitted to visit resident's rooms or loiter in hallways. Under no circumstances will a student be permitted to reside in a residence hall with her child.

b. Action: Residence hall suspension, disciplinary probation, and/or suspension.

Cohabitation

- a. Definition: Living/residing with a non-related person, no matter the gender(s) for the purpose of carnal affection.
- b. Action: Residence hall suspension, disciplinary probation, or suspension.

Committing A City, State or Federal Crime

- a. Definition: The breaking of city, state or federal laws, which govern the area in which a Stillman College-enrolled student is living. All students are required to abide by the laws of the local state, national and foreign governments (in the case of Stillman-related travel abroad) and are subject to disciplinary action by the college for violation of any of the laws thereof. The College will cooperate with all law enforcement agencies as requested.
- b. Action: Corresponds to the degree of seriousness of the law violated

Computer/Keys/Equipment/Property/Facilities Misconduct

- a. Definition: Misuse of computer resources is a serious breach of student ethics and/or law. Please refer to the Stillman College computer use policy available through the Electronic Data Processing Security Policy.
- b. Action: Disciplinary meeting, disciplinary probation, suspension.

Computer Harassment

- a. Definition: Intentional using the computer to annoy, harass, terrify, intimidate, threaten, or offend, another person by conveying obscene language, pornographic pictures, or other materials or threats of bodily harm to the recipient; intentionally using the computer to contact another person repeatedly with the intent to annoy, harass, or bother whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease; intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another.
- b. Action: Disciplinary meeting, social probation, suspension and or prosecution to the fullest extent of the law.

E-mail

- a. Use of the e-mail system for the distribution of chain letters and other broad-based unsolicited propaganda.

- b. Loss of e-mail privileges, disciplinary probation, or suspension.

Damage or Destruction to Property

- a. Definition: Vandalism, malicious damage, or accidental damage to property belonging to Stillman College or others on campus.
- b. Action: Restitution and/or campus/community service.

Dangerous Practices/Reckless Behavior

- a. Definition: Activities which endanger the lives or safety of that student or of others in any building or on any property owned or operated by the College. This includes, but is not limited to climbing on roofs, hanging from ceilings and ledges, hanging out windows, propping exterior doors open in residence halls, leaving doors propped open, throwing objects from windows or balconies and disclosing or giving residence hall door access to unauthorized persons.
- b. Action: Restitution/disciplinary probation/campus/community service.

Dishonesty of Any Kind

- a. Definition: Cheating, fraud, knowingly furnishing false information to the College, forgery, alteration, or misuse of College documents, records or identification cards.
- b. Action: Disciplinary probation, suspension.

Disorderly Conduct/Disrespect for Others

- a. Definition:
 - (1) Disruptive behavior on campus or at any off-campus function, formal, athletic event, game, retreat, etc.; intentionally or recklessly interfering with normal school-sponsored activities, including, but not limited to, studying, teaching, research, administration, fire, police and emergency services; disruption and/or obstruction of any Stillman personnel, students and/or traffic by blocking reasonable entrance to or exit from any school building or property; intentionally and substantially interfering with individuals at Stillman College or at school-sponsored activities, or seizing control of any building.
 - (2) Conduct on or off campus which is in conflict with the welfare and

integrity of the school, and which identifies the student. This includes, but not limited to, any act resulting in a student's arrest and conviction for a misdemeanor or felony by local, state, or federal authorities.

- (3) Conduct which is offensive or annoying to others or is disruptive of the rights of others. This includes, but not limited to, excessive noise such as loud talking, shouting, playing stereo or television loudly, playing musical instruments or electronic devices loudly, horseplay, practical jokes, and general annoyances which disturb members of the college community or citizens in the community surrounding the college at any hour.
- (4) Participation in unauthorized assemblies/demonstrations and/or behaving in such a manner, which appears, calculated to incite a riot; interfering with rights of other students, faculty and staff to engage in scheduled activities.
- (5) Engaging in or sponsoring an activity contrary to the Stillman Student Code of Conduct.

b. Action: Restitution, Disciplinary Probation, Campus/Community Service

Disruption or Obstruction of Academic Process

- a. Definition: Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other institutional activities, or the incitement of others to do the same.
- b. Action: Disciplinary probation, suspension.

Egregious Behavior

- a. Definition: Acts of disrespect/misconduct such as assault and/or cursing a College official.
- b. Action: Immediate suspension or expulsion without benefit of a hearing.

Failure to Comply with Directions of College Officials

- a. Definition: Deliberate refusal to comply with clearly stated policies or directions issued by any College official acting in the performance of his or her duties, including RA's and security personnel. This includes, but is not limited to, failure to evacuate a building during a fire alarm, refusal to present an ID upon request, failure to appear when summoned for an official meet-

ing (residence hall meetings) or falsification/lying to a college official.

- b. Action: Letter of reprimand and/or campus/community service/ disciplinary probation.

Failure to Comply with Penalties

- a. Definition: Deliberate refusal to comply with penalties imposed by any of the campus-based judicial officers or judicial bodies. This includes the Resident Directors, the Student Court, the Judiciary Committee or the Vice President for Student Affairs.
- b. Action: Suspension.

Fireworks

- a. Definition: Possession or use of fireworks of any variety manufactured either by an individual or a company (firecrackers, bottle rockets, etc.) on all college-owned or leased property or at any college-sponsored activity.
- b. Action: Confiscation of item(s) and/or disciplinary probation and/or campus/community service and/or suspension.

Forgery/Falsification of Records

- a. Definition: Providing false identification or information to Stillman College officials. The forgery or unauthorized alteration or unauthorized use of any Stillman document or instrument of identification. This includes, but is not limited to, admissions, registration, health, or disciplinary records.
- b. Action: Suspension or expulsion.

Gambling

- a. Definition: To play a game of chance and/or make wagers, for money or anything of value.
- b. Action: Letter of reprimand, restitution, campus/community service.

Guns/Firearms

- a. Definition: The possession, use or storage in any school area (including residence halls) whether openly or concealed, loaded or unloaded, of firearms, BB guns, ammunition, etc. or an imitation thereof that could be used to cause fear or injury to another person.
- b. Action: Confiscation of weapon (s) and immediate expulsion.

Harassment/Physical Threat or Abuse

- a. Definition: Verbal, physical, written or mental abuse, threats, abuse of personal property, public incrimination, defamation of character or stalking. This may include a persistent pattern of behavior directed at another individual that distresses, frightens, or is in some manner threatening. Examples include, but are not limited to, hate speech, public incrimination, abuse because of one's race, gender (sexual harassment), religion, national origin or disability. Victims of sexual assault will be involved in the entire disciplinary process, including name of assailant, discipline meeting recommendations and the disciplinary response rendered as required by statutory law. See College Sexual Harassment Policy under College Policies.
- b. Action: Disciplinary probation, subject to immediate suspension.

Hazing

- a. Definition: The infliction of physical violence on any individual; any activity calculated to embarrass, harass, or impose physical, emotional, or mental strain on any individual; or any activity that would in any way jeopardize the physical, moral, or scholastic well-being of any individual. To haze includes, but is not limited to, activities which involve forcible constraint or restraint (even if the person is willing to submit to the restraint) and kidnapping (even if conducted as a prank). See College's Hazing Policy in this document.
- b. Action: Disciplinary probation/campus/community service/suspension.

Illegal Drugs

- a. Definition: Distribution, possession, sale, manufacture, or medically unsupervised use of drugs which are illegal, or which may involve medical or psychological hazards to individuals, or which may lead to interference with the rights and privileges of others; Drugs including, but not limited to, amphetamines, barbiturates, hallucinogens, narcotics, marijuana, cocaine, crack, anabolic steroids, or other intoxicants and/or drug paraphernalia.
- b. Action: Disciplinary probation/subject to immediate suspension and/or expulsion. Students may be subject to drug testing. A student's property may be searched when the College believes there are drugs, drug paraphernalia, or other prohibited items. Response to sale or distribution of drugs – expulsion.

Illegal Visitation in Residence Hall

- a. Definition: Being in restricted areas when visitation privileges are not in effect.
- b. Action: Disciplinary probation and campus/community service for first-time offender, suspension from residence halls thereafter.

Infraction of Established Residence Hall/Council Regulations

- a. Definition: Misuse of residence hall keys, disruptive behavior, excessive noise/music or use of obscene language in residence halls.
- b. Action: Confiscation of equipment after warning, disciplinary probation, or suspension from the residence halls or college.

Lewd and Indecent Conduct

- a. Definition: Including, but not limited to, the following: lewd, indecent, profane and vulgar language, writing, expression or behavior (to include dress), indecent exposure, and/or possession and/or viewing of pornographic materials on College property or at functions sponsored or supervised by the College or one of its organizations.
- b. Action: Letter of reprimand, disciplinary probation. Subject to immediate suspension.

Littering

- a. Definition: Intentionally dropping, discarding, throwing, or otherwise disposing of refuse of any kind on college property, except in receptacles provided for that purpose.
- b. Action: Restitution, campus or community service and suspension for repeat offenders.

Misrepresentation or Forgery/Falsification of Records

- a. Definition: Knowingly furnishing false information to the College; forgery, alteration, or misuse of College documents, records or identification cards; falsification of College records including, but not limited to, admissions, registration, health, disciplinary, and residence hall forms.
- b. Action: Restitution, disciplinary probation and/or suspension.

Misuse of Telephones

- a. Definition: Unauthorized use or destruction of telephones located on the Stillman campus; use of con-campus telephones for illegal purposes or in an illegal manner.
- b. Action: Restitution, disciplinary probation or suspension.

Pets and Animals

- a. Definition: Keeping or possessing any animal in the residence hall.
- b. Action: Restitution, disciplinary probation, and/or suspension from the residence halls.

Physical Altercations

- a. Definition: Includes, but is not limited to, physical abuse, threats, or physical violence inflicted on any individual.
- b. Action: Immediate suspension of guilty initiator of the altercation, regardless of whether the student(s) involved press charges against each other.

Profanity

- a. Definition: Use of vulgar and profane language; including, but not limited to, cursing a College official.
- b. Action: Letter of reprimand, disciplinary probation, campus or community service and/or immediate suspension/expulsion.

Rape

- a. Definition: Unlawful carnal knowledge of a man or woman without his or her consent. See College Policy on Rape and Sexual Harassment.
- b. Action: Suspension or expulsion. Also subject to criminal prosecution.

Sexual Misconduct

- a. Definition: Any person afflicted with a sexually transmitted disease who shall knowingly transmit, assume the risk of transmitting, or do any act which will probably or likely transmit such disease to another person. Also includes rape, sexual assault and harassment.

- b. Action: Expulsion and Criminal Prosecution.

Setting A Fire/Arson

- a. Definition: Lighting a fire without authorization; fire setting in an occupied building; fires set with the intention of destroying property.
- b. Action: Restitution, disciplinary probation and / or suspension.

Slander

- a. Definition: Defaming another's character through false information that will discourage people from placing confidence in the other person, such as ridicule, rumors, or presenting them in an unfavorable light by stating a suspicion as fact.
- b. Action: Letter of reprimand, disciplinary probation.

Tampering With Fire/Door Alarms, Smoke Detectors/Fire Extinguishers

- a. Definition: Tampering with, discharging, or removing fire alarms, fire extinguishers exit signs or other safety equipment and giving false alarms.
- b. Action: Restitution, disciplinary probation and/or suspension.

Theft/Stealing and/or Possession of Stolen or Lost Property

- a. Definition: The unauthorized taking or keeping of items of College property, items rented, leased or placed on the campus, property leased by the College, items belonging to other students, faculty, staff, or guests of the College; using another student's identification; possession of stolen property.
- b. Action: Disciplinary probation, restitution and/or subject to immediate suspension.

Trespassing

- a. Definition: Unauthorized presence on any Stillman property; unauthorized visitation in residence halls; intentionally trespassing in areas from which individuals have been banned by previous order.
- b. Action: Restitution and subject to arrest and prosecution.

Unauthorized Entry

- a. Definition: Entering into any college building or facility without authorization.
- b. Action: Letter of reprimand and/or disciplinary probation.

Unbecoming Conduct

- a. Definition: Conduct, which is not in keeping with the values of the Stillman College community. It should be understood that any attempt to circumvent the principle of any college regulation without actually violating the letter of the law is considered unbecoming.
- b. Action: Letter of reprimand and/or disciplinary probation.

Vandalism

- a. Definition: Destroying, defacing, damaging property owned or leased by the college, or property belonging to students, faculty, staff or guests of the college including, but not limited to, tampering with, misusing or abusing computer equipment, programs, and/or data, vending machines, or personal property.
- b. Action: Restitution and/or disciplinary probation.

Weapons

- a. Definition: The possession, whether openly or concealed, of guns or other weapon including, but not limited to, firearms, explosives, BB guns, throwing stars, ammunition, sling shots, knives, and any other weapon of any kind or an imitation thereof that could be used to cause fear or injury to another person. Stillman supports city, state, and federal laws against such weapons.

Possession, use or storage in any school area (including residence halls) of any object designed to inflict injury; firearms, explosive chemicals, gasoline, ammunition, bows, arrows, baseball bats or swords, pellet guns, slingshots, martial art devices, brass knuckles, switchblades, bowie knives, daggers or similar knives, and chemicals such as mace or tear-gas.

- b. Action: Confiscation of weapon(s) and/or disciplinary probation, suspension, and/or expulsion.

RIGHTS AND RESPONSIBILITIES OF STUDENTS SUBJECT TO DISCIPLINARY HEARINGS

A student who has been charged with a violation of the student code of conduct and thus alleged to be involved in inappropriate behavior will be granted these rights in order to assure fundamental fairness in the disciplinary process:

1. Student(s) shall be presented the charges brought against him/her in writing at least twenty-four (24) hours before the hearing is scheduled. Any such notice shall also state that if the student fails to appear before the hearing body (Student Court, Judiciary Committee) without just cause, the hearing shall be heard in his/her/their absence.
2. The student shall be entitled to be present at the hearing during the presentation of any matter on which the decision may be based.
3. The student shall be entitled to present his or her case through statements, questions, witnesses, and other forms of evidence.
4. The student shall be entitled to be accompanied by an advisor. An advisor shall be a member of the Stillman College Community i.e. student, faculty member or an administrative employee of his or her choice. Lawyers will not be permitted to attend the hearing, address the hearing body, deliver statements or question witnesses.
5. The Student shall be entitled to make a written or taped record of the events of the hearing. The College will require that all such records remain in its custody; provided, however, that the student has access to the record for all purposes relating to hearings.
6. The student shall be entitled to a written notice of the results.
7. In cases adjudicated by the Residence Directors the student shall have the right to appeal the decision to the Vice President for Student Affairs. Please refer to the appeal process section of the Student Handbook.
8. All disciplinary hearings are closed to the public. Persons in attendance at closed hearings shall be limited to (a) the hearing body, (b) the student and his/her advisor, and (c) witnesses. Witnesses will be asked to withdraw after their statements have been received.
9. If a student or group of students is asked to appear before a judicial hearing body and, if he/she/they fail to appear for the hearing or investigation without just cause, this will be considered a violation of College policy and such student(s) will be subject to further disciplinary action.

Student Court and Judiciary Committee Proceedings

When a case is referred to the Student Court or Judiciary Committee the following steps will be taken:

1. The student will be given a written notice of the charges against him/her, date, time and place of hearing.
2. The hearing will proceed if a simple majority of members of the Student Court or Judiciary Committee are present. At the opening of the hearing, the Student Court Prosecutor/Judiciary Committee Chair will present the charges and relevant issues of the case.
3. The accused is not required to testify or even be present, but the Student Court/Judiciary Committee will proceed and make its decision/ recommendation(s) based upon evidence and testimony. The opportunity for the accused to be heard is guaranteed, but failure to take advantage of the opportunity implies acceptance of the judgment of the hearing body.
4. The student has the right to be assisted by an advisor from the College community, (e.g., a student, faculty member or an administrative employee of his/her choice), but lawyers will not be permitted to attend the hearing, address the Court, deliver statements or question witnesses.
5. The accused has the right to present a defense and witnesses in his/her behalf, and the right to examine witnesses presented by the College by his/her accusers. The Student Court or Judiciary Committee shall have the power to regulate the course of the hearing, to limit the presentation of unduly repetitious or cumulative evidence, to provide for the taking of testimony by Affidavits, and to exclude from the hearing any person for indecorous or improper conduct committed in the presence of the hearing body.
6. Upon conclusion of the hearing the Student Court or the Judiciary Committee will commence deliberation in private and, by majority vote of the voting members present, render a decision and recommendation to the Vice President for Student Affairs.
7. The Judge of the Student Court or Chair of the Judiciary Committee will notify the Vice President for Student Affairs of the findings and recommendations. The decision of the Vice President for Student Affairs is final.

