

2022-2023



# SHORTER COLLEGE

## *Student Handbook*

<b>ACCREDITATION</b>	<b>5</b>
<b>MESSAGE FROM THE CHAIRMAN OF THE BOARD</b>	<b>6</b>
<b>MESSAGE FROM THE PRESIDENT</b>	<b>7</b>
<b>MESSAGE FROM THE DEAN OF ACADEMIC AND STUDENT AFFAIRS</b>	<b>7</b>
<b>STUDENT HANDBOOK</b>	<b>8</b>
<b>STUDENTS RIGHTS AND RESPONSIBILITIES</b>	<b>8</b>
<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)</b>	<b>8</b>
<b>CONFIDENTIALITY OF RECORDS</b>	<b>9</b>
<b>SEXUAL HARASSMENT</b>	<b>9</b>
<b>EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY</b>	<b>10</b>
<b>DISCRIMINATION FREE ENVIRONMENT</b>	<b>10</b>
<b>SHORTER COLLEGE CONCEALED WEAPON POLICY</b>	<b>10</b>
<b>LOCATION OF SHORTER COLLEGE</b>	<b>11</b>
<b>ABOUT THE CAMPUS</b>	<b>11</b>
<b>WHERE TO GO FOR HELP</b>	<b>12</b>
<b>SHORTER COLLEGE CAMPUS DIRECTORY</b>	<b>12</b>
<b>HISTORICAL SKETCH OF SHORTER COLLEGE</b>	<b>13</b>
<b>GOVERNANCE</b>	<b>18</b>
<b>SHORTER COLLEGE’S BIBLICAL FOUNDATION STATEMENT</b>	<b>19</b>
<b>PHILOSOPHY OF EDUCATION</b>	<b>19</b>
<b>ETHICAL VALUES AND STANDARDS STATEMENT</b>	<b>20</b>
<b>THE MISSION</b>	<b>21</b>
<b>THE VISION</b>	<b>21</b>
<b>THE GOALS</b>	<b>21</b>
<b>THE OBJECTIVES</b>	<b>22</b>
<b>CODE OF CONDUCT</b>	<b>22</b>
<b>WITHDRAWING FROM COLLEGE</b>	<b>23</b>
<b>SUSPENSION POLICY</b>	<b>23</b>
<b>DISMISSAL POLICY:</b>	<b>24</b>
<b>PROHIBITED CONDUCT</b>	<b>24</b>
<b>SHORTER COLLEGE JUDICIAL PROCESS</b>	<b>27</b>
<b>STUDENT GRIEVANCE POLICY AND PROCEDURE</b>	<b>28</b>
<b>CAMPUS IDENTIFICATION</b>	<b>36</b>