SANCTION RESPONSES

Active Avoidance Agreement

A student agrees to actively refrain from any and all contact with a particular student.

Campus Service

A student may be directed to complete a specified service task or number of service hours on Stillman College campus grounds. A student may be charged \$10 an hour for every hour of uncompleted service if they leave the College prior to completion of the service or do not complete the campus service by the specified deadline. A student may be given additional hours, fines and/or reappear before a disciplinary body if the campus service is not completed by the assigned time.

Community Service

At the discretion of the adjudicating body, a student may be required to complete a specified service task or number of service hours for a Tuscaloosa community service agency as retribution for an infraction. A student may be given additional hours, fines, and/or reappear before a disciplinary body if the community service is not completed by the assigned time.

The Student Court, Judiciary Committee and or the Vice President for Student Affairs will determine the nature and length of the community service. This sanction may be imposed in conjunction with other sanctions.

Counseling Referral

In certain instances, a student may be referred to counseling services available through Stillman. The purpose is to provide a supportive relationship as a balance to the challenge of discipline. Such a referral will be made when a student who is involved in a disciplinary case manifests behaviors and/or attitudes, which inhibit his/her ability to function effectively as a member of the College community.

Disciplinary/Social Probation

Any student found responsible for a violation of the student code of conduct can be automatically placed on disciplinary probation. This action implies a middle status between good standing at the institution and suspension or dismissal. During the time the student is on disciplinary probation, the College may reevaluate its relationship to the student. Participation in extracurricular activities may be prohibited during the term of probation. Active involvement or leadership in student organizations is strictly prohibited. Disciplinary/social probation is for a specified period of time and deprives the student of the following nonacademic privileges:

1. Representing the College or his/her class;
2. Participating in extracurricular activities, involvement in events before or as a representative of the College community i.e. athletics, band, tour choir, dance team, cheerleading, pageants, drama,

talent/step shows, campus organizations, clubs, or intramural programming;

3. Pledging or joining a sorority/fraternity or participating in any sorority/fraternity activities;
4. Holding office or leadership roles in any campus organization. While on probationary status of any type with the College, students may not apply for, or be elected or appointed to any leadership position with the College;
5. May be cause for forfeiting institutional awards or grants;
6. Residence hall privileges, e.g. open house.

Depending on the nature and severity of the infraction, a student may also be restricted from visiting the opposite sex residence halls. Disciplinary probation may be imposed in conjunction with removal from College housing as well as other sanctions. The College through the Vice President for Student Affairs, may establish appropriate procedures to monitor a student's compliance with disciplinary probation.

Disciplinary probation may be recommended by the Student Court or Judiciary Committee and imposed by the Vice President for Student Affairs. It is generally used for repeated minor infractions as well as serious infractions, which include, but are not limited to, violations of College regulations regarding verbal abuse, disorderly and indecent conduct, non-compliance with the directives of College Officials, intentional disruption of College activities, and/or alcoholic beverages, possession/consumption.

Educational

Students found responsible for violations of the student code of conduct may be required to write research papers, conduct interviews, respond to journal articles or fulfill other such educational responses. The purpose is to help the student learn and grow as a result of this process.

Expulsion/Dismissal

Expulsion terminates student status with the college permanently. This constitutes involuntary separation from the College with no recourse to return. Dismissal may be recommended by the Student Court, Judiciary Committee or imposed by the Vice President for Student Affairs. Expulsion/dismissal is generally used for serious infractions, which include, but are not limited to, violations of College regulations regarding distribution, sale or manufacture of drugs; physical altercation/abuse; theft; fraud; forgery; and violations of other criminal laws.

Growth Initiative

A policy that grants a student immunity from punitive discipline if he or she initiates a request for help and evidences a contrite heart. Such a request must precede any disciplinary confrontation resulting from inappropriate behavior or violations.

Interim Suspension

If college officials believe that the presence of a student may cause danger or harm to other students and/or the College community, this response may be used prior to a meeting, which will determine the long-term response to a student.

Letter of Reprimand/Warning/Censure

In instances of less serious deviations from the norms of good conduct, the student may be censured or warned of the possible consequences of continuing such behavior. No official action is taken unless or until similar misconduct or other unacceptable conduct occurs subsequently.

Students who have been reprimanded/warned must conduct themselves in an exemplary manner or appear before the appropriate disciplinary body. The letter of reprimand/warning is placed in the student's permanent disciplinary file.

Medical/Psychological Leave of Absence

Continued enrollment and/or re-admission **may** be withheld for medical and/or psychological reasons. This policy applies to a student with an emotional, psychiatric, or physical disorder who engages in behavior that is potentially harmful to himself/herself and others, or otherwise renders him/her unable to follow the Student Code of Conduct. (See guidelines as established under the Psychiatric Withdrawal Policy and the Students With Disabilities Policy.)

Residence Hall Probation

This status means that a student is no longer in good standing with his/her housing unit, and certain restrictions are placed on him/her until such time he/she demonstrates that his/her conduct is again worthy of placing him/her in good standing. This status first and foremost serves as a reminder to the student that his/her infraction has become a part of his/her record and the repetition of similar or other unacceptable conduct may be cause for discontinuing residing in College housing, or involuntary separation from the College.

Residence hall probation is for a specific period of time and includes, but is not limited to, restricting the student from holding office or involvement in social activities in the residence hall, participating in any club or organiza-

tional activities or functions, attending social affairs of any type, or visiting the opposite sex residence halls. The College through the Resident Director, Student Court, Judiciary Committee or Vice President for Student Affairs may establish appropriate procedures to monitor a student's compliance with residence hall probation.

The Director of Residence Life/Housing, Student Court, Judiciary Committee and/or the Vice President for Student Affairs may impose residence hall probation. It is generally used for minor/residence hall infractions and violations of Residence Hall Contract and handbook rules, and regulations and it may be imposed in conjunction with other sanctions.

Residence Hall Suspension

Suspension from the residence hall for a specific period of time. This action normally takes place in cases of severe or repeated misconduct. The primary effect would be to deprive the individual of College housing. This sanction may be recommended by the Residence Hall Director, Student Court, Judiciary Committee or the Vice President for Student Affairs, in conjunction with other sanctions.

If this sanction is imposed, a student will have twenty-four (24) hours to vacate the residence hall (unless a special exception is made by the Vice President for Student Affairs). If the student has not vacated the premises by the designated time, College-appointed personnel will remove the student's personal effects from his/her room, and the College assumes no legal or financial liability for the safety or security of such effects.

A student who has been suspended from the residence hall is found on the premises during the period of residence hall suspension will be subject to arrest for criminal trespassing.

Restitution

Restitution may be required in a written directive to (1) replace, repair, or make specific compensation for property belonging to the College or a member of the College community which was damaged, destroyed, or misused, or (2) reimburse an individual for expenses or losses incurred as a result of the actions of the accused during the commission of a violation (labor and materials are included).

Fines and financial restitution may also be imposed for violations of residence hall policies and regulations, as well as in conjunction with disciplinary probation, residence hall probation, removal from College housing, and other sanctions.

Fines may be imposed by the Director of Residence Life/Housing, the Stu-

dent Court, the Judiciary Committee, and/or imposed by the Vice President for Student Affairs.

The amount of the fine/restitution will depend upon the severity and circumstances of the violation.

Stop Order

A stop order is placed on a student who has unfinished business with a college official or department such as campus/community hours, fines, a balance on his/her account; unreturned College equipment, uniform, books, etc. A stop order prohibits a student from any or all of the following, as applicable: obtaining a certified transcript, conference of degree, receiving funds, transferring to the College, and/or registering for classes. The stop order is lifted when the student attends to the matter(s), which necessitated the stop order.

Suspension

Suspension constitutes involuntary separation from the College community for a specified period of time or until a stated condition is met. During the suspension period, a student must receive permission from the Vice President for Student Affairs to visit the campus. Please see Suspension/Expulsion Procedures below.

The Student Court, the Judiciary Committee may recommend suspension, to the Vice President for Student Affairs.

Readmission to the College may be subject to review by the Vice President for Student Affairs.

Suspension is generally used for serious infractions, which include, but are not limited to, violations of College regulations regarding physical altercation/abuse, use or possession of drugs, disorderly and indecent conduct, non-compliance with the directives of College officials, intentional disruption of College activities, dishonesty, theft, forgery, fraud, possession or consumption of alcoholic beverages; sexual assault, rape, robbery, and violation of other criminal laws.

Suspension/Expulsion Procedures

A student who has been suspended or expelled, either verbally or in writing, must leave the campus within 24 hours after the relationship with the College has been severed. If a student does not leave the campus within the allotted 24 hours, or does not obtain written permission from the Vice President for Student Affairs to remain on campus, he/she will be subject to further disciplinary action. If the violation is severe and it is determined that the student's presence on campus poses a continuing danger or threat to per-

sons, property and/or the academic process, the College reserves right to ask the student to leave immediately. A student who returns to the campus/campus related and or College sponsored activities while under nonacademic suspension or expulsion without permission will be subject to prosecution to the fullest extent of the law. Student grades and refunds will be handled in accordance with College policy.

APPEAL PROCESS

When a student believes that there has been procedural shortcomings; evidentiary issues or some basis for bias regarding the alleged action, the student can set out in written detail the claims to the appropriate hearing body or to the relevant Vice President.

The purpose of the appeal procedure is not to provide for a new hearing at a higher level. The appeal process provides for a review of actions taken. An appeal may also be based upon new evidence discovered. Based on the written arguments, a hearing may or may not be granted. If an appeal is denied, the student shall be provided written notification including a restatement of the sanction imposed and such other information as shall be necessary to inform the student of his/her status.

It should be noted that the episodic nature of cases precludes regular meeting times for the Student Court or Judiciary Committee. As such, hearings result from called meetings. A simple majority of the Student Court or Judiciary Committee is all that is required to conduct the business. Therefore, less than full court or committee hearings do not amount to procedural breach or denial of student's rights.

Prescribed punishment in a given incident and its relative fairness resulting from disciplinary action is also not a basis for an appeal. However, students may submit written request for clemency based on whatever merits they believe would be warranted.

Grounds for Appeal

The Vice President for Student Affairs shall be responsible for insuring that students charged with violations which constitute an offense have been accorded both substantive rights and procedural due process with the College's established campus standards. Any one or more of the following may constitute reasonable grounds for an appeal to be heard:

1. irregularity in the investigation;
2. the punishment, penalty, or discipline was excessive or inconsistent

with the nature of the offense or

3. new and pertinent evidence issue or facts that were unavailable at the time of the action.

Appeal Procedure

The student must file a written request for an appeal to the Vice President for Student or Academic Affairs within three (3) working days after written notice of the decision is given to the student or sent to his/her last known address.

An appeal will not be held after the time limit has passed. The request must contain the student's name, the date of the sanction or action and a clear statement of the basis for the appeal.

The Vice President for Student or Academic Affairs shall forward written notification to the student by campus or U.S. Postal Services mail providing the date, time, and place for the appeal. A hearing by the Student Court or Judiciary Committee and final disposition of all appeals involving the sanctions of suspension or expulsion shall be accomplished within five (5) days following receipt of notice of appeal.

While an appeal is pending sanctions imposed by the Resident Director shall be in full effect. In cases of sanctions resulting in suspension or expulsion the student shall physically leave the college-owned property within twenty-four hours after receipt of written findings and recommended penalty imposed by the Vice President for Student Affairs.

The student may return to the College for the express purpose of attending the Student Court or Judiciary Committee or for completing total separation requirements.

Appeal Proceedings

The proceedings of the Student Court or Judiciary Committee appeal hearing shall be either a written record or electronically recorded record which shall (1) adequately identify all persons giving oral testimony at an appeal, and (2) identify all documents or other items reviewed or considered at an appeal. After an appeal hearing has been concluded, all documents and any other items pertaining to the matter shall be forwarded to the Vice President for Student Affairs who shall be responsible for maintaining the security and confidentiality of the proceedings.

The student shall be entitled to be accompanied by an advisor. An advisor shall be a member of the Stillman College community i.e. student, faculty member or as administrative employee of his or her choice. Lawyers will not be permitted

to attend the hearing, address the Vice President for Student or Academic Affairs, deliver statements or question witnesses.

Appeal Decision

The Vice President for Student Affairs decision may be one of the following:

1. Sustain the action of the adjudicating body.
2. Remand the case back to the adjudicating body for further consideration on new evidence not available to the hearing body at the time of its' action.
3. Reverse or amend the action.
4. Exonerate students from charges.

The Vice President for Student or Academic Affairs shall have the responsibility for rendering a final decision and will forward the decision to the student.

COLLEGE POLICIES

AIDS

HIV (Human Immune Deficiency Virus) and AIDS (Acquired Immune Deficiency Syndrome) are now viewed as a public health crisis of pandemic proportions. AIDS has affected millions of people throughout the world. HIV/AIDS is a disability under the Americans with Disabilities Act (ADA). The medical, social, legal and ethical issues facing our society as a whole are equally manifest on America's college and university campuses. Stillman College recognizes the seriousness of this health problem, and seeks to educate persons about the disease. Harassment of persons living with HIV/AIDS is prohibited.

1. The College will provide prevention/education programs related to HIV/AIDS. The programs will provide information about means of transmission, symptoms of the disease, and prevention of the spread of the virus.
2. Persons who know or have reason to believe that they are HIV positive or have AIDS are encouraged to seek medical advice about their condition and to conduct themselves responsibly for the protection of other members of the college community.
3. The College shall adopt and adhere to the guidelines proposed by the Centers for Disease Control and Prevention authorities for handling blood and body fluids. These guidelines shall also be adopted for classroom laboratory work. Faculty, staff, and students are expected to practice universal precautions. This means that bodily fluids "including blood, semen, vaginal fluids" should not be touched without the use of latex gloves or other latex barriers.
4. Persons who need additional information about HIV/AIDS may contact the Student Development Center located on the first floor of the Johnson-Robinson Building or Health Services located on the second floor of the same building.

CELL PHONES, BEEPERS, BODY MICROPHONES AND OTHER BODILY COMMUNICATION DEVICES

All communication devices must be turned off inside an academic building or outside during formal, school-sponsored occasions, such as graduation, chapel services, public prayers or ceremonies. Persons making or receiving calls using these devices, will be asked to leave immediately and not return to that class session or event.

CHAPEL ATTENDANCE

A part of the Stillman Family tradition is regular attendance at chapel services.

All first year students are required to attend for course credit. In chapel students and faculty have the privilege of hearing guest speakers and ministers from the local community, minister members of the college, faculty, staff and students.

CHILDREN ON CAMPUS

While the needs of students always claim high priorities at Stillman, the College is not prepared to assume responsibility and/or liability for the care, health, and safety of children. Child-care and baby-sitting services disrupt the educational process and infringe upon the rights of others.

The use of classroom for child-care and baby-sitting purposes is strictly prohibited. Consequently, students who bring children to classes will be directed by faculty members to leave the classroom and make other child-care arrangements.

Child-care and baby-sitting services in residence halls and other College facilities, also, are prohibited. Children who are accompanied by a non-student adult may visit briefly in residence hall lounges only. Children may not visit residents' rooms or loiter in hallways, however, except by permission of the residence director. Under no circumstances will a student be permitted to reside in a residence hall with her child.

The College will assume no responsibility for children who sustain injuries while visiting the campus in violation of this policy. Accordingly, violations of this policy by students will be considered serious infractions and will be subject to sanctions.

This policy is not intended to be punitive but is made with the interest and welfare of children at heart and the rights of all members of our family in mind will be appreciated.

CLASS ATTENDANCE

Except when officially exempted, students and faculty are expected to attend all classes for which they are registered and assigned. Similarly, faculty and students are expected to meet classes at the scheduled time and to participate for the full period. Frequent tardies (3 or more) by students and early departures may lead to the assignment of an unexcused absence. Students may be allowed as many unexcused absences as a course bears credit. Instructors should report excess absences to the Vice President for Student Affairs. Absence from class for any cause is a loss to students and may be harmful to the grades earned for the semester.

Unexcused Absences – Unexcused absences exceeding the number of credit hours for a course can automatically suspend a student from a course. Where

courses meet in 80-90 minute blocks, two unexcused absences are allowed for a 3 credit course. Double absences may be charged for unexcused absences that occur on the day before or following a holiday. When a student is suspended from a class for excessive unexcused absences, he/she may be reinstated by the Vice President for Student Affairs after a conference or counseling session with designated college staff.

Excused Absences – Students may obtain an official excuse by presenting the appropriate documentation to the Vice President for Student Affairs. The excuse must be endorsed by the Vice President for Academic Affairs before it becomes official. Officially excused absences are permissible so long as such absences do not destroy the ability of a student to master course requirements.

Presenting Excuses – Official excuses must be presented by the student to the concerned instructor within 7 days of the student's return to class. The presentation of a timely excuse shall entitle the student to an opportunity to perform all class assignments missed. Seven additional days, following the return to class, shall be allowed for student (and the instructor) to execute make-up work.

Exceptions – Upperclassmen (65 hours towards the degree) with earned Stillman grade point average of 3.00 or higher and in good standing with the College are exempted from the regulations.

Standards Governing Excused Absences

1. Grounds for Issuing Excuses
 - a. Illness of student.
 - b. Serious illness or death of a family member of a student.
 - c. Authorized representation of college.
 - d. Legally required court appearance.
2. Documentation Required
 - a. Excuses based upon illness require a statement by a physician or the College nurse which spells out the exact times for which an excused absence recommended.
 - b. Excuses based upon the death of a family member will require as verification a news account, funeral program, or statement from the funeral director involved. A written statement from a parent, mailed to the Vice President for Student Affairs, may be used as proof of a family illness.
 - c. Excuses based upon authorized representation of the College should be verified by a published schedule or written statement

from the President, Vice President for Student Affairs, or Vice President for Academic Affairs, depending upon the source of authorization.

- d. Excuses based upon a legally required court appearance should be verified by a copy of the document requiring such appearance.

COMPUTER USAGE

Viewing of pornographic materials on College property or at functions sponsored or supervised by the College or one of its organizations is prohibited. The transmission of pornographic information across the Internet is a violation of Alabama State Law and is strictly prohibited. Additionally, no member of the College community may, under any circumstances, use Stillman College computers or networks to libel, slander, or harass any other person.

Finally, limited recreational usage and game playing that is not part of an authorized and assigned research or instructional activity may be allowed within the parameters of each computer laboratory's rules. Stillman College computing and network services are not to be used for extensive or competitive recreational game playing. Recreational game players occupying a seat in any of the computer labs must give up that seat when others need to use the computer or facility for academic or research purposes.

This policy will be strictly enforced. Failure to abide will result in disciplinary action and or prosecution to the fullest extent of the law. Also see College policy on LAP TOP USAGE.

CRIME AWARENESS AND CAMPUS SECURITY ACT

In compliance with the Crime Awareness and Campus Security Act of 1990, the College has developed a manual on campus security and safety for distribution to students and employees. Appropriate College personnel will distribute information contained in the Manual. A copy of the Manual is maintained in the office of the Vice President for Student Affairs.

DRESS AND PERSONAL APPEARANCE

Clothing and personal appearance should be neat, becoming and appropriate. The following is required of all students at Stillman College:

1. That appropriate distinctions be made between the proper attire for class, work, church, business and formal affairs, relaxation, and play.

2. That the following be considered inappropriate attire: sheer garments without proper undergarments to obscure their transparency; micro-mini dresses/skirts/shorts that do not cover enough of the thighs while standing/sitting; halter tops; midriff blouses; t-shirts bearing profane language/indecent messages, cutout or torn jeans, hair rollers, baseball caps or bedroom slippers; and t-shirts without sleeves.
3. That neither males nor females show any visual display of underwear.
4. That males not wear form-fitting shorts or boxing shorts without proper support undergarments.
5. That neither males nor females wear baseball caps, stocking caps, skullcaps, sun-visors, do-rags and bandannas in public buildings. Stocking caps, skullcaps and do-rags are banned from campus and College-sponsored events on and off the campus.
6. That appropriate attention be given to personal cleanliness and good grooming including hair; to present a clean, neat and orderly appearance representative of the Stillman Man and the Stillman Woman and the College values and mission.

Note: Public buildings at the College include residence hall lobbies, buildings used for instruction and convocation, the Library, Birthright Auditorium (during classes and convocations), the Wynn Center, the Student Center including the cafeteria, the Dry Cleaners, the Bookstore, and the Food Court.

A second warning regarding any of these guidelines will result in suspension.

ELECTRONIC DATA PROCESSING SECURITY POLICY

Stillman College relies heavily on its electronic data processing systems and computers to meet its operational, financial, and informational requirements. It is essential that these systems and machines be protected from misuse and unauthorized access. It also is essential that the College's computers and computer systems and the data that they store and process be operated and maintained in a secure environment and in a responsible manner.

To this end, the following are violations of College Policy:

1. Deliberate, unauthorized attempts to access or use the College's computers, computer facilities, networks, systems, programs, or data or the unauthorized manipulation of the College's computer systems, programs, or data;

2. Deliberate, unauthorized use of Stillman's facilities or equipment;
3. Deliberate, unauthorized activity which causes Stillman's computers, computer facilities, systems, programs, or data to be accessed or used; and
4. Deliberate activity (conducted in the course of one's employment with the College or in the course of one's enrollment as a student at the College) which causes non-Stillman owned computers, computer facilities, systems, programs, or data to be accessed or used in an unauthorized manner.

Any such violations of College policy by any College employee or student constitute theft and/or unauthorized use of College property.

Such offenses by students constitute non-academic misconduct and will be subject to disciplinary action.

The College may report the activity to appropriate law enforcement authorities if it appears that the activity is a violation of local, state or federal law.

EMOTIONALLY DISRUPTIVE BEHAVIOR WITHDRAWAL

This withdrawal policy applies to students with an emotional or psychiatric disorder who engage in behavior that is potentially harmful to himself/herself and others, or otherwise renders him/her unable to follow the Student Code of Conduct. See guidelines as established under the Psychiatric Withdrawal Policy.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (BUCKLEY AMENDMENT EXCERPTS)

The overall purpose of FERPA is to afford parents and eligible students certain rights with respect to the students' educational records. At the collegiate level, this ACT affords rights to students, NOT PARENTS.

Student rights; as summarized in section 99.7, are as follows:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable infor-

mation contained in the student's education records, except to the extent that the ACT and the regulation authorized disclosure without consent.

4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements of the ACT and the regulations.
5. The right to obtain a copy of the institution's student records policy.

Copies of the Family Educational Rights and Privacy ACT, and the Student Record Policy are maintained in the Registrar's Office, the Library, and in the Office of the Vice President for Student Affairs.

FIRE ALARM SYSTEMS

Pulling alarm switches may manually activate all campus Fire Alarm Systems. NOTE: Fire alarms are local alarms only. The Fire Department must be called separately at 349-1100 or 911. Learn the location of alarm pull switches in facilities, which you use frequently.

Fire Extinguisher

There are several different types of extinguishers in use. Familiarize yourself with the various types and their current applications.

Response to Fire Emergencies: "Remain Calm—Panic Kills"

General Rules for Response for Fire Emergencies:

1. If feasible, rescue persons in danger.
2. Contain the fire by closing nearest door.
3. Report the fire by pulling nearest pull alarm, call the Tuscaloosa Fire Department (349-1100) and give exact location of emergency, then call Campus Security at 454-9368/9369.
4. If feasible, return and extinguish fire.
5. If trapped or isolated by fire:
 - a. remain low on the floor
 - b. place rags, paper or any material available at door seams to reduce entry of smoke

- c. open windows (from top if possible)
- d. hang the lightest colored piece of material or clothing available out of the window/or on the exterior door knob to signal fire fighters for help
- e. remain calm; help will arrive shortly
- f. don't jump from windows unless instructed to do so by firemen
- g. never attempt to use elevators to escape.

If the Fire Is Not In Your Immediate Area

1. DO NOT ATTEMPT to locate the emergency.
2. Go to the nearest fire exit and proceed to the evacuation assembly point.
3. If feasible, assist others are moving toward the exit for which you are headed.
4. Do NOT attempt to use elevators.
5. Do NOT remain in the vicinity of the facility, move to evacuation assembly points and stay there until instructions are received from a Stillman College staff person.

Fire Safety Plan

The potential for fire emergency is ever present in an institutional environment. Therefore, it is mandatory that all students participate fully in all fire safety efforts. Failure to cooperate or comply with established fire safety policies and procedures will be considered a serious breach of responsibility and could result in disciplinary action.

For your protection, some campus facilities have Fire Alarm Systems, and fire extinguishers on the floor. For these systems to be effective, you must be familiar with their use and the fire emergency response plan.

Evacuation

Campus facility is to be evacuated **whenever** its fire alarm is activated.

Make yourself familiar with several means of exits from all campus facilities, which you use.

Evacuation Steps:

1. Immediately upon hearing the audible signal of the fire alarm, stop whatever you are doing.
2. Alert, if feasible, anyone else in the immediate area who may not have heard the alarm.
3. Focus on a mental picture of the route you intend to use to exit the facility.
4. NEVER attempt to use elevators to exit a facility during an emergency.
5. If at all possible, join with other individuals using the same route.
6. REMEMBER—stay calm; panic kills.
7. Move quickly and safely to exit the facility.
8. Move away from the facility and go directly to the evacuation assembly area.

HAZING POLICY

Hazing, as defined by Section 16-1-23, Code of Alabama (1975), and as such section as may be amended from time to time, is prohibited at Stillman College.

Additionally, for the purpose of this Code, hazing shall include any mental or physical requirement or obligation placed upon a person by a member of an organization, individual, or group of individuals, which would cause discomfort, pain, or injury including, but not limited to, striking, laying open hand upon, treating with violence, intimidation, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of a tyrannical, abusive, shameful, insulting or humiliating nature.

Further, hazing is any action taken or situation created, whether on or off college premises, to produce mental or physical discomfort, embarrassment, harassment, ridicule or intimidation. Hazing is also considered to be the creation of a situation which results in, or might result in, mental or physical discomfort, embarrassment, harassment, ridicule or intimidation, including involuntary servitude often called “personal favors,” paddling in any form, creation of excessive fatigue, late work sessions which interfere with scholastic activities, any traditional form/expression of Fraternity/Sorority exhibitionism, and other activities which are not consistent with fraternal law, ritual, policy or regulations of

Stillman College. Both individuals and organizations may be held accountable for such activity, which could include expulsion.

Knowledge and failure of chapter, members, applicants or candidates for membership to report immediately in writing any hazing violation by members, applicants or candidates may also result in disciplinary action being taken against individuals and organizations.

The Office of Student Affairs enforces this policy and will not condone hazing of any student at the College. All members and individuals seeking membership in Greek-letter organizations must sign a form refusing to engage in or allow himself/herself to be subject to hazing. The form is obtained in the Office of the Vice President for Student Affairs.

Chapter Presidents, Intake Educators and Alumnus/Alumnae Advisors must sign the form indicating that they have read and understand the Hazing Policy and Intake/Initiation Practices, and that their signatures attest that their organization follows and adheres to the Policy and all local, state and federal laws.

I. D. CARD USE

1. I.D. Cards are not transferable. Therefore, students may not lend them to others or use the I.D. card of another person. Should this occur, there will be a \$15.00 fine per student (i.e., lender and borrower), in addition to other disciplinary action.
2. Lost or stolen I.D. Cards should be returned to the Office of the Vice President for Student Affairs.
3. To obtain a new I.D. Card the student must pay a Duplicate I.D. fee of \$20 to the Business Office.
4. I.D. Cards must be provided to attend colleges-sponsored/campus activities and to use Hay College Center facilities when indicated.
5. I.D. cards must be presented to identify you to on-campus security officers or college officials.

LAP TOP COMPUTER USAGE

In the classroom, lap tops are to be used only for note-taking or activities directed by the faculty in that classroom. If you use them for any other purpose, e.g. work for other faculty, web surfing, game playing, or communicating with others, you will be asked to close down your computer, and leave the room. In the computer labs, you should observe the College policy on Computer Usage.

LIABILITY

The College is not responsible for the loss or theft of or damage to the personal property of students. Any such occurrences, however, should be reported promptly to the Department of Safety and Security.

MEASLES POLICY

It shall be the policy of Stillman College that no person born in or after 1957 may be enrolled as a student until such time that person has presented the College documentation that he/she has:

1. had at least two (2) doses of live measles containing vaccines, or
2. previously had the measles disease, as diagnosed by a licensed physician, or
3. an immunity to the measles disease as verified by a licensed physician.

Effective Spring semester 1991, all students will be required to provide to the College documentation of their having had two (2) measles vaccinations.

Students failing to comply with the policy will not be permitted to enroll at the College, until the requirement is met. Students who present formal documentation of medical or religious exemption are excluded from the provisions of this policy.

MOTOR VEHICLES

Cars must be registered with the Chief of Security. Each operator must possess a valid driver's license, show proof of liability insurance, and purchase a decal. There is a decal fee of \$35 per year (September 1 to August 31). The decal must be appropriately displayed on the vehicle. The following regulations must be observed:

1. Parking is permitted in designated areas only.
2. Parking zones must be observed between the hours of 7:30 a.m. and 5:00 p.m. except on Saturdays and Sundays or College designated holidays.
3. Reserved parking spaces must be observed at all times.
4. The maximum speed limit on campus streets is 10 miles per hour unless otherwise posted.
5. All "STOP" and "SLOW" signs are to be observed.
6. Reckless and careless driving is forbidden on campus.
7. Movement of traffic along the campus where College streets are not provided is forbidden.

Violations and Fines

No Decal	35.00
Double Parking	35.00
Reckless Driving	75.00
Improper Passing	50.00
Driving on Grass	35.00
Excessive Noise	75.00
Speeding	75.00
Improper Parking	35.00
Parking in Reserved/No Parking Zone	50.00
Parking in a Driveway	25.00
*Immobilize Vehicle	50.00
Parking in Handicapped Space	100.00
Backing into a Parking Space	35.00

*The fee must be paid prior to the release of one's vehicle.

NOTE: ALL FEES MUST BE PAID AT THE BUSINESS OFFICE. A \$50.00 LATE FEE WILL BE ADDED TO ANY FINE NOT PAID WITHIN 48 HOURS OF RECEIPT.

NON-DISCRIMINATION

Stillman College is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, national origin, sex, age, or against qualified handicapped persons, disabled veterans, or veterans of the Vietnam era, as identified and defined by law. Inquiries concerning this policy should be directed to the College Compliance Officer located in Batchelor Hall, Room 208.

PETS AND ANIMALS

Pets and animals are not permitted in offices, buildings, residence halls or in any College facility.

POSTERS AND SIGNS

The general policy governing posters and signs is as follows:

1. All posters, signs, pictures, and lettering of any kind must be displayed on Bulletin Boards. They may not be affixed to walls, windows, or doors.
2. The Office of the Director of the Hay College Center should approve all posters and signs displayed on Stillman College property.

3. Content of posters and signs must be neat, legible, spelled correctly and in good taste. Any posters or signs considered inappropriate will be removed.
4. Posters and signs must bear the name of the sponsor(s).
5. Posters and signs should be removed within twenty-four (24) hours after the event. Failure to do so may result in penalties including, but not limited to, non-approval of posters and signs submitted for approval in the future and Student Activity based fines.

PSYCHIATRIC WITHDRAWAL

In the event that a possible emotional or psychiatric disorder results in a student engaging in behavior that is potentially harmful to himself/herself and others, or otherwise renders him/her unable to follow the College's Student Code of Conduct the following steps may be taken:

1. The Vice President for Student Affairs or a designee shall counsel with the student and the student's parent/legal guardian in order to try to effect a voluntary withdrawal and a prompt referral to a psychiatric facility for evaluation and treatment.
2. The College has the right to have an outside, independent psychological evaluation made of the student's fitness to continue as a member of the College community.
3. Where agreement cannot be reached, the student shall be notified in writing (except in emergency situations) of the time and place of a meeting by the College.
4. An informal meeting will be held. A family member or another person of the student's choice from within the college community may accompany the student. The final decision will be based on medical and psychological evidence and or documented evidence of dangerous behavior.
5. Where a determination is made that withdrawal is appropriate, a statement of the reason for the decision will be forwarded to the student's parent/legal guardian.
6. Fees will be refunded according to the policies stated in the college catalog.
7. The withdrawal will be recorded in the student's permanent record as a medical withdrawal.

In emergency situations, the college reserves the right to act outside the normal process and to act in accordance with its best judgment for the benefit and health of the student and for the best interest of the College and its students.

RAPE

Because rape is everyone's concern, it is important for all Stillman students to know where to turn for help and what to do if she/he or a friend is raped. Whether the rapist was a stranger, acquaintance, close friend, or date, there are certain services a student needs. All services to sexual assault survivors are confidential with the exception that physicians and hospital personnel are required by law to report rapes to the police. It is the survivor's choice, however, whether to talk to the police.