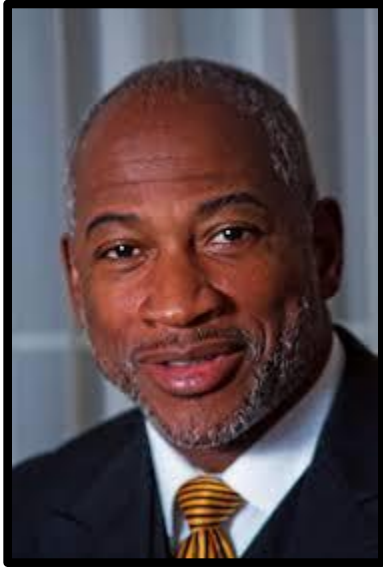
<b>VEHICLE REGISTRATION AND PARKING</b>	<b>36</b>
<b>INCLEMENT WEATHER POLICY</b>	<b>36</b>
<b>SHORTER COLLEGE POLICE DEPARTMENT POLICY</b>	<b>37</b>
<b>THE RAVE ALERT SYSTEM</b>	<b>37</b>
<b>EMERGENCY PROCEDURES</b>	<b>38</b>
<b>STUDENT LIFE, ACTIVITIES, AND SERVICES</b>	<b>39</b>
STUDENT ORIENTATION	39
CHRISTIAN CAMPUS MINISTRY SERVICES	39
CHAPEL ASSEMBLY	39
TUTORING	40
COMPUTER LABS	40
DISABILITY SERVICES	42
STUDENT SUCCESS PROCEDURES	43
SHORTER COLLEGE HEALTH & WELLNESS CENTER	44
DRUG / ALCOHOL ABUSE PREVENTION PROGRAM	45
STUDENT ORGANIZATIONS	48
STUDENT GOVERNMENT ASSOCIATION	48
SHORTER COLLEGE CHOIR *	48
STUDENT AMBASSADORS *	49
ACADEMY OF CREATIVE ARTS *	49
PBL (Phi Beta Lambda) *	49
REGULATIONS GOVERNING STUDENT ORGANIZATIONS	51
FORMING A NEW STUDENT ORGANIZATION	51
PROTOCOL OR NEW STUDENT ORGANIZATION	51
CONTINUING AN EXISTING STUDENT ORGANIZATION	53
VOLUNTARY DISSOLUTION OF AN EXISTING STUDENT ORGANIZATION	54
INVOLUNTARY DISSOLUTION / SUSPENSION OF AN EXISTING STUDENT ORGANIZATION	54
<b>ACADEMIC STANDARDS, POLICIES AND PROCEDURES</b>	<b>54</b>
ACADEMIC INTEGRITY	55
DEGREE PLAN	55
CLASSIFICATION AND COURSE LOAD	55
INDIVIDUALIZED INSTRUCTION	55
GRADING	57
MID-TERM AND FINAL EXAMINATIONS	58
ADD AND DROP POLICY	58
WITHDRAWAL	58
INCOMPLETE POLICY	58
AUDITING COURSES	58
ACADEMIC HONORS	59
GRADUATION REQUIREMENTS	59
APPLICATION FOR GRADUATION	59
DEGREE REPRINT	59
ACADEMIC CLEMENCY	59
SATISFACTORY ACADEMIC PROGRESS (SAP)	59
ACADEMIC PROGRESS	62
ACADEMIC HONESTY / ACADEMIC MISCONDUCT	65
ACADEMIC COUNCIL	66

<b>TRANSCRIPTS</b>	<b>77</b>
<b>ACADEMIC TUTORIAL SERVICES</b>	<b>77</b>
<b>LIBRARY SERVICES</b>	<b>79</b>
<b>SMOKE FREE CAMPUS</b>	<b>86</b>
<b>ALMA MATER</b>	<b>98</b>
<b>CAMPUS MAP</b>	<b>99</b>
<b>DISCIPLINE COMMITTEE MEMBERS</b>	<b>100</b>
<b>APPENDICES</b>	<b>101</b>
APPENDIX A: STUDENT GOVERNMENT ASSOCIATION CONSTITUTION AND BY-LAWS	101
<b>TRACKING FOR AD-HOC MODIFICATIONS, REVISIONS AND DELETIONS</b>	<b>105</b>
<b>TRACKING FOR ANNUAL MODIFICATIONS, REVISIONS AND DELETIONS</b>	<b>105</b>
<i>All modifications are reviewed and approved by the Board.</i>	105
2017-2018 Annual Review of Student Handbook	106
2016-2017 Annual Review of Student Handbook	106
2015-2016 Annual Review of Student Handbook	106
2014-2015 Annual Review of Student Handbook	106
2013-2014 Annual Review of Student Handbook	106

## ACCREDITATION

*Shorter College is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; email: info@tracs.org]. The institution was awarded Accredited Status as a Category I Institution by the TRACS Accreditation Commission on October 29, 2013, and was awarded Reaffirmation Status as a Category I Institution by TRACS Accreditation Commission on October 23, 2017. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation, and the International Network for Quality Assurance Agencies in Higher Education. (INQAAHE).*

## MESSAGE FROM THE CHAIRMAN OF THE BOARD



### **Welcome to Shorter College!**

Shorter College, since it was founded in 1886, has been instrumental in providing strong academic training, as well as character development for countless young men and women throughout the United States. Shorter College's unapologetic Christian values has been one of the essential traits which has made Shorter a unique and valued institution for many years.

The members of the Board of Trustees and I are excited about the direction and future of Shorter. It is our intent to make sure that each student attending Shorter is provided the best environment available to succeed in their quest for academic development. Your success is our success, and we are interested in being a part of your success today.

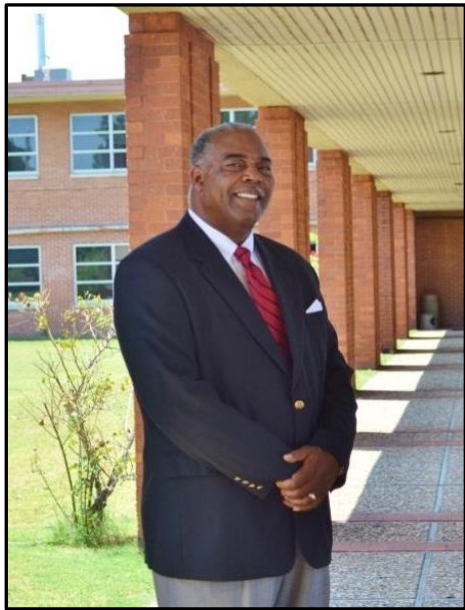
As you matriculate at Shorter College, dream big and dream louder. Dreams are obtainable if you believe in that which you dream. The entire constituency of the African Methodist Episcopal Church is "dreaming again," also. Our dreams become reality as each student at Shorter succeeds.

Success is our only option at Shorter College. As Chair of the Board of Trustees of Shorter College; I believe the administration, faculty and staff are committed to helping each of you to obtain your collegiate goals.

Welcome to Shorter College!

**Bishop Michael Mitchell**  
**Chair of the Board of Trustees of Shorter College**

## MESSAGE FROM THE PRESIDENT



### Greetings and Welcome to *“Your Path to Possible”*

It is the dream of each individual to live out the potential they possess inside. As you continue your journey toward that goal, we’d like to invite you to experience an opportunity to grow in an institution committed to assisting and supporting you through that dream. The decision to enroll in a college or university should not be taken lightly. Your college experience should provide you with a strong foundation that will leave a lasting impression on your life. We, at Shorter College, offer an environment where students are inspired to grow, encouraged to mature, and supported to excel.

As the President of this great institution, I congratulate you on your decision to further your education. I am confident in knowing that you will find all the tools you will need to grow here at Shorter College. On behalf of our Board of Trustees, Administrative Cabinet, Faculty and Staff, I would like to welcome you to “The New” Shorter College on “Your Path to Possible!” Welcome to Shorter College!

**Jerome Green, Esq.**  
**President of Shorter College**

## MESSAGE FROM THE DEAN OF ACADEMIC AND STUDENT AFFAIRS

Welcome Bulldogs!!! On behalf of Student Services, I take great pride in welcoming you to Shorter College (SC)! Whether you are a new or returning student, we want to ensure your overall success. Our first focus is your academic success. Academic and Student Affairs will ensure that you are set up to succeed in your educational endeavors.

We are committed to providing you with the support that will help you to complete in the competitive global society. We all know that the past year has been challenging, but we are grateful that you are joining us at SC. As we journey through this year, we are committed to providing support services that are inclusive and engaging. You can be confident that each campus activity aims to provide you with yet another occasion for self-discovery, personal and spiritual growth, and holistic development.

Welcome to Shorter College!

**Johnny D. Jones, Ed.D. Ph.D.**  
**Dean of Academic and Student Affairs**

## **STUDENT HANDBOOK**

The Shorter College Handbook offers general information that relates to college life. All students are required to know and comply with all guidelines, policies, and regulations contained in the Handbook. The Shorter College Handbook is available online. Each student is required to have a copy which can be downloaded from the college's website.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

### **Every student has the right:**

- to expect the highest quality education
- to properly ask about modifying institutional rules, regulations, policies, and procedures that affect his/her welfare
- to develop his or her potential to the best of their ability
- to a fair hearing and appeal if disciplinary action is taken
- to express academic freedom appropriately

### **Every student has the responsibility:**

- to know the rules, regulations, policies, and procedures that govern Shorter College
- to maintain appropriate conduct
- to protect the rights and property of others and Shorter College
- to ask for help when needed

### **If a rule or policy is violated:**

- A hearing before a Disciplinary Committee, if requested, will occur.
- Violators will be notified of the hearing in writing one week prior to the hearing date.
- The decision of the Committee will be given to the student in writing within 3 days.
- Hearing appeals can be submitted to the President of Shorter College.
- The violator may be placed on probation, dismissed, suspended, or expelled from Shorter College.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)**

Notice is hereby given that Shorter College has adopted institutional procedures in compliance with the Family Educational Right and Privacy Act of 1974, assuring the right of a student to view his or her educational records upon request.