If the student has survived a sexual assault, there are many decisions that are to be made immediately. Regardless of any physical injuries, the student should have a physical exam. The examination will gather semen, saliva, hair fibers, etc. that may be helpful in a legal case. The exam will also check for venereal disease and pregnancy.

The student may obtain a medical exam at the emergency room at DCH Regional Medical Center. The decision of where to go should be based on whether the student wishes to pursue legal actions against the assailant. The physicians at the Emergency Room at DCH or Northport Hospital DCH are the only physicians in this community who can perform a medical examination in which the physical evidence of the assault is collected and preserved for legal action.

If the student is in an unsafe area, she/he should move to a place of safety. If the student is on campus, she/he should contact security and the police. If the student is in the residence hall, she/he should contact the Resident Director on duty, security and the police.

After the Rape a student should do as follows:

- * Do not brush teeth or gargle.
- * Do not shower.
- * Do not douche.
- * Do not change clothes.

*If you have changed clothes, bring them with you to the hospital.

Clothes must be placed in brown paper bags. Do not use plastic bags.

The clothes may be stained with blood or semen, which
will make for good evidence.

*Also bring a change of clothes.

If the student needs transportation to DCH Regional Medical Hospital or Northport Hospital DCH, she/he should contact security at 366-8927 or 454-9368/9369.

The College has counselors and health professionals located in the Student Development Center who can provide counseling, advising, and referral services. The student may contact the Center at 366-8894/8895 or Health Services at 366-8890. The Chaplain's office in Johnson and Robinson Building also has resources. The services provided are free of charge and confidentiality is assured.

Off-campus resources include Turning Point Domestic Violence/Sexual Assault Services at 758-0808.

RELATIONSHIPS

The College discourages intimate and financial relationships between its employees and students. Such relationships are expressly forbidden when the context for the relationship is instruction, coaching, employment, mentoring or other relationships wherein students are a captive audience. These regulations apply to opposite sex and same sex relationships. Students should avoid contact or conversations with employees that a reasonable person might construe as a prohibitive relationship. Appropriate sanctions will be taken against persons who violate this policy.

RESIDENCE HALLS

General Rules Governing Residence Halls

1. In cases of inclement and severe weather and forecasts of impending tornadoes, residence hall visitation ends and students are advised to return and/or remain in their residence halls and await emergency instructions.
2. Entertaining of friends is to be done in the lobby or lounge of the residence hall during official hours and not in personal rooms.
3. Rooms are to be kept clean and tidy at all times. They may be inspected; preferably with the occupants' consent and presence, but may be checked and searched at the discretion of College officials for safety hazards and other reasons.
4. Permission to paint or redecorate rooms must be secured from the Residence Hall Director or the Director of Residence Life/Housing.
5. Mechanical vehicles such as motorbikes, skateboards, scooters, etc., and weights are not permitted in students' rooms.

6. Pets and animals are not permitted in residence halls.
7. Objects and clothing are not to be placed in or hung outside windows. Windows are to be kept locked at all times for security reasons. There is a \$50.00 charge levied to the student for opening windows.
8. Unauthorized visitation in the rooms is prohibited. Sexual activity of any kind in residence is strictly forbidden.
9. Practicing of voice or musical instruments in residence halls is not allowed.
10. Flammable materials are prohibited in residence halls.
11. Students are required to attend hall and floor meetings.
12. The atmosphere in the residence halls must always be conducive to study. In addition to the observance of quiet hours from 8:00 p.m. - 8:00 a.m., excessive noises, loud radios/stereos, roister behavior and activities will not be tolerated. Warned students equipment may be confiscated and they may be evicted from the Residence Hall.
13. Students are expected to participate in fire, tornado and hurricane drills.
14. Use of residence hall facilities by unauthorized persons or groups is forbidden.
15. Keys to College property may be held only by authorized persons and may not be loaned. Students may be charged for replacing the lock and a service fee for keys not returned.
16. Non-residents; including children, are not permitted to remain overnight in the residence halls without permission of the Residence Hall Director. Charges will be levied upon the room occupants.
17. Students are advised to inform their Residence Hall Director of their whereabouts when absent from the campus overnight.
18. Tampering with fire alarms, safety equipment or setting off door alarms is strictly forbidden.
19. Residence Hall hours end nightly at 12:00 midnight and loitering around a residence hall after the 12:00 hour is prohibited.

20. Occupants are responsible for all room furnishings including window screens. Damages and defacement of College property may be charged to room, floor or residence hall occupants. College property must not be removed from the room nor taken from the building.
21. The College shall not be liable for the loss of money, valuables, or damage to the property of any resident. Students are required to purchase insurance coverage for personal losses.
22. Unauthorized visitation in the residence hall room of a person of a different gender is prohibited. The minimum sanction for the guilty parties is suspension from the residence halls. Non-Stillman students may be jailed.
23. The College reserves the right to require a student to move from the Residence Hall if the student is in violation of any hall policy and the Student Code of Conduct.
24. Students dismissed from the College lose their claim to a room in the Residence Halls, and if reinstated, they may be assigned to a Residence Hall waiting list.

Facilities

The College provides eight (8) residence halls—five (5) for females, three (3) for males. The College also manages a number of off-campus sites, including the Hardy House, the Glynn House and East End Apartments.

Housing Policies

- A. Admitted students should complete and submit a Housing Application to the Director of Residence Life/Housing along with a \$200.00 Deposit (\$300.00 for Roulhac Hall and East End) prior to being assigned a room and issued a key. The fee will be refunded annually if the room remains in good condition, a student transfers, moves off campus, and/or graduates. The housing deposit is nonrefundable for incoming students.
- B. Returning or continuing students have opportunity to select rooms for the ensuing fall semester prior to leaving campus for the spring semester provided they pay the required fees.
- C. Returning students who have received a room assignment must take occupancy by the last day of regular class registration, or obtain the approval of the Director of Residence Life/Housing. Failure to com-

ply with this requirement will give the College the right to reassign the room to another student.

- D. At the opening of the college term, a student should report to the residence hall to which he/she has been assigned. Housing/Key Deposits may be paid at this time if not paid previously.
- E. The Office of Residence Life/Housing determines the number who should occupy a given room. Since Stillman operates the residence halls on a “full occupancy” basis, when a student moves out, the remaining student will be assigned a new roommate.
- F. Prospective students who have paid their deposits but deferred enrollment to the second semester should reapply for housing by contacting the Office of Residence Life/Housing.
- G. The College reserves the right to deny the privilege of residence hall accommodations to persons who show flagrant disregard for the policies and procedures governing residential living or for health reasons.

Student Rooms

Each student is responsible for and shares in the care of his/her room and the protection of the furnishing therein.

- A. Since each student is responsible for the overall condition of his/her room and furniture, assessment will be made for any damage to the walls and/or furniture beyond normal wear and tear. Students will be held responsible and charges will be made if scotch tape, paste, glue, nails or tacks or any disfiguring materials mar walls. A \$200.00/\$300.00 room deposit is charged to each student enrolling in Stillman and refunded at the end of the academic year; less any fee that may be assessed for damages incurred by that student during an academic year.
- B. The Resident Director makes occasional room checks to ascertain the condition of the rooms. The College reserves the right for authorized personnel to enter a room at these times:
 - 1. when maintenance or personnel need to enter for room damage, repair, or maintenance,
 - 2. when there is a cause to believe the room is being used for illegal purposes,

3. when there is reason to believe the occupant's life or health is in danger, and
 4. to insure that College policies and procedures are followed.
- C. Furniture should not be moved from one room to another.
- D. Residence Hall laundering facilities, including coin operated washers and dryers are available. The use of other than U.S. coins to operate the machines is illegal.
- E. Work Request: Students should report all requests for repairs to the Residence Hall Director, who is responsible for completing a work order for repairs. Only in the case extreme emergency should the request be called in by telephone to Plant Operations.
- F. Electrical Appliances: Electric skillets, curling and pressing irons, hot plates, irons, cooking equipment, etc., are to be used only in places designated for their use. Care must be taken not to overload existing circuits. Use of multiple or duplicate appliances in the same room are not allowed. Lights, radios, TV and stereos should be turned off when a student is out of his/her room.
- G. Quiet Hours: All students are expected to be considerate of others who are studying and sleeping. Stereos, radios, televisions, typewriters and loud conversations should not be heard outside a student's room. Designated quiet hours are from 8:00 p.m. to 8:00 a.m. and all residents are to adhere to them.
- H. The College shall not be liable for the loss of money, valuables, or damage to the property of any resident. Students are required to purchase renter's insurance, to engrave identifying marks on valuable items (TVs, VCRs, stereos, etc.), and to record item serial numbers. Renter's insurance brochures are available in the Office of the Director of Housing, Residence Halls, Information Technology, Business and Vice President for Student Affairs Offices. The College promotes an environment of safety and honesty; however, the College is not responsible for the loss of or damage to student property.
- I. A charge is levied each semester to students responsible for damages and violation of housing policies in the residence halls. Estimated costs are listed below:

Smoke Detector	\$100.00	Lost Key	\$85.00
Exit Sign	\$100.00	Swipe Card	\$85.00

Light Cover	\$100.00	Blinds	\$50.00
Broken Window	\$100.00	Wall	\$100.00
Open Window	\$50.00	Cracked/Stained Floor Tile	\$150.00
Office Window	\$300.00	Dirty Room	\$150.00
Broken Door	\$500.00		

J. A prorated charge is levied to students who vacate the halls prior to the end of a semester. If a student resides in the Residence hall:

- 1 week - Student will receive 80% of room and board.
- 2 weeks - Student will receive 60% of room and board.
- 3 weeks - Student will receive 40% of room and board.
- 4 weeks - Student will receive 20% of room and board.
- 5 weeks - Student will receive 10% of room and board.

K. Students are free to display posters and other items in the room. However, possessions or displays, which are inconsistent with, accepted standards or College policies should not be displayed. Collections of alcoholic beverage containers, posters of nude men or women, and potentially harassing or intimidating visual material are strictly prohibited.

Common Interest Rooms

Some residence halls have lounges, TV rooms, study rooms, kitchens, and laundry rooms. With the right of access to these facilities goes the responsibility to adhere to residence hall policies regarding their use:

- A. Students who use any of these facilities are responsible for the condition in which they are left. Students who move furniture from common interest rooms may be subject to penalty.
- B. As smoking is considered a health hazard, it is not permitted in any College facility.

Guests and Visitors

- A. Students may receive guests in first floor lounges only after 6:00 p.m. Monday through Friday and after 3:00 p.m. on weekends. They are responsible for ensuring that their guests leave the residence halls promptly at 12:00 midnight.
- B. As smoking is considered a health hazard, it is not permitted in any College facility. See Smoking Policy.

- C. Prior to regular visitation hours, business calls may be transacted with the general residence hall procedures.
- D. Escorts are permitted to accompany students to residence halls after midnight but may not enter or loiter around the residence halls.
- E. Students may not permit UNAUTHORIZED guests and children to spend the night in their rooms. The Residence Hall Director or the Director of Residence Life/Housing must approve exceptions.
- F. Illegal visitation in the residence hall room of a person of the opposite sex is prohibited. The minimum punishment for unauthorized visitation for all involved is PROBATION AND SUSPENSION FROM RESIDING IN THE RESIDENCE HALLS FOR A SEMESTER.

Policies Regarding Room Change

- 1. Subject to space availability, a student may be granted permission by the Residence Hall Director to change rooms within his/her residence hall within the first three weeks of the semester. Any request for a change to another residence hall must have the approval of the Director of Residence Life/Housing. The Director of Residence Life/Housing and/or the Vice President for Student Affairs reserves the right to make all final decisions regarding room assignments.
- 2. Students are advised not to make room change requests arbitrarily. When differences exist between roommates, students will be strongly encouraged to work out those differences since learning to live with others is an important aspect of the collegiate experience.
- 3. The Office of Residence Life/Housing reserves the right to require a student to change or vacate rooms when health, interpersonal or psychological difficulties warrant change.

Residence Hall Hours

- A. Visitation hours in the residence halls end at 12:00 midnight.
- B. Residence halls are locked as follows:

12:00 a.m.	Sunday through Thursday
2:00 a.m.	Friday and Saturday

RESIDENCE HALL TELEPHONE NUMBERS

Hay Hall	366-8922
John Knox Hall	366-8921 391-9726
Joseph Daniel Roulhac Hall	248-4000
King Hall	366-8917 366-8918
Williams Hall	366-8915
Winsborough Hall	366-8924
Wynn Hall	247-4721 247-4722

Telephones:

- A. Office phones are for general office use. Students may neither charge long distance calls or engage the office phone for more than three minutes.
- B. Each room is equipped with a telephone jack for student use.
- C. Long Distance Service

Students may make their own arrangements to have long distance services. The College will not act as a collection agency for these companies or an intermediary for the student in conflicts arising over the use of these private services. However, the College will take disciplinary action when there is indication that telephones are being used for illegal purposes or in an illegal manner.

Holidays and Spring Break

Residence Halls close during these times and all students must vacate the halls by 6:00 p.m. to begin the period. Exceptions may be made by contacting the Director of Residence Life/Housing.

1. The College assumes no responsibility for personal belongings of students that are left in the residence halls during breaks or other vacation periods.
2. Students may be charged a cleaning fee of \$100.00 for rooms left untidy.

SEXUAL HARASSMENT

Stillman College reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the academic community. No employee or student at Stillman College shall be subjected to sexual harassment. Sexual harassment will not be condoned.

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship; to subject a person to unwanted sexual attention; to punish a refusal to comply; to create a sexually intimidating, hostile, or offensive working or educational environment. Sexual harassment is understood to include a wide range of behaviors, from the actual coercing of sexual relations to the unwelcome emphasizing of sexual identity. The definition will be interpreted and applied consistent with accepted standards of mature behavior, academic freedom, and freedom of expression.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between students and faculty. When the authority and power inherent in faculty relations to students, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potentially great damage to individual students, to the persons complained of, and to the educational climate of the institution. While a particular interaction must be offensive and unconsented to be defined as harassment, faculty members and other individuals in positions of authority should be sensitive to the questions of mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

Sexual harassment is unacceptable conduct at Stillman College and shall subject the offender to possible disciplinary action up to and including suspension or dismissal.

Individuals who believe they have been sexually harassed may obtain redress through the established procedures of the institution. Complaints about sexual harassment will be responded to promptly and equitably. The right to confidentiality of all members of the academic community will be respected in all procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment. Formal procedures will not be initiated without a written, signed complaint.

Any individual who feels that he or she is being sexually harassed is encouraged to initiate a formal complaint to the administrative officials set forth below:

Students with complaints of sexual harassment against faculty members and staff members in academic departments, divisions or support units should contact the Vice President for Academic Affairs. Students participating in internships, field/practicum placements, student teaching, or similar academic experiences in settings off campus should report complaints of sexual harassment to the College faculty member providing supervision or to the Vice President for Academic Affairs. Complaints of sexual harassment outside academic departments, divisions or support units should be addressed to the Vice President for Student Affairs.

Employees should report complaints of sexual harassment to the unit leader in the administrative division in which they are employed or to the Vice President for Fiscal Affairs who also serves as the personnel officer and as a reporting channel for complaints of sexual harassment for all College employees.

Individuals who believe for any reason that they cannot effectively communicate their concerns or complaints through the above channels may consult the Vice President for Central Administration.

The College will disseminate information periodically on sexual harassment to students, faculty, and staff members through workshops, bulletins, brochures, and college staff and student newspaper.

SMOKING

Stillman College recognizes the dangers of the use of tobacco and tobacco-related products and prohibits the use of it in all academic buildings and in the residence halls. Smoking at outdoor sport-related functions is also strongly discouraged. Faculty, staff, and students who need assistance with smoking cessation or tobacco-related concerns should meet with personnel in Health Services or Student Development Center (Johnson-Robinson Building).

SOLICITATIONS, CANVASSING AND SALES

Solicitations, Canvassing and Sales are prohibited on campus except by Stillman students with the permission of the Director of the College Center. Exceptions for other groups and companies may be approved at the discretion of the Vice President for Student Affairs or the Vice President for Fiscal Affairs.