## **CONFIDENTIALITY OF RECORDS**

Shorter College has adopted procedures in compliance with the Family Educational Right and Privacy Act of 1974. To preserve strict confidentiality of records, the college does not permit access to or release of educational records or personal information, without the written consent of the student.

Information allowed Include:

- Grades/GPA, demographic, registration, student ID number, academic status, and/or enrollment information
- Billing statements, charges, credits, payments, past due amounts, and/or collection activity
- Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory progress
- Access to student records maintained by the Office of the Registrar, Office of Financial Aid and the Office of Student Affairs including all the above examples.

## **SEXUAL HARASSMENT**

Shorter College has a policy that prohibits sexual harassment or discrimination against any staff, faculty, or student of the college on the basis of sex. Actions related to sexual harassment or discrimination based on sex are also prohibited by law, Section 703, Title VII of the Civil Right Act of 1963 and Title IX of the Educational Amendment Act of 1972.

Any member of the Shorter College community who violates any of these Acts faces disciplinary action and potential legal consequences.

Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct. The following non-exhaustive list contains forms of sexual harassment:

- (1) Submission to such conduct is, explicitly or implicitly, made a term or condition of an individual's employment or classroom evaluation.
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the status of the individual.
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or classroom performance, or creating an intimidating, hostile, or offensive working or academic environment.

Shorter College shall take necessary steps to maintain a college environment that is free of sexual harassment and discrimination on the basis of sex through programs and workshops developed to prevent such acts. Members of the college are encouraged to report any violation of this policy against an individual on or outside the college campus to the appropriate college authority. Appropriate administrative departmental action(s) will be taken through either informal or formal procedures.

## **EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY**

Shorter College complies with applicable federal and state legislation and regulations regarding non-discriminatory admission and employment policies and practices by providing equal opportunity to all individuals without discrimination on the basis of extrinsic factors such as ethnic or national origin, sex, sexual orientation, age, color, religion, political affiliation, disability, or status as a war veteran. It is, therefore, the institution's policy to accord fair and equitable treatment of every person, at all times.

Shorter College will continue to maintain its policy of providing access to general education and Para-professional programs to all persons regardless of race, national origin, sex color, creed, and political persuasions. The College, however, recognizes its institutional responsibility to serve its community by making institutional resources available to assist in the cultural, economic, and spiritual development of the community.

## **DISCRIMINATION FREE ENVIRONMENT**

Shorter College does not, in its admission or employment policies and practices, discriminate against individuals on the basis of extrinsic factors such as ethnic or national origin, sex, sexual orientation, age, color, religion, handicap, or status as a veteran of Vietnam War era or as a disabled veteran. The college complies with applicable federal legislation and regulations regarding non-discrimination and equal employment opportunity.

Shorter College also reaffirms the principle that its students, faculty, and staff have a right to be free from sexual discrimination in the form of sexual harassment by any member of the college community. Sexual harassment of students and employees at the college is unacceptable conduct, and it is also unlawful.

## **SHORTER COLLEGE CONCEALED WEAPON POLICY**

It is the Policy of Shorter College that no weapons of any kind be allowed on the grounds or in the buildings of Shorter College premises except in the possession of law enforcement authorities or security officers specifically hired by Shorter College. This policy covers all weapons whether concealed or unconcealed, and whether on the person of the possessor, in a container or in any compartment of a vehicle.

This policy applies to persons who would otherwise be licensed to carry a concealed weapon under Arkansas law pursuant to Arkansas Act 226 of 2013.