STUDENT ACTIVITIES

The Office of the Director of Student Activities shall serve as a central clearing-house for all social functions, conferences and meetings. Please note the following procedures for scheduling student activities:

Procedures for Scheduling Student Activities

1. Secure a Request for College Facilities Form from the Office of the Director of Student Activities located on the ground floor of the Hay College Center.
2. Complete the top portion of the facilities requisition form and obtain the advisor's signature, who must attend the event. The facilities requisition must then be presented to the administrator at the top of the signature protocol, as indicated on the form, for approval. The form shall be circulated to other administrators for approval via campus mail and distributed by the office of student activities.
3. Facilities requisitions must be submitted to the appropriate office no later than three full days prior to the event. Cancellation of an approved activity must be submitted, in writing, to the Director of Student Activities at least 48 hours prior to the start time of the event. Failure to do so may result in penalties including non-approval of future events and student activity-based fines.
4. No club or organization can schedule a meeting or activity during midterms, dead week (one week prior to final exams), final examination periods, Religious Emphasis Weeks, Convocations, Chapel, Presidents Colloquiums and other major institutional events.
5. All student organizations must submit an updated list of major activities planned to the Office of Student Activities to avoid conflicts in scheduling.

Guidelines for Use of College Facilities

1. Secure permission to use the facility for special events as #1 above.
2. The Blue Lounge and the TV viewing area are for socializing. Eating, drinking and smoking are prohibited in these areas. Violators will be asked to leave the area.
3. Students are asked to keep the area clean, and refrain from loud conversation, music and card playing. Violators will be asked to leave the area.
4. Pets are not allowed in the College Center. See College Pets and Animals Policy. Violators will be subject to College guidelines.
5. Recognized student organizations are permitted to solicit on

campus. Funds from campus sales must be used for charitable purposes. The Director of Student Activities or the Vice President for Student Affairs must give approval. Permission for off-campus sales must be secured from the Vice President for Student Affairs.

6. Notice, posters and lettering of any kind should be placed on Bulletin Boards only. The Director, Assistant Director of the College Center or the Vice President for Student Affairs should approve all posters and signs.

GREEK CHAPTERS

Stillman College has traditionally hosted chapters of eight national Greek-letter organizations on the campus. Since their founding after the turn of the 20th century, African-American fraternities and sororities have made significant contributions to the human development process. Existing often in hostile educational and social environments at their home campuses, Black Greek-lettered organizations have extended for their members and for the broader community a constructive tradition. This tradition has included academic support, bonding in extended families, community service and the promotion of ideals and values that have aided personal and group development. At Stillman College, this proud tradition has also included involvement at all levels with activities and programs of service to the College and the student body in general. The Greek-letter organizations include: Alpha Phi Alpha, Omega Psi Phi, Phi Beta Sigma, Kappa Alpha Psi, Alpha Kappa Alpha, Delta Sigma Theta, Zeta Phi Beta, and Sigma Gamma Rho.

Guidelines for Greek-Letter Organizations

The following guidelines govern Greek-letter organizations at Stillman:

1. Fraternities and sororities must function in accordance with College Policies and the College's Statement of Relationship Between Greek-Letter Organizations and the College. Each fraternity and sorority shall be represented and governed by the Pan Hellenic Council, and shall have a faculty or staff advisor chosen by the local graduate chapter and or appointed by the College.
2. No student shall be allowed to join any organization or participate in any activities without final approval of the Vice President for Student Affairs. Chapter Presidents must submit the names of the Aspirants on the appropriate college forms for approval, at least two full weeks prior to initiating the Intake process.
3. Any student invited to join a Greek-letter organization must have satisfied his/her financial obligation with the College and other regulations with regard to scholarship and conduct.

4. Students have a right to full disclosure of the direct and indirect cost of intake activities after having been accepted as a candidate into the Intake process. Each fraternity/sorority is obligated to provide it upon request.
5. Greek organizations must maintain a grade point average of 2.5 to remain active. The average is computed from the sum of hours pursued and grade points earned by all active members of the organization the previous semester. Failure to maintain this requirement will result in the organization being placed on inactive status until such time as it does achieve the minimum average.
6. Inactive status constitutes a suspension of public meetings, activities, or social affairs, wearing organizational paraphernalia and may not pledge or initiate new members.
7. No person shall be elected to any title "MISS" by a Greek-letter organization who is married, has children and carries the title "MRS."
8. Serenading is permitted on campus with the provision that it in no way disrupts classes, residence hall programs, religious services, study hours, etc. Serenading at crossings require the completion of the facility request form secured from the Director of Student Activities. The Vice President for Student Affairs must approve plans for serenading. (See section below on sanctions).
9. All chapter meetings of Greek-lettered organizations must be held on the campus.
10. All Greek-letter organizations will be required to perform three (3) projects per semester, three (3) programs per semester, and participate in leadership training to remain in good standing with the College. Projects must include one community service project, one campus service project and one fund raising project for the United Negro College Fund (UNCF).
 - a. The community service project shall benefit some civic or social organization in Tuscaloosa, who is dedicated to the service of mankind. This will facilitate involvement with the surrounding community. It is also intended to give students some marketable experience through volunteer work.
 - b. The campus service project should be one to benefit the academic skills of the students at Stillman or to improve the physical condition of a facility on campus. The purpose of this activity will get organizations more involved with the overall development of the College.

- c. Students of UNCF Colleges should expect to actively contribute to the causes of education at African-American colleges and universities. Non-Greek organizations are expected to contribute a minimum of \$50 and Greek organizations a minimum of \$100. Monies are to be paid to the Pre-Alumni UNCF account in the Business Office by December 1 of each year.
 - d. The academic/informational program should reinforce the classroom aspects of college learning. Examples of academic/informational programs include faculty involvement, educational films, slides, study nights, tutoring, debates, topical discussions, seminars, speech tournaments, etc.
 - e. The social program should create a sense of belonging and accomplishment and stimulate campus involvement, new interests and bring new people into the group. Examples include parties, dances, talent shows, movies, and other similar activities.
 - f. The cultural program should help to establish all types of appreciation and understanding of life; knowledge of ones own and other cultures. Examples include art displays, concerts, theatrical performances, speakers, films, etc.
 - g. Officers and members will be expected to actively participate in a series of leadership workshops sponsored by the Office of Student Activities.
 - h. A report on each activity must be filed with the Office of Student Government Association and the Office of the Vice President for Student Affairs on or near the suggested date of the activity. Failure to comply will forfeit an organization's right to function.
11. The Pan-Hellenic Council is the principal governing body for all Greek-letter organizations. The Council shall establish guidelines for the organization, monitor compliance with the guidelines and establish appropriate sanctions. All actions of the Council are subject to the approval of the Vice President for Student Affairs.
12. Pan-Hellenic Council shall be composed of the Presidents and Secretaries of all Fraternities/Sororities, advisor(s) to Pan-Hellenic Council, the Director of Student Activities, and the Vice President for Student Affairs.
13. Hazing, as defined and described in the College Hazing Policy, which the President of each organization must sign at the beginning of each year, is

expressly forbidden. Should the College become aware of such abuses on the part of the fraternity/sorority or any of its members, the College will immediately suspend the Chapter indefinitely pending the results of the investigation. In the event that the abuse charges are substantiated, the College will invoke appropriate disciplinary sanctions against the individuals as well as the fraternity/sorority chapter. (See section below on sanctions).

Academic Standards for Greek-Lettered Organizations

Because one of the main concerns of the College and the Greek system must be the promotion of the academic success of its students (members), these selected guidelines related to academic are emphasized.

1. Each member of a chapter is required to maintain the minimum grade point average of 2.5 on a 4.0 scale set forth by its parent organization. Otherwise, he/she must be placed on the fraternity's/sorority's inactive list. Names of all active and inactive members must be filed with the Office of the Student Government Association and the Vice President for Student Affairs.
2. In accordance with stated College policy, a student who is subject to dismissal from the College, but is permitted to continue on academic probation, may not hold an elected office or appointed office in any chapter or council function during the time of probation.
3. Each chapter is required to designate one person as scholarship chairperson. The Department of Student Activities will serve as liaison to the scholarship chairperson. The Department will be responsible for assisting in the development of a scholarship program that assists students in academic jeopardy and recognizing those who excel academically.

Guidelines and Procedures for Intake of Members

1. A student may participate in intake procedures of a Greek-letter organization when he/she attains sophomore standing; having earned a minimum of thirty-two (32) credits, and a cumulative GPA of at least 2.5. Transfer student must have been in good standing with the school attended prior to enrolling at Stillman and have completed one semester or twelve (12) hours at Stillman as a full-time student.
2. All organizations are required to hold membership intake during the following specified dates:

October 24, 2005 - November 30, 2005 - Fall Semester
March 26, 2006 - April 24, 2006 - Spring Semester

No intake activity is permitted during mid-term examinations and must conclude one week prior to final examinations.

3. Greek-letter organizations that intend to conduct a membership intake procedure must complete all parts of the Stillman College membership intake procedure petition and submit it to the Office of Student Activities two weeks prior to the start of the membership intake procedures.
4. The official advisor of your organization will be notified in writing as to the status of your petition and eligibility of all prospective members.
5. Prior to intake activity a meeting of prospective candidates must be scheduled with the Vice President for Student Affairs to review the College's hazing policy. Current members must have attended at least one anti-hazing workshop in order to participate in the intake process.
6. During the intake process initiates are not permitted to engage in the following activities:
 - a. Public demonstrations such as bowing before brothers or sisters and other "humiliating" activities.
 - b. Any meetings or activities that require an individual initiate's time before 8:00 a.m. and past 11:00 p.m.
 - c. Providing personal services or being required to perform personal or menial tasks.
 - d. Disruptive activities during campus activities i.e. classes, residence hall programs, religious services (chapel), study hours, etc.
 - e. Activities, which damage or destroy any property on or off campus.
 - f. Any activity that will reflect unfavorably upon the College or the organization.
7. All Greek-lettered organizations must hold membership initiation and probate ceremonies on campus unless approved otherwise.

Sanctions for Intake Violations

The range of disciplinary actions which may be invoked as a consequence of infractions of College Policies or Regulations regarding Intake activities extends from warnings or censures to suspension or dismissal of the individual(s) involved and/or the revocation of the fraternity's or sorority's charter. Each case is handled individually, and the action taken depends entirely upon the severity

of the infraction the degree to which the individual or organization has participated or been in connection with the infraction, as well as a consideration of all other facets of the specific situation. Sanctions which may be invoked include, but are not limited to, the following:

A. Chapter Sanctions

- a. Revocation of Charter: This constitutes a permanent, complete, and irrevocable dissolution of all rights and privileges accorded to the fraternity or sorority chapter in question. Revocation is generally used in cases of gross misconduct on the part of a fraternity/sorority or its members with regard to Intake violations or hazing.
- b. Suspension of Charter: This constitutes a complete dissolution of all rights and privileges, previously accorded to the fraternity/sorority in question, for a specified period of time. During the period of suspensions, the fraternity/sorority in question will not be allowed to conduct activities of any type. Furthermore, an organization facing such action will not be allowed to represent itself in any manner on or off campus. The authority to suspend/revoke a chapter rests with the Vice President for Student Affairs.

B. Sanctions against individual Fraternity or Sorority members may include, but not limited to: Dismissal from the College, Suspension from the College, Disciplinary Probation, Removal from College housing and Warning/Censure.

NON-GREEK STUDENT ORGANIZATIONS

Active membership in chartered non-Greek student organizations shall be limited to faculty and staff, full-time enrolled students or part-time students, with the approval of the organization's advisor. Students must have and maintain a minimum 2.0 GPA to participate.

A student shall not be considered an active member and is not eligible for participation in an organization or club unless his or her name is included on the membership roster and he/she has a 2.0 grade point average.

Non-Greek Student Organizations at Stillman include:

Ambassadors: the service/leadership organization, designed to serve the College and Tuscaloosa community. Members are nominated by faculty/staff.

Beta Phi Beta: organized to show that there are authentic black men, who live in the spirit of God eager to retrieve their historical traditions to live in the present for the future.

Chancellorettes Social Club: service organization whose purpose is to maintain womanhood, academic excellence and dignity for all.

Chancellors Social Club: organized to promote academic excellence, dignity and manhood; to maintain a brotherhood society for non-Greeks of Stillman College; and to act as a social club promoting beneficial programming for the good of the College.

Cheerleading Squad: organized to give support to athletic program by creating campus enthusiasm, unity and spirit.

Christian Student Association: organized to provide activities on campus for worship, Bible study, discussion, social life, witness, and ministry.

Civitan Club: organized to help people with mental retardation and other developmental disabilities.

Epsilon Sigma Alpha: organized to unite students throughout the world, and especially at Stillman College in a dedicated pursuit of excellence resulting in self-fulfillment and meaningful service to others.

F.B.I.: established as an organization with diverse membership of brothers, motivation, and enthusiasm.

Gamma Delta Iota: established as a social organization that was founded as a support group for young ladies here at Stillman College as well as for the support and uplift of the brothers of F.B.I.

Golden Hearts: organized to support the “Elite” brothers of Alpha Phi Alpha Fraternity, Inc. In following in the footsteps of their predecessors, the women of Golden Hearts continue to serve the community through hard work, dedication and initiative.

History Club: organized to promote historical research of students to correct distortion of mythology; to strengthen the foundations of, elevate, and revitalize the organization and to promote awareness of history as a profession.

Intelligent Black Women: organized to show young black women that they are positive and intelligent African women who are willing to expand their knowledge about the history of their people as well as understand themselves.

International/Intercultural Association: organized to recognize the contribu-

tions of International students on campus and in the Tuscaloosa, West Alabama community. In addition, the organization brings together International Students and American Students in numerous activities to promote greater international understanding and intercultural exchanges.

Kappa Kappa Psi Fraternity: organized to provide service, leadership opportunities, education and financial support to the band program.

Phi Beta Lambda: organized to create more business oriented men and women; to improve the mental thinking about the world of business; to enhance communication skills for interviewing and resume performance; and to mold Business men and women of the future.

Pride Phi Prestige: organized to offer unlimited services to Stillman College and the Tuscaloosa area and to develop members for the academic, social, and professional challenges of tomorrow.

Residence Hall Association: established to be a governing body of all students living in campus housing and an advisory committee for the Director of Housing.

Science Club (pre-professional): organized to provide students with resources and support, which will help them to reach their full potential. In addition, the organization serves as a catalyst to initiate positive interactions between students and faculty.

Soccer Club: organized to provide students with the opportunity to participate and enjoy the most widely played sport in the world; to promote internationalization and international understanding through offering American and International students an additional on-campus activity. To increase the understanding and enjoyment of Soccer in the Tuscaloosa, West Alabama community.

Sophistication Unlimited Modeling Troupe: organized to assure successful futures in any field, while combining education, talent, beauty, and personality; to demonstrate modeling techniques, good grooming, healthful dieting habits, femininity, masculinity, style, posture, etiquette, diplomacy, and protocol; and to develop and define that special something that makes students uniquely different from others.

Students in Free Enterprise (SIFE): a not-for-profit organization, supported by individuals, foundations, and corporations whose mission is to build collegiate teams to teach free enterprise in order to better individuals, communities, and countries.

Tau Beta Sigma Sorority: organized to provide service, leadership opportunities, education and financial support to the band program.

Tigerettes Dance Team: organized to give support to the athletic program through performances of dance routines and community service.

Toastmasters International: organized to help students learn the art of speaking, listening, and thinking vital skills that promote self-actualization, enhance leadership potential, foster human understanding, and contribute to the betterment of mankind.

UNCF (Pre-Alumni Council): organized to stimulate the interest and participation of students in the progress of the UNCF, to preserve and further loyalty and fellowship among the member institutions.

General Guidelines for Both Greek and Non-Greek Organizations and Clubs. All organizations and clubs are under the auspices of the Office of Student Activities and are to follow the guidelines listed below:

1. Except for the grade point average and hour requirements, non-Greek student organizations must comply with the institutional guidelines and procedures for intake of members of Greek-letter organizations, as outlined on pages 73 and 74.
2. Each organization must submit an application for charter with the Student Government Association no later than two weeks after classes start. Applications and materials should include the following information:
 - a. officers of the organization;
 - b. copy of Constitution or revisions of constitution, if changes have been made since the preceding year;
 - c. name of advisor with signed consent of person to serve as advisor;
 - d. time, date and place of regular meetings;
 - e. complete membership roster.
3. Changes during the academic year in officers, advisors, or membership increases or decreases must be reported to the Student Government Association, Director of Student Activities and Vice President for Student Affairs within five (5) business days.
4. Organizations or clubs are prohibited from using the College's name when negotiating contractual agreements or establishing bank accounts unless approved by the Vice President for Student Affairs and the Vice President for Fiscal Affairs.
5. Plans for out-of-town, overnight, or off-campus activities affiliated with the College and where the College/chapter/organizational name is used must be approved at least five days prior to the departure or event. A

written request signed by the primary advisor must be submitted to the Director of Student Activities and the Vice President for Student Affairs. The College assumes no responsibility for activities on or off-campus not sanctioned by the institution.

6. No organization or club may schedule an activity or meeting during mid-term, dead week (one week prior to final exams), final examination periods, Religious Emphasis Weeks, Convocation, Chapel, President's Colloquium or other major institutional events.
7. Membership in any Stillman College club or organization must not be denied on the basis of sex, age, race, creed, color, religious preference, national origin, or handicap.
8. No person shall be elected to any title of "MISS" by any organization chartered upon the recommendation of the Student Government Association who is married, has children and carries the title "MRS."
9. Appearance of Visiting Speakers on Campus

The officers of a class, organization, or club desiring to use college facilities for a visiting speaker, shall submit to the Vice President for Student Affairs a written request to invite an individual for such an appearance. The following information should be provided in the request:

- a. the proposed topic for presentation;
- b. brief biological information or current academic vita of proposed speaker; and
- c. request for date and place of activity.

10. Student Organization Projects

All chartered student organizations will be required to perform three (3) projects per semester, three (3) programs per semester, and participate in leadership training, to remain a chartered organization and in good standing with the College. Refer to pages 73 and 74 for detailed description of required projects and programs.

11. Each of the aforementioned projects and programs should get prior approval from the Office of Student Activities. A report on each project and program and documentation of leadership training should be filed with Student Government Association, the Director of Student Activities and the Office of Community Service at the projects, programs and training completion. Failure to comply will forfeit an organization's right to function.
12. All student organizations are required to sponsor at least one weekend of activities on campus during the academic year.

13. All activities and functions on campus shall adjourn no later than 12 a.m. Sunday through Thursday and 2 a.m. on Friday and Saturday.
14. The College reserves the right to regulate and schedule all student social functions as to promote the best interest of all persons or groups that might be concerned.
15. All student organizations must have at least one advisor who is employed by Stillman, affiliated with the organization, and listed on the Charter packet. The College reserves the right to assign an advisor from its faculty and staff.
16. Advisors of student organizations or approved designee must be present at all functions held in the name of the student organization on or off campus. If advisors are not present, the program or activity may be subject to cancellation.
17. All students entering or participating in any event sponsored by a student organization must have and maintain a minimum cumulative grade point average of 2.0 non-Greek and 2.5 Greek, and be cleared financially and socially.
18. All student organizations sponsoring an event for which a fee is charged must begin the event at the advertised time. Organizations will be charged \$50.00 the first thirty minutes and \$100 each subsequent thirty minutes. Events starting more than 1½ hour late may be subject to cancellation.
19. All student organizations are expected to create and maintain an atmosphere conducive to high academic achievement.
20. All members of student organizations should accept individual or in some cases collective responsibility for the behavior of members.
21. All student organizations should respect each other student organizations, their members, and their property.

Guidelines Governing Greek and Non-Greek Step Shows

1. One campus-wide step show not including the Heritage Festival and Homecoming will be held each semester for organizations sponsoring membership intake. Except for Homecoming, campus-wide step shows will be free events.

2. Only those Greeks and non-Greeks who are enrolled as full-time students (minimum of 12 semester hours) and active in their chapter will be allowed to perform in the Greek show.
3. Only those Greeks who have the minimum 2.5 and non-Greeks who have a minimum of 2.0 grade point average and have the financial clearance from the Business Office and the social clearance from the Vice President of Student Affairs will be allowed to participate.
4. Each organization will be allowed twenty minutes to perform. This includes setting, entrance, and performance. There will be a penalty of points per minute for every minute over the twenty-minute time limit. Additionally, each organization must clear the stage for the next performance.
5. All participants are to report to event site one hour prior to the show time. A \$50 penalty will be charged for the first 30 minutes late and \$100 for every 30 minutes late thereafter.
6. Any organization that fails to inform their guest of institutional rules and regulations regarding appropriate language and decorum will face College sanctions. Guests who violate College rules and regulations will be banned from campus.
7. Any organization using profanity, nudity, lewd gestures, sexually suggestive material, pyrotechnics during the performance will be immediately disqualified from competitions and face other College sanctions including inactive status or suspension of the charter.
8. There will be no degrading name calling of any Greek or Non-Greek organization during chanting or performances. Any organization doing this will be penalized points for each time other organizations are mentioned in this manner.
9. Music must be on a pre-recorded tape and handled by one of the technicians from the group or the person providing the music for the show. Only clean versions of music can be used.
10. Only performers (and their sound person) will be allowed backstage or in the dressing areas.
11. Unless for an unforeseen cause, all groups must be ready five minutes before their performance. If no representative from the offending organization comes forth with information about his or her performance then the organization will be disqualified after the five-minute mark.

12. Only step team members, no more than four (4) technical assistants and active members of the chapter will be allowed free admission.
13. Any organization that chants or is disruptive during the presentation of other groups will be immediately disqualified.

STUDENT RECORDS

I. Introduction

Stillman College for many years has subscribed to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) ethical principles for confidentiality of student records. These principles are published in “An Adequate Permanent Record and Transcript Guide.” AACRAO, January 1959 and “College and University,” AACRAO, Fall 1971. The College has recognized the right of privacy of student records by requiring requests for transcripts to be in writing, by providing limited directory information, and by exercising strict control over storage of and access to records.

The Family Education Rights and Privacy Act of 1974, a part of the Education Amendment of 1974, has made it necessary for the College to modify its previous policies on the confidentiality of students records. The following sections of this document specify policies and procedures for the definition of student educational records, the retention of those records, and the allowable disclosure of student records.

II. Definitions

- A. Eligible Student—Any person who is enrolled or who has previously enrolled at Stillman College. Persons who have applied for admissions or who have been admitted but never matriculated are not students of Stillman College.
- B. Parents of Dependent Students—Dependency status, for the purpose of this policy statement, is defined in the Internal Revenue Code of 1954, Sec. 152. Basically the test for this status is whether or not for tax purposes the parent will be able to claim the student as a dependent for the current year.
- C. Education Records—Those records, files, documents, and other materials that contain information directly related to the student and that are maintained by Stillman College or by staff members acting for the College. Operational records such as student class schedule cards, registration information forms, drop/add

slips and the like will be destroyed on an established schedule. Education records do not include: (1) records of institutional, supervisory, administrative personnel which are in the sole possession of the maker and which are accessible to any other person except a substitute, (2) records of Security Personnel which are maintained solely for security officials and which “are not made available to persons other than security officials and jurisdiction,” (3) employment records of College employees who are not in attendance at the College, (4) employees who are not in attendance at the College, (5) students’ records that have been made and/or maintained by physicians, psychiatrists, psychologists, or for the purpose of providing treatment or other remediation. Such records can be reviewed by a comparable professional or paraprofessional of the student’s choice.

- D. Directory Information—Certain information may be made available on Stillman College students without the previous consent of the student. However, the student is entitled, during the regular registration period, to request that such information not be made available to the general public. Directory information consists of the student’s name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency of institution attended by the student.

III. Custodian of Records

College personnel responsible for the educational records of students; the Vice President for Academic Affairs, the Vice President for Student Affairs, the College Registrar, the Director of Financial Aid, and the Director of the Student Development/Health Center. Each of these persons shall have available a listing of records kept in their individual students will be kept in the office of the Vice President for Academic Affairs, Box B, Stillman College, Tuscaloosa, AL 35403.

At least annually, students will be notified of the types of records, the names of custodians of records, policies for reviewing and expunging records, access policies, challenge procedures, cost of reproducing copies of records, and the categories of directory information.

IV. Access to Records

Records on individual students may be disclosed under the following circumstances:

- A. Student Requests—any student enrolled at Stillman College has the right to request the opportunity to examine his or her record as maintained in any of the offices on the College campus. The request must be made in writing and the office concerned has 45 days in which to assemble the data and make provisions necessary for the student to examine the record. Examination of the records must either take place in the presence of a College official or for a reasonable fee the student may receive a copy of the records. The following records will not be disclosed to students:
 - (1) Financial records of the parents of the student or any information contained therein;
 - (2) Confidential letters and statements of recommendation that were placed in the file prior to January 1, 1975, so long as those letters and/or statements are used solely for the purpose for which they were specifically intended;
 - (3) Letters of recommendations to which the student has waived his or her right to access.
- B. Request by Parents—Parents of dependent students as defined earlier in the statement of policy have the right to examine the record of their dependent students. The same procedure and time frames apply to parental requests as to student requests. In both instances of student and parental request for record disclosure, those requesting the record must bear the expenses of reproducing the records. No parent may see a record that his or her dependent child is not entitled to see.
- C. In addition, without first obtaining the permission of the student or the parents, student records are available to certain individuals, agencies, and institutions.

These are:

- (1) College officials including instructors who have legitimate educational interest reviewing the record;
- (2) Officials of other schools or colleges in which the Stillman student seeks or intends to enroll;

- (3) “Authorized representative of (i) the Comptroller General of the United States, (ii) the Secretary, (iii) an administrative head of an education agency,” and “State education authorities”
- (4) The Financial Aid Office or any other appropriate office or person in connection with application for or receipt of financial aid;
- (5) “State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statutes adopted prior to November 19, 1974.”
- (6) Organizations which conduct validation studies on predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted in such a manner that the personal identification of individual students or parents cannot be made public.
- (7) Accrediting organizations in order to carry out their accrediting functions;
- (8) The courts by court order or subpoena on the condition that the student is notified of the order of subpoena in advance of sending the records; and
- (9) Appropriate persons in emergency situations, if the knowledge of the records is necessary to protect the health and safety of the student or other persons. The following factors will be taken into account in determining whether information will be given in emergency situations:
 - a. the seriousness of the threat to health or safety of the student or other individuals;
 - b. the need for the information to meet the emergency;
 - c. whether the parties to whom the information is disclosed are in a position to deal with the emergency; and
 - d. the extent to which time is of the essence in dealing with the emergency.

V. Procedures

Access to the records by students and parents of dependent students may be gained by written request, specifying the records to be released, the reason for their release, and to whom. The request must be signed and dated. After examination of the records it is possible for the student to challenge entries and add factual, explanatory information to the records

to their records. This challenge does not give the student the right to question the appropriateness of a grade, but instead, does allow for the examination of the correctness of the recording of the grade, which has been given by the instructor. If the College does not amend a record as requested, the student will be notified and informed of the right to a hearing. Results of hearings will be given in writing to eligible students according to procedures, which shall include:

- (1) Hearings will be conducted within a reasonable time frame;
- (2) Parents and/or eligible students will be given notice of date, place, and time of hearing;
- (3) The hearing will be conducted by an official of the institution, named by the Vice President for Academic Affairs, who does not have a direct interest in the outcome of the hearing;
- (4) Parents and/or eligible students can present evidence relevant to the issue and may be represented by individuals including attorneys; and
- (5) Decisions will be given in writing in a reasonable period of time and will be based solely on evidence presented at the hearing.

The College must keep a log of all parties, other than College employees, who have requested or obtained access to a student's records. This log will contain the reason why access was requested. The log will not be made available to anyone other than the student and College employees.

Any time information concerning the student is transmitted to a third party, the party must be notified that it is illegal under the Family Educational Rights and Privacy Act of 1974 to share the information with anyone else without written permission from the student.

STUDENTS WITH DISABILITIES

Stillman College complies with 504 at 34 C.F.R. Section 1044.44. Any student with a disability is responsible for declaring the disability, documenting it, and requesting appropriate accommodations. Documentation must have been completed within three years of the student's entry date at Stillman. The Director of the Student Development Center handles services for students with disabilities. A student with a disability should contact the Director of the Student Development Center, Johnson-Robinson Building, for assistance in receiving appropriate services and accommodations. A student must submit a written request for accommodation to the Student Development Center before a request will be considered.

The College reserves the right to request additional documentation, testing, and to determine what accommodations will be made. Documentation of

the disability must be on file with the Student Development Center before an accommodation will be considered. Students should present documentation at least one month prior to requesting an accommodation from the College. Information obtained will be released to faculty, staff, and administrators involved in providing services to students with disabilities. The College will consider all requests for accommodation on an individual basis.

A student who believes that he/she has been discriminated against based on sex, age, or disability should submit a written grievance to the Institutional Compliance Officer, Mrs. Cresandra Smothers, located in Room 208, Batchelor Hall, Stillman College. The office phone number is 205-366-8886.

SUICIDE

Stillman College recognizes the need to be proactive in its education of the community regarding suicide and to provide appropriate services/referrals to community members who might endanger themselves. A student who expresses suicidal ideation or who attempts to harm her/himself will be assessed and referred to an outside care agency. Parents/guardians will be notified of any verbal/physical threats. In instances where the student's mental/physical health precludes return to classes, a College withdrawal will be initiated. Upon receipt of the withdrawal form, the withdrawal request will be processed.

TORNADO WATCH – TORNADO WARNING

March through October is “TORNADO SEASON” in Alabama. Media and emergency agencies use the following terms when referring to tornadoes:

Tornado Watch: Weather conditions are ripe to produce storms. You should be alert to changing weather conditions and be prepared to seek shelter should a tornado warning be announced.

Tornado Warning: A tornado has been sighted in the area.

In the residence hall, you will be notified by one or more of the following:

- a. Continuous sounding of horn by Campus Security
- b. Radio/TV News Bulletin
- c. Verbal notification from residence hall staff.

Upon Receiving Such Notice:

1. close your room windows to avoid water damage close your blinds to inhibit flying glass
2. grab a pillow, blanket, or coat to protect your head from flying glass

3. leave your room, close your room door and go to basement or lowest level of the building
4. follow specific instructions posted on Bulletin Board, announcement or staff, and/or Security Officers.
5. listen to transistor radio for weather bulletins
6. refrain from using the telephone or entering your room during the danger period
7. Staff will notify you when the danger is past.

UNWED PREGNANCY

Stillman College is a religious institution. As such, unwed pregnancy is antithetical to the mission and values of the institution. Therefore, unwed pregnant students are not permitted to reside in the residence halls. An unwed pregnant student who becomes pregnant must inform the Vice President for Student Affairs and arrange for off-campus housing immediately after the pregnancy is confirmed. The College retains the right to verify a student's physical condition in the event of suspected pregnancy.

Under no circumstances will a student be permitted to reside in a residence hall with her child. Failure to comply with the policy for unwed expectant mothers will result in withdrawal from the residence hall/College.

USE OF GROUNDS

Sections of the campus may be used for picnics and outdoor parties with prior approval by the Director of Student Activities, Vice President for Fiscal Affairs, Vice President for Student Affairs, and Security. Excessive loud music, loitering, littering, noise and alcoholic beverages are expressly forbidden.

Sanctions:

- A. Campus Security will require the violating non-Stillman student or organization to leave the campus immediately and will consider the student and/or organization trespassing.
- B. The campus student organization will be denied the privilege of using the College campus for a period to be determined by the Vice President for Student Affairs.
- C. Individual members of the student organization will be charged with the violation and processed through a judicial court. NOTE: Only students in good academic, financial and citizenship (disciplinary) standing may represent the College in official capacities.

CAMPUS MEDIA

The Journal of the Undergraduate Scholar is a publication of research reports, documented opinion papers, and selected essays from all academic fields. Articles are edited and published by an editorial board of faculty, students, and administrators at Stillman College.

Le Tigre is Stillman's Literary and Art Magazine. Written and managed by students, it is published bi-annually and distributed campus-wide. Its purpose is to encourage students to develop artistic skill in the written and visual arts.

The Stillmanite is Stillman's yearbook, which captures the year in people, events, pictures and achievements. The Stillmanite is staffed by persons interested in contributing to layout, photography and copy.

The Tiger's Paw is Stillman's student newspaper. Written and managed by students, it is distributed campus-wide with the purpose to educationally enlighten and entertain the student body of the College when reporting current events.

WSTL is Stillman's student radio station, located in the Wynn Humanities Center. News programs and a wide variety of music is broadcast throughout campus by student disc jockeys.