Shorter College administrative officials shall maintain appropriate signage and other notice on the campus in the buildings and on the grounds, pursuant to Arkansas Act 226 of 2013, and Arkansas Code 5-73-30(19) to give public notice that Shorter College has specifically elected to prohibit all firearms on its campus including persons who are licensed to carry concealed weapons but who are not law enforcement officers or security persons employed by Shorter College. This Policy was adopted by the Shorter College Board of Trustees April 2013.

## LOCATION OF SHORTER COLLEGE

Shorter College is located in North Little Rock, Arkansas. Shorter's campus is three and one-half square blocks of land directly off Interstate Highway 30 in North Little Rock. It is bounded by Interstate 30 on the west side, Vine Street on the east side, Broadway on the south side, and Eighth Street on the north side.

Shorter College is a private, faith-based, two-year liberal-arts, Commuter College located in North Little Rock, Arkansas.

## ABOUT THE CAMPUS

### **Sherman-Tyree Hall**

Sherman-Tyree Hall - the main building for administrative and instructional functions - is a two-story structure. The first floor contains administrative offices, the computer lab and classrooms. The second floor consists of classrooms, the adult education center, and the science laboratory. Each room has an adjacent office.

### **F.C. James Human Resources Center**

The James Center is an architecturally attractive building for which the architect won a design award. The building is connected to Sherman-Tyree Hall by a covered walkway and is easily accessible from the two other major buildings. The James Center provides an auditorium and three offices. Both the Admissions and the Financial Aid offices are housed in the F.C. James Human Resources Center

### **S. S. Morris Student Center**

The Student Center houses the dining hall, a spacious kitchen, the dietician's office, the Student Government Association office, the Office of Student Affairs, and a recreation room. The building provides room for student activities, meetings, seminars, and workshops.

### **Henry A. Belin Health-Plex**

The first phase of the Health-Plex is the gymnasium, which was completed in the fall of 1992.

### **The Alexander-Turner Child Development Center**

The Child Development Center, constructed in 1994-1995, has accommodations for infants and children (6 weeks to 5 years of age). It provides services for the children of students who attend the college as well as the community in general. It provides superb services for 37 infants, 11 preschool children, and 36 school-aged.

### **A.W. YOUNG LIBRARY**

The library is equipped with a spacious, well-lit reading room, which contains carrels and study tables, two sizeable conference rooms, and two classrooms. The bookshelves are located conveniently near the reading room.

## WHERE TO GO FOR HELP

Department	Division	Where
Academics	Academic Affairs	Sherman-Tyree Building
Admissions	Academic Affairs	F. C. James Building
Business Admin.	Business	Sherman-Tyree Building
Campus Activities	Student Affairs	S.S Morris Center
Childcare	Business	Child Development Center
Drop & Add	Registrar	F. C. James Building
Grades/Transcript	Registrar	F. C. James Building
Graduation Requirement	Registrar	F. C. James Building
Library	Academic Affairs	F. C. James Building
Student Acct. Balance	Business Office	F. C. James Building
Tuition & Fees	Business Office	F. C. James Building
Withdrawal from College	Registrar	F. C. James Building
Financial Aid	Fiscal Affairs	F. C. James Building
Health and Wellness Center	Student Affairs	Vine House

Regardless of the type of financial aid desired (loans, grants or college work study), all applications and requests for information should be addressed to the:

Office of Financial Aid at Shorter College.  
604 Locust Street, North Little Rock, AR 72114  
Office Telephone: 501.374.6305

## SHORTER COLLEGE CAMPUS DIRECTORY

<u>Office Name</u>	<u>Number</u>
Campus Main Line	501-374-6305
President's Office	501-374-6305 ext. 100
Academic Affairs	501-374-6303 ext. 238
Business Office	501-374-6305 ext. 501
Student Affairs	501-374-6305 ext. 217
Registrar	501-374-6305 ext. 200
Financial Aid	501-374-6305 ext. 214
Institutional Advancement	501-374-6305 ext. 208
Alumni Affairs & Church Relations	501-374-6305 ext. 215
A.W. Young Library	501-374-6305 ext. 229
Security	501-374-6305 ext. 303
Child Development Center	501-374-6305 ext. 219

## **HISTORICAL SKETCH OF SHORTER COLLEGE**

Founded by the African Methodist Episcopal Church in 1886, Shorter College was a logical and pragmatic response to the need of recently freed slaves to overcome the many disadvantages and deprivations of slavery and racial discrimination. This was a time, little more than twenty years after the end of the Civil War and the abolition of slavery, when black people had no access to institutions of higher learning. In fact, the prevailing attitude was that Blacks had no capacity for learning and the vast majority lacked basic education and skills. The church seized the opportunity to provide instruction leading to a general education, but also aimed at developing competent leadership among Black people.