FACILITIES, SERVICES, AND STAFF

COLLEGE OFFICES

Admissions	Hay Center, Room 108
Alumni Affairs	Batchelor Building, 2nd Floor
Athletics Office	Batchelor Building, Room 205
Business Office	Batchelor Building, Room 102
Cafeteria	Hay Center, Upper Level
Career Planning and Placement	Student Development Center
Cashier	Batchelor Building, Room 101
College Chaplain	Johnson/Robinson Building
College Book Store	Hay Center, Ground Level
Counseling Services	Johnson/Robinson Building
Director of College Center & Student Activities	Hay Center, Ground Level
Development Center	Batchelor Building, 2nd Floor
Educational Support Services	Batchelor Building, Room 4
Financial Aid	Hay Center, Room 117
Food Court	Roulhac Residence Hall
Health Services	Johnson/Robinson Building
Internships/Job Placement	Johnson/Robinson Building
Library/Media	Library

**Office of Student Development
/Health Center**

Director
Counselor/Coordinator
Placement Officer
Secretary
Nurse Practitioner

Office of the Chaplaincy

College Chaplain

Office of Student Activities

Director
Assistant Director

Office of Athletics

Athletic Director
Athletic Administrative Assistant
Compliance Officer
Head Men's Basketball Coach
Assistant Men's Basketball Coach
Head Women's Basketball Coach
Assistant Women's Basketball Coach
Baseball Coach
Tennis Coach
Cross Country
Football Coach
Assistant Football Coaches

Track & Field Coach
Head Women's Volleyball Coach
Assistant Women's Volleyball Coach
Cheerleading Coach
Softball Coach
Assistant Women's Softball Coach

**Johnson/Robinson
Building**

Ms. Jacqueline Currie
Mrs. Artha James
TBA
TBA
Mrs. Earnestine Tucker

**Johnson/Robinson
Building**

TBA

Hay College Center

Mr. William Riley
Mr. Jake Irby, III

Batchelor 205

Dr. W. Curtis Williams
Mrs. Rosie Murray-Smith
Mr. Wesley Peterson
Mr. Leon Douglas
TBA
Ms. Sherri Harris
Mr. Jake Irby, III
Mr. Donny Crawford
Mr. William Riley
Mr. Jake Irby, III
Mr. Theophilus Danzy
Mr. Dennis Conner
Mr. Harold Bishop
Mr. Keevin Bell
Mr. Dexter Hood
Mr. Bruce Jackson
Mr. Gregory Thompson
Mr. Kevin Moore
Mr. Jake Irby, III
Ms. Sherri Harris
Mr. Jake Irby, III
Mrs. Patricia Wilson
Mr. Albert Stinson
TBA

Athletic Trainer
Equipment Manager

Mr. Richard Bryant
Mr. Charlie Porter

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Stillman College

PREAMBLE

The responsibility for the governance of Stillman College is originally vested in a self-perpetuating Board of Trustees. Without relinquishing its major responsibility and ultimate rights of decision, the Board of Trustees does, in fact, delegate its authority in the daily life of the College to a President appointed by the Board. Without relinquishing this responsibility and authority to safeguard the security and welfare of the College, the President, in turn, delegates portions of this authority appropriately to certain administrative officers appointed by the President, and through a Code of Student Rights and Responsibilities, to a Student Body as it is selected for admission and self-organized as a component of this structure of delegations of authority. In order that the students of the College may participate creatively and effectively and with full protection in the complex academic structure, we do ordain and establish this Constitution of the Student Body of Stillman College as the official instrument of our specified authorities and responsibilities.

ARTICLE I: NAME AND PURPOSE

The official organization of the Student Body of Stillman College shall be named the Student Government Association of Stillman College. (Abbreviated hereafter as SGA.) The Student Government Association shall strive in all cases to:

1. Promote the spiritual development of life on campus.
2. Support the common welfare of members of the college community through the development and enforcement of disciplinary policies and procedures.
3. Promote mutual understanding and respect among individuals and campus based organizations.
4. Aid in maintaining an atmosphere conducive to democratic living and scholastic learning.
5. Insure the happiness and mutual understanding of all individuals and groups on our campus.

ARTICLE II: MEMBERSHIP

The membership of the Student Government Association shall consist of all regular students of Stillman College, as determined by the Office of Enrollment Management.

ARTICLE III: THE LEGISLATURE

Section 1: Legislative Power. All Legislative powers of the Student Govern-

ment Association shall be vested in the Student Senate.

Section 2: Composition. The Student Senate shall consist of 18 senators. Senators shall be elected from their constituency as follows:

1. Three Representatives from the Senior Class
2. Three Representatives from the Junior Class
3. Three Representatives from the Sophomore Class
4. Three Representatives from the Freshman Class
5. Two Representatives from the Collective Women's Residence Halls
6. Two Representatives from the Collective Men's Residence Halls
7. Two Representatives from the Commuter Students

Section 3: Special Representatives. The Student Senate may, by a majority vote, provide for one voting representative elected by each group of students requesting representation based on interest and needs not represented through the aforementioned categories. Each special representative position shall expire with the term of office of the Student Senate by which it was established.

Section 4: Eligibility. Eligibility requirements of all candidates intending to run for a position in the Student Senate must be met prior to the election day or days.

- A. Members of the Student Senate shall be elected from interested full-time students at Stillman College.
- B. Candidates for the Student Senate must be in good academic and disciplinary standing with Stillman College and must remain in this status during his or her term.
- C. All students seeking a position in the Student Senate must have a cumulative grade point average of not less than 2.5 on a 4.0 scale.
- D. Each candidate for a Senate seat shall submit a petition of 50 signatures of the enrolled students from the constituency he or she is representing to be placed on the ballot.
- E. All elected members of the Student Senate shall be elected according to the procedures stated in Article VI.

Section 5: Constituency.

- A. The registrar shall determine the official classification of all students.
- B. Freshman, Sophomore, Junior, and Senior Class Senators shall be elected at large by all students of the same classification.
- C. Residence hall Senators shall be elected at large by all students residing in The College's residence halls. The men shall elect the men's residence hall representatives and the women shall elect the women's residence hall representatives. Residence hall representatives shall reside in the College residence halls, as stipulated above, for the full term of office.
- D. Each commuter Senator shall be a commuter and shall be elected by all students who do not reside on the College campus.

- E. No representative shall represent more than one constituency of the Student Senate. Any representative of the Student Senate who, for any reason, ceases to be a member of the constituency he or she represents shall forfeit his or her position on the Student Senate.

Section 6: Vacancies in the Student Senate. Any Senator of the Student Senate whose term of office is terminated for any reason before the end of the fall term shall be replaced within three weeks of the termination in an election by his or her constituency. If the vacancy is created during the spring term prior to general election, the Student Senate shall replace the Senator in an election, unless general elections are within one month of the vacancy; at which time the vacancy will continue until general elections.

Section 7: Officers of the Student Senate. Officers of the Senate shall include the Executive Vice President, the President Pro Tempore, the Parliamentarian, and the Secretary.

- A. The Executive Vice President shall preside over the Student Senate but shall have no vote except to break a tie. The Executive Vice President shall, with the approval of the Student Senate, appoint one Senator as President Pro Tempore of the Student Senate and one qualified student as the Parliamentarian of the Student Senate.
- B. The President Pro Tempore of the Student Senate shall preside over the Student Senate in the absence of the Executive Vice President but shall have no vote except to break a tie when serving as presiding officer.
- C. The Parliamentarian of the Student Senate shall advise the Student Senate of all matters of parliamentary procedure according to Robert's Rules of Order and any rules of order adopted by the Student Senate.
- D. The Secretary of the Student Senate shall be chosen from within the membership of the Senate by a majority vote of the Student Senate and shall maintain a record of all proceedings of the Student Senate and attendance of its members. The Secretary of the Student Senate shall receive any petitions regarding the impeachment and removal of any officer of the Student Government Association.
- E. The Student Senate may create additional senate offices as deemed necessary by a simple majority vote of the Student Senate.

Section 8: Duties of the Senators of the Student Senate. Senators of the Student Senate shall:

- A. Address academic and non-academic concerns of the students of Stillman College by acting as student representatives.
- B. Make themselves accessible and accountable to their constituents.
- C. Attend all regularly scheduled meetings of the Student Senate unless excused by the presiding officer.

Section 9: Powers and Duties of the Student Senate. The Student Senate shall:

- A. Develop and pass legislation on behalf of students of Stillman College.
- B. Uphold the Student Code of Conduct and the Constitution of the Student Body.
- C. Establish by a two-thirds vote, a set of bylaws not inconsistent with the Student Code of Conduct and the Constitution of the Student Body.
- D. Establish through its bylaws, all committees and boards which it deems necessary, and authorize all such committees and boards to establish bylaws.
- E. Act upon the recommendations of the Elections Board, the Publications Board, and all other committees and boards established in the bylaws of the Student Senate.
- F. Allocate and appropriate the Student Government Association funds as it deems necessary, for committees and boards established in the bylaws.
- G. Elect the Justices of the Student Judiciary for the current year. This election shall be held during the spring term, at the third meeting of the newly elected Student Senate.
- H. Establish any lesser judicial bodies, as deemed necessary by the Student Judiciary.
- I. Confirm or reject Executive Council appointments of executive committee chairpersons and of executive officers appointed to fill vacancies.
- J. Select officers of the Student Senate, set the day and time for meetings of the Student Senate, and establish and enforce an attendance policy for members of the Student Senate.
- K. Establish legislative committees as needed.
- L. Request special sessions of the Student Senate when deemed necessary by two-thirds of the Student Senate petitioning the President of the Student Government Association.
- M. Respond to a work overload in the judicial branch of the Student Government Association by creating temporary lower courts at the request of the Student Judiciary.
- N. Participate in the impeachment and removal process as described in Article VII, Section 2.
- O. Allocate additional money to meet the needs of individual students and student organizations proposed by the Fiscal Affairs Committee within the Executive Branch of the Student Government Association.
- P. Elect the coordinators of the Quest II Programming Board. The Quest II coordinators may be removed on the grounds of incompetence or negligence by a two-thirds vote of the Student Senate.

Section 10: Presentation and Passage of Legislation. A majority of the Student Senate shall constitute a quorum to do business.

- A. Bills that pass the Student Senate by a majority vote of senators present and voting shall be presented to the President of the Student Government Association. If the President approves, the President shall sign the bill. If the President does not approve, he or she has the right to veto the bill within five full class days of receiving the bill and submit such a veto to the secretary

of the Student Senate accompanied by a written explanation for the decision. The Student Senate shall then reconsider the legislation. After reconsideration, the Student Senate may override the President's veto by a two-thirds vote of those members of the Senate who are present and voting. After five full class days the bill will be considered passed with or without the President's signature.

- B. All legislation of the Student Senate shall be categorized as follows:
 - 1. Bills of Law: Laws, the Budget, and Organization Charters which are subject to veto as provided for by the Constitution.
 - 2. Resolutions: Expressions of sentiment of the Student Senate, which are not subject to veto.

Section 11: Advisors to the Student Legislature. The Vice President for Student Affairs or the Director of Student Activities shall serve as primary advisor for the Student Senate. The Student Senate shall elect a Faculty Advisor each year at its first meeting. The primary advisor and the Faculty Advisor shall counsel the Student Legislature in its deliberations and shall hold all privileges of debate, but shall not vote except in the election of the Student Judiciary.

Section 12: Tenure of Office. The Senators of the Student Senate of the Student Government Association of Stillman College shall assume office on the date consistent with student elections and shall remain in office one calendar year.

ARTICLE IV: EXECUTIVE BRANCH

Section 1: Executive Power. All executive powers of the Student Government Association shall be vested in the President, with designated responsibilities assigned to the other elected officers and the Coordinating Council of Student Organizations.

Section 2: Composition. The Executive Council shall be composed of the elected offices of President, Executive Vice President, Executive Secretary, Vice President for Academic Affairs, Vice President for External Affairs, Vice President for Student Affairs, Vice President for Fiscal Affairs and Miss Stillman College. The President shall also appoint a Chief of Staff, the primary advisor, and two representatives to the College Board of Trustees.

Section 3: Eligibility. Eligibility requirements of all candidates intending to run for a student executive office must be met prior to the Election Day or days.

- A. Student members of the executive council shall be elected or appointed, as appropriate, from interested full-time students at Stillman College.
- B. All students seeking an Executive Office must have an overall grade point average from Stillman College of not less than 2.75 on a 4.0 scale; earned at least 12 credit hours from Stillman College; and be in good disciplinary standing with the College.

- C. Candidates seeking the office of President must be a student of the rising senior class with prior experience with the Student Government Association.
- D. All Candidates seeking the office of President must be a student of the rising senior class with prior experience with the Student Government Association.
- E. All elected members of the executive council shall be elected according to the procedures stated in Article VI.
- F. Miss Stillman shall be an unmarried woman student of the rising senior class who exemplifies in her personality the highest ideals of the College. In the event of pregnancy or marriage during her reign, Miss Stillman must relinquish her title.

Section 4: Vacancies. In case of any vacancies, which may occur in the executive branch of the Student Government Association, the Executive Council shall nominate a qualified candidate to fill the vacancy. Vacancies in elected offices and committee chairmanships shall be approved by a majority vote of the Student Senate. The following procedure shall be used for appointment:

- A. The applications shall be made available for at least 2 weeks before the qualifications review process is to begin.
- B. The qualification review for executive officers shall be held by the Executive Council; reviews for committee chairmanships will be held by the Executive Council and an equal number of representatives from the Coordinating Council of Student Organizations.
- C. The Executive Committee will hold interviews of qualified candidates.
- D. The nominations shall be made and presented to the Senate for approval within 2 weeks of the qualifications review and interview process.

Section 5: Executive Powers and Duties of the President. The President of the Student Government Association shall be the official representative of the Student Body and shall be the acknowledged head of the Student Body in all student affairs and student relations with the faculty and administration of the College. The President of the Student Government Association shall:

- A. Lead the Student Government Association in achieving the objectives of this Constitution.
- B. Serve as chairperson of the Executive Council.
- C. Appoint the Chief Justice of the Student Judiciary within 2 weeks of the conclusion of the selection process of the Student Judiciary.
- D. Appoint the Chief of Staff within 2 weeks of installation.
- E. Propose legislation to the Student Senate.
- F. Notify the Student Senate, in writing, of any vacancies that may occur in the executive branch, within 10 days of receiving notice of such vacancy. If the Student Senate by its adjournment prevents such notice, the notice shall be given at the first meeting of the Student Senate after its adjournment.
- G. Call special sessions of the Student Senate whenever deemed necessary, or whenever petitioned by two-thirds of the members of the Senate.

- H. Reappoint any appointed officials of the executive branch who serve at the will of the President.
- I. Form new committees as needed and assign them to the appropriate Vice President.
- J. Serve as an ex-official member of all executive committees.
- K.
 1. Exercise veto power as he or she sees fit over all legislation passed by the Student Senate. A veto of legislation must be done within five full class days after the President receives the bill. After five full class days, the bill will be considered passed with or without the President's signature.
 2. Exercise line-item veto power as he or she sees fit over all legislation passed by the Student Senate. A line item shall be the smallest point in a subsection. A line-item veto must also be done within five full class days after the President receives the bill.
- L. Serve as chief liaison between the Student Government Association and organizations internal and external to Stillman College.
- M. Appoint editors for the Tigers Paw student newspaper and the Stillmanite yearbook upon recommendation of faculty.
- N. Appoint the student representatives to institutional committees and to the Board of Trustees.
- O. Schedule Executive Council meetings.
- P. Instruct the incoming Student Government Association President on all matters pertaining to the office of President before leaving office.

Section 6: Duties of the Executive Council and the Chief of Staff. The executive council shall consist of all elected executive officials, the Chief of Staff, and the Primary Advisor.

- A. The Executive Council shall:
 1. Enforce this Constitution, all legislation passed by the Student Senate, and all decisions of the Student Judiciary.
 2. Together with an equal number of representatives from the Coordinating Council of Student Organizations, screen the chairpersons of all executive committees.
 3. Approve all executive committee selections for transmittal to the Senate for approval.
 4. Nominate the replacements for any vacancies that may occur in any elected office of the executive branch within 20 school days of Senate notification.
 5. Delegate duties to the Vice Presidents as may be necessary in the administration of the responsibilities of their offices.
 6. Acquire majority before conducting business.
 7. Propose legislation to the Student Senate.
- B. The Chief of Staff shall serve as the administrative officer for the President and the Vice Presidents and be a non-voting member of the Executive Council. The Chief of Staff shall advise the President and the Vice Presidents,

recommend the creation of executive committees, and be responsible for the following:

1. Notifying the student body of Student Government Association activities and events; publishing and circulating vital student information; advertising and recruiting students to the SGA; and preparing and distributing SGA information packets to new students, including information of the SGA in general, committee opportunities, and election information.
2. Performing other such duties as the President or Executive Council may assign.
3. Instructing the incoming Chief of Staff on all matters pertaining to the office of Chief of Staff before leaving office.

Section 7: Duties of the Executive Vice President. The Executive Vice President shall:

- A. Assume the office of the President if the office becomes vacant for any reason, or if requested to serve in the absence of the President.
- B. Preside over the Student Senate and attend regularly scheduled meetings of the Senate.
- C. Nominate one senator as the President Pro Tempore of the Student Senate and one qualified student as the Parliamentarian of the Student Senate.
- D. Perform other such activities as the President or Executive council may assign.
- E. Instruct the incoming Executive Vice President on all matters pertaining to the office of the Executive Vice President before leaving office.