In November 1886, under the leadership of Bishop T.M.D. Ward, the Arkansas Annual Conference of the African Methodist Episcopal Church, less than twenty years after it was organized, formulated a plan for establishing an institution of higher learning. No doubt this was influenced by the years Nathan Warren, one of the founders of the African Methodist Episcopal Church in Arkansas, spent in Xenia, Ohio, at the time Bishop Daniel Payne was President of Wilberforce University. When it opened on September 15, 1886, the school was housed in the basement of Bethel A. M. E. Church on Ninth and Broadway in Little Rock, Arkansas and was named Bethel University. Its first session opened with an enrollment of 109 students.

In 1888, Bethel University was moved to Arkadelphia, Arkansas, where it opened its fifth academic year on September 23, 1891. In December 1892 the Annual Conference renamed the school to Shorter University in honor of Bishop James Alexander Shorter, organizer of the African Methodist Episcopal Church in Arkansas. On May 18, 1894, Shorter University was chartered under its new name. A year later, under the leadership of Principal F. T. Vinegar and Bishop W. B. Derrick, Shorter acquired land and buildings in North Little Rock, Arkansas. From September 22, 1895, to January 1898, the college maintained its operations both in North Little Rock and in Arkadelphia. At the end of a twenty-eighth month transition, the college established itself at 604 Locust Street in North Little Rock in 1898 and terminated operations in Arkadelphia. At present the campus sits on three and one-half blocks of valuable property in the city of North Little Rock.

On August 14, 1903, the charter was amended to change the name of the institution to Shorter College, in that same year, the first building was erected and named Tyree Hall. This initiation of physical-plant expansion, which is attributed to Bishop Evans Tyree and President T. H. Jackson, is significant because it represents an unmistakable commitment to a permanent location. As funds became available, buildings were erected and the scope of its offerings broadened, at one time providing theological, vocational and liberal arts programs as a four-year college.

Shorter College's open enrollment policy was of great benefit to the African American population across the state of Arkansas and later in Oklahoma. Several of the clergy and lay leaders in the Twelfth Episcopal District graduated from Shorter College and later,

Jackson Seminary located on the campus. Other institutions of higher learning in the state of Arkansas were closed to African Americans; therefore, Shorter's presence served a great educational void.

In 1955, a decision was made to operate the college as a 2-year institution under the leadership of President Theophilus D. Alexander and Bishop William R. Wilkes. The prevailing institutional goal was to develop and maintain programs and services characteristic of a first-rate Junior College. Its two priorities were development of a physical plant designed to support its instructional program and goals, and an administration capable of ensuring institutional effectiveness and adherence to the institution's goals.

In 1958, A.O. Wilson was appointed President and served a two-year term. He was succeeded by Dr. H. Solomon Hill in June 1960. Dr. Hill's eight-year tenure brought many improvements to the college and the community as well. Among his accomplishments were the construction and furnishing of the Sherman-Tyree Hall in May 1961 (under Bishop O. L. Sherman's leadership), as well as the completion of the new library in 1968.

In May 1970, The Board of Trustees, under the leadership of Bishop D. Ward Nichols, elected Rev. Lonnie Johnson of Lawton, Oklahoma, as president of The College. After serving fourteen months, Rev. Johnson resigned and returned to Oklahoma.

In May 1972, Mr. Oley L. Griffin by unanimous consensus of the Board of Trustees was appointed by Bishop Nichols to oversee the operations as president. While President Griffin was in office, ground was broken for the S.S. Morris Student Center in November 1974. The building was completed in the fall of 1975. In the winter of 1977, when President R.J. Hampton was in office, ground was broken for the F.C. James Human Resources Center, named in honor of Bishop Frederick C. James. The James Center was completed in 1979.