Section 8: Duties of the Executive Secretary. The Executive Secretary shall:

- A. Maintain a permanent record of all executive business.
- B. Attend Executive Council meetings and maintain a permanent record of the proceedings.
- C. Keep records of all Executive Council meetings and make these records available to students within 3 full class days after the meetings. The records of the meetings shall indicate all Executive Council members present at the meetings. The quorum required for the Executive Council to conduct business should be 75 % of the Council membership.
- D. Keep and make available a permanent record of this constitution, SGA rules and regulations, and the structure of all SGA committees; and take responsibility for distributing them to all entering students.
- E. Act as historian of the Student Government Association by recording all SGA events.
- F. Print and make available the “State of the School Address” each semester.
- G. Perform other such duties as the president or Executive Council may assign.
- H. Instruct the incoming Executive Secretary on all matters pertaining to the office of the Executive Secretary before leaving office.

Section 9: Duties of the Vice Presidents. The Vice Presidents of the Student Government Association shall include the Vice President for Academic Affairs, the Vice President for External Affairs, the Vice President for Student Affairs, and the Vice President for Fiscal Affairs.

- A. The Vice President for Academic Affairs shall propose and execute the policies of the Student Government Association in such areas as academic programs, curriculum, student–faculty relations, instructional support, registration, advising, tutorial programs, exam schedules, new student concerns, and student problems and opinions. In carrying out the duties of this office the Vice President for Academic Affairs shall:
1. establish appropriate committees to consider matters relating to academic affairs of the College;
 2. collaborate with the SGA President and committee chairpersons to decide committee sizes and establish the committee selection process; meet on a monthly basis with the SGA President, Vice President for Academic Affairs of the College, and committee chairpersons to discuss the progress of each committee;
 3. instruct the incoming SGA Vice President for Academic Affairs on all matters pertaining to the office of Vice President for Academic Affairs before leaving office;
 4. perform other such duties as the Executive Council may assign.
- B. The Vice President for External Affairs shall propose and execute policies of the Student Government Association in such areas as student concerns and issues in the Alabama Legislature, Tuscaloosa City Council, Alumni organizations, national organizations, and other colleges and universities. In carrying out the duties of this office the Vice President for External Affairs shall:
1. Establish appropriate committees to consider matters relating to external affairs of the College; suspend committees as may be required with the approval of the Executive Council;
 2. collaborate with the SGA President and committee chairs to decide committee sizes and establish the committee selection process;
 3. meet on a monthly basis with the SGA President and committee chairpersons to discuss the progress of each committee;
 4. in conjunction with the SGA President serve as a liaison between the SGA and National Alumni Association;
 5. instruct the incoming Vice President for External Affairs on all matters pertaining to the office of Vice President for External Affairs before leaving office;
 6. perform other such duties as the Executive Council may assign.
- C. The Vice President for Student Affairs shall propose and execute policies of the Student Government Association in such areas as social policies, recreation and entertainment, athletic events, Homecoming, spirit events, and other special campus events. In carrying out the duties of this office the Vice President for Student Affairs shall:

1. establish the appropriate committees to consider matters relating to student affairs of the College; suspend committees as may be required with the approval of the Executive council;
 2. collaborate with the SGA President and committee chairs to decide committee sizes and establish the committee selection process;
 3. meet on a monthly basis with the SGA President, Vice President for Student Affairs of the College, and committee chairpersons to discuss the progress of each committee;
 4. instruct the incoming SGA Vice President for Student Affairs on all matters pertaining to the office of Vice President for Student Affairs before leaving office;
 5. perform other such duties as the Executive Council may assign.
- D. The Vice President for Fiscal Affairs shall propose and execute policies of the Student Government Association in areas of financial management such as financial aid (student loans, scholarships, employment, work study programs, insurance), tuition, and SGA expenses. The Vice President for Fiscal Affairs shall also be concerned with campus capital improvements of facilities and grounds, including housing, classroom buildings, recreational facilities, streets, and parking facilities. This office shall also consider student safety and security. In carrying out the duties of this office, the Vice President for Fiscal Affairs shall:
1. select a treasurer based upon application, merit, and qualifications, with confirmation by the Executive Council and a majority Student Senate vote.
 2. establish and serve as Chairperson of the Fiscal Affairs Committee. The Fiscal Affairs Committee shall meet at least monthly to allocate funds from the SGA budget as deemed appropriate in accordance with the Fiscal Affairs Committee's established rules and regulations. The Vice President for Fiscal Affairs must then present the proposed allocations to the Senate for approval during one of the first two available senate meetings following the Fiscal Affairs Committee meeting. The Fiscal Affairs Committee shall consist of nine members; four members shall be appointed from the Student Senate by the Vice President for Fiscal Affairs, two members shall be appointed from the Coordinating Council of Student Organizations, one member shall be appointed from the Pan-Hellenic Council, and one member shall be appointed from the Residence Hall Association. The Vice President for Fiscal Affairs shall serve as Chairperson of the committee. A majority of the committee membership shall be required to conduct business;
 3. oversee all financial transactions of the Student Government Association;
 4. collect and disburse funds of the Student Government Association using accepted accounting standards and practices and keep a permanent record that is available to any student of Stillman College;

5. render an account of current finances to the Student Senate quarterly and upon request;
6. compile and post in a prominent public place a financial statement of all SGA operations at least once monthly during the fall and spring semesters;
7. prepare the Student Government Association budget annually and present such budget to the Student Senate. The finalized budget must be presented to, and ratified by the SGA Student Senate no later than September 30 of that year in order for the SGA to be financed.
8. aid SGA committees in preparing budgetary requests for the Financial Affairs budget hearings;
9. establish the appropriate committees to consider matters relating to financial affairs of the College; suspend committees as may be required with the approval of the Executive Council;
10. collaborate with the SGA President and committee chairpersons to decide committee sizes and establish the committee selection process;
11. meet on a monthly basis with the SGA President, the Vice President for Fiscal Affairs of the College, and committee chairpersons to discuss the progress of each committee;
12. present records to the incoming President and Vice President for Fiscal Affairs at the end of each administration and instruct the incoming officers on all matters pertaining to the office of Vice President for Fiscal Affairs before leaving office;
13. advise the treasurer who shall record allocations of SGA funds and advise SGA expenditures;
14. perform other such duties as the Executive Council may assign.

Section 10: Duties of Miss Stillman. Miss Stillman College shall:

- A. Serve as the official College Hostess.
- B. Reign with her Court at all collegiate student functions and shall on other appropriate occasions be included in the official representation of students.
- C. Preside over the Campus Queen Association.
- D. Work collaboratively with the Vice President for External Affairs in coordinating the Stillman Ambassadors.
- E. Participate in the West Alabama Christmas Parade, and other activities and programs upon request.
- F. Represent the College at the Atlanta Hall of Fame Pageant and other pageants, as appropriate.

Section 11: Committee Selections. The chairpersons of executive committees shall be screened by the Executive Council together with an equal number of representatives from the Coordinating Council of Student Organizations and approved by the Student Senate. The respective Vice Presidents, President and

Committee Chairs of the SGA shall be responsible for the interviewing and selection process of the committee. The selected committee shall then be approved by the Executive Council.

Section 12: Tenure of Office. The elected officers of the Student Government Association of Stillman College shall assume office on the date consistent with student elections and shall remain in office for one calendar year. The Chief of Staff of the Executive Branch of the Student Government Association and the Representatives to the Board of Trustees shall assume office immediately following confirmation of his/her appointment by the Student Senate.

ARTICLE V: STUDENT COURT

Section 1: Judicial Power. All judicial power of the Student Government Association shall be vested in the Student Court.

Section 2: Jurisdiction. The Student Court shall have jurisdiction to consider the following matters:

- A. All Controversies arising under this Constitution and any rules or regulations which may be established pursuant to this Constitution.
- B. Infractions occurring in the residence halls where facts are in dispute.
- C. All student-parking violations cited by Stillman College Security that are in dispute.
- D. All controversies arising under the Code of Student Conduct and Student Handbook.
- E. All controversies arising under student elections regulations.
- F. All controversies referred by the Vice President for Student Affairs.
- G. The impeachment proceedings brought by the Student Senate, and further appeals regarding the expulsion of Senators by the Student Senate on the grounds of attendance.

Section 3: Composition. The Student Court shall consist of 16 Justices selected by the Student Senate during the spring term. The selection process shall occur following general elections and after the beginning of the term of office for the newly elected legislature. The Student Court shall be chosen through an anonymous review of applications.

- A. The Justices of the Student Court shall be selected as follows:
 1. Three Justices from the rising Senior Class.
 2. Three Justices from the rising Junior Class.
 3. Three Justices from the rising Sophomore Class.
 4. Seven Justices from the student body at large without regard to classification.

Section 4: Eligibility. Student Court members shall be selected in the spring term of each school year from a list of interested, full-time students at Stillman College. All students seeking judicial office must be in good academic and disciplinary standing with Stillman College and have an overall cumulative grade point average from Stillman College of not less than 2.50 on a 4.0 scale. Additionally, the applicant must have earned at least 12 credit hours from Stillman College and meet other qualifications established by a rule of procedure adopted in accordance with this Article. All student organizations shall be invited to nominate one or more members to apply for Student Court Justice as vacancies occur. No elected official of the Legislative or Executive Branches of the Student Government Association shall be eligible for selection to the Student Court.

Section 5: Duties and Responsibilities of the Chief Justice. The Chief Justice of the Student Court shall:

- A. Preside over the Student Court.
- B. Assign justices to prosecute or defend disciplinary cases that come before Student Court in consultation with the faculty advisor to the prosecution and faculty advisor to the defense.
- C. Establish rules of procedure for Student Court, including a mandatory attendance policy, which will become effective upon approval by a majority of the justices and a majority of the Student Senate.
- D. Establish and implement an intensive training program for all newly appointed justices with the assistance of a faculty advisor.
- E. Regularly schedule meetings of the Student Court to accept pleas and conduct hearings.

Section 6: Duties and Responsibilities of the Justices. All justices, including the Chief Justice, shall carefully consider and fairly decide all cases and controversies coming before them as members of the Student Court. All justices should disqualify themselves from participating in any proceeding in which their impartiality may be compromised, in which they have knowledge of a disputed fact, or in which they have an interest (other than as a student) in the outcome.

Section 7: Advisors. A faculty member selected by the Student Court Justices shall serve as primary advisor to the Student Court. The Student Court shall elect a faculty advisor to the Student Court in the spring semester prior to their term of office.

Section 8: Tenure of Office. All justices of the Student Court, including the Chief Justice, shall assume office at the beginning of the academic year and remain in office until the end of the academic year.

ARTICLE VI: ELECTIONS

Section 1: Voting.

- A. Any regular student at Stillman College may vote in Student Government Association elections.
- B. Students may cast one vote for each Student Senate slot in the constituencies of which they are members. Student may vote once for each elected executive office.
- C. All Student Government Associations elections shall be conducted by secret ballot..
- D. Absentee ballots shall not be permitted in any Student Government Association election.
- E. Candidates for any executive or legislative office shall be elected by a plurality of votes cast.
- F. In the event of a tie in the number of votes received by candidates for any elected office, a tie will be broken by a run-off election that shall be conducted as soon as possible.
- G. Any student wishing to contest the results of a Student Government Association election shall file a petition in writing with the Executive Secretary of the SGA within 3 calendar days after elections results are available. The Elections Board shall conduct the hearing and appeals shall be made in writing to the Student Court. The following shall be grounds for contesting election results:
 - 1. Misconduct fraud, or irregularity by any election official sufficient to change or place in doubt the result of a Student Government Association election.
 - 2. Ineligibility of any person elected to office in dispute.
 - 3. Receipt of illegal votes or rejection of legal votes in an amount sufficient to change or place in doubt the result of a Student Government Association election.
 - 4. An error in the counting of votes or in the declaration of the result of an election sufficient to change or place in doubts the result of a Student Government Association election.
 - 5. Any other cause sufficient to change or place in doubts the result of a Student Government Association election.

Section 2: Candidates.

- A. Candidates for elected SGA office shall be full-time students at Stillman College, meeting established qualifications before the election day or days.
 - 1. All rising sophomore, junior, and senior candidates for legislative seats shall have and maintain a cumulative grade point average of at least 2.75 on a 4.0 scale (Stillman points only); have earned 12 credit hours from Stillman College; obtain signatures from at least 50 students who hold membership in the constituency they seek to represent; and be in good disciplinary standing with the College. Freshman representatives must have earned an overall high school grade point average of 2.5 on a 4.0 scale.

2. Miss Stillman must be unwed and without children.
3. All candidates shall maintain records showing the amount and source of campaign contributions as well as the amount and recipient of any expenditure. Candidates shall file a report with the Elections Board listing campaign contributions and expenditures once a week, each week, from the date they announce candidacy and ending the morning of the election.
4. To be on the ballot, each candidate for executive or legislative office shall file a notice of Candidacy accompanied by the required list of signatures no earlier than 30 days prior to the election and no later than 21 days prior to the election.

Section 3: Vacancies.

- A. In the case of a vacancy in any of the offices (Article IV, Section 2) the vacancies shall be filled according to the following terms:
 1. In the event that the office of the President shall become vacant, the Executive Vice President shall succeed to this office and the Executive Council shall, by a majority vote, fill the vacancy in the office of vice President.
 2. In the event that the office of Miss Stillman becomes vacant, the first attendant shall fill the vacancy with the second attendant succeeding the title of the first attendant.
 3. If the office of the Executive Secretary becomes vacant shall, by a majority vote fill the vacancy.
 4. If the offices of the Vice President for Academic Affairs, External Affairs, Student Affairs and/or Fiscal Affairs, become vacant shall, by a majority vote fill these offices.

ARTICLE VII: IMPEACHMENT AND REMOVAL

Section 1: Grounds for Removal. Any officer or senator of the Student Government Association shall be subject to removal from office for any one or more of the following reasons:

- A. Incompetence, malfeasance, or misfeasance in office.
- B. Failure, at the time of election, to possess the academic and social qualifications for office.
- C. Willful violation of any express provision of this Constitution.
- D. Abandonment of office or, in the case of a Student Senator, change of constituency.
- E. Failure, for any other cause, to perform the duties of office.
- F. Failure to maintain academic and social standing at a level consistent with the minimum grade point average required of candidates for the position in question.

Section 2: Procedures for Removal.

- A. Initiating proceedings: Any student wishing to remove any officer or senator of the Student Government Association shall file a petition with the

Secretary of the Student Senate setting forth in writing one or more of the above-listed grounds. This petition must include the signatures of five additional students wishing to remove the officer of the Student Government Association. If a senator changes the constituency he or she is representing, removal from office is automatic.

- B. Preliminary investigation: Upon filing of a petition with the Secretary of the Student Senate and the President of the SGA, the Student Senate, and the Chief Justice of Student Court shall each appoint a representative to a panel which shall conduct a preliminary investigation into the charges set forth in the petition. If the official against whom the petition is filed is one of the above listed officers, the other two officials shall agree upon a third representative to complete the panel. The investigation panel shall, after completing its investigation, issue an opinion as to whether sufficient evidence exists to hold a hearing before the Student Senate.
- C. Notice and hearing: If the investigation panel finds, by majority opinion, sufficient evidence to hold a hearing before the Student Senate, a hearing shall be set before the Student Senate and a written notice stating the time and place of the hearing shall be mailed to all affected officers. The hearing shall be conducted in an informal manner in accordance with such rules as may be established by the Student Senate.
- D. Hearing before the Student Judicial: Upon receipt of a written determination from the Student Senate that the petition has a basis in fact, the Chief Justice of the Student Court shall mail a written notice stating the time and place of the hearing before the Student Court. A hearing shall be conducted in the manner employed by courts, with both the Student Senate and the officer in question having the right to introduce evidence. After receipt of all evidence, the Student Court board shall issue a final judgement regarding the removal of the officer.
- E. Removal of a Student Court Justice: When the subject of removal proceedings is a member of the Student Judiciary, the hearing shall be conducted by the Student Senate, following the same procedures for evidence as outlined in Section 2, D.

ARTICLE VIII: AMENDMENTS

Section 1. Amendments to this Constitution may be initiated by a petition of 15 percent of the student body or by a vote of two-thirds of the Student Senate.

Section 2. Amendments must be ratified by a vote of two-thirds of the students voting on the amendment.

Section 3. Referenda on amendments shall be held only during the spring Student Government Association election or the fall Homecoming election.

Section 4. The full text of the amendment(s) shall be published and distributed by the Student Government Association at least 2 weeks prior to the referendum.