In September 1980, the Board named the Reverend John L. Phillips, Sr., the thirty-seventh president of the college. A man of proven administrative ability, President Phillips received unanimous support from the other administrative officers and the faculty members for his plan to reorganize the administration, which he explained soon after taking office. The plan consisted of three phases: An analysis of the existing administrative organization; evaluation of existing administration functions by the criterion of relevance to the mission; and revision of the administrative system and job descriptions to establish a management-by-objectives administrative style conducive to planning, management, and evaluation that would ensure the relevance of the various functions of the college to its mission. The first phase of the plan was completed in January 1981; the second was included in a perpetual planning cycle essential to management by objectives; and the third was executed as, one by one, the various offices were adapted to management by objectives. Under President Phillips administration, the college was led to full unconditional accreditation by the North

Central Association of Colleges and Schools, the Arkansas Council of Independent Colleges and Universities, the National Association of Junior Colleges, and the Arkansas Department of Higher Education. This accreditation enabled Shorter College to compete for students who could then transfer easily to four-year institutions. In the years following, many attempts were made at improving the administrative effectiveness of the institution and shaping its programs to meet the needs of students.

In 1984, Bishop H. Hartford Brookins was assigned to the Twelfth (12<sup>th</sup>) Episcopal District of the African Methodist Episcopal Church. He served as the Chairman of the Board of Trustees responsible for the welfare and upkeep of Shorter College. Bishop Brookins' tenure of office ended in July 1988, with the subsequent assignment of Bishop Henry A. Belin, Jr. who became the Chairman of the Board of Trustees of Shorter College.

Dr. H. Benjamin Williams joined Shorter College as the Vice President for Academic Affairs in the Fall of 1984 under Dr. John L. Phillips. He was appointed the interim President in July 1987 and was confirmed the 38<sup>th</sup> President of the college in the March 1988. Dr. Williams resigned his leadership in June 1988. Dr. Williams succeeded in accomplishing the following: reinstating the men's basketball team, establishing a new federally funded program (Title III) designed to strengthen academic programs at the college; setting up a dormitory for the male students on campus (Honors Hall), and making some improvements in the administrative components of the college.

Dr. Williams was succeeded by Dr. W. Dean Goldsby who was appointed by the board to the seat of Interim President in June 1988 thereby vacating his previous position as Director for Student Services. Dr. Goldsby embarked on a number of improvement projects including increasing the student enrollment for the 1988/89 session; overhauling and restructuring the internal financial management; and completing the physical improvement projects on campus (i.e. the renovation of Sherman Tyree Hall). During the administration of Dr. W. Dean Goldsby (1988-89), ground was broken for the Henry A. Belin-Health-Plex, which houses the Gymnasium.

Dr. Katherine P. Mitchell, elected on September 21, 1989, by the Board of Trustees, took office on November 1, 1989, becoming the first woman to be elected President of the college. Under Dr. Mitchell's leadership, the college made significant progress to include the completion of the Henry A. Belin Health-Plex and the Alexander-Turner Child Development Center.

In 1998, Dr. Irma Hunter Brown was elected President of Shorter College. Following Dr. Brown's tenure, the Board of Trustees named Dr. Cora D. McHenry acting president of Shorter College in April 2001. In May 2002, the Board of Trustees elected Dr. McHenry as President. The Board of Trustees and the administrative staff set out on a two-phase program of revitalization and implementation of the newly adopted strategic plan.



Following the administration of Dr. Cora McHenry, the Board of Trustees elected Lillie Alexis as its 43<sup>rd</sup> President.

In June 2008, Bishop Samuel L. Green, Sr. was elected and consecrated as the 125<sup>th</sup> Bishop of the African Methodist Episcopal Church. He was assigned to the 12<sup>th</sup> Episcopal District and with this Episcopal service, his responsibility included Chairman of the Board of Trustees for Shorter College.

Shorter College had lost its accreditation in 1998, but with a watchful board and a few dedicated staff, the doors of the college were kept open. Within the first few months, Bishop Green assembled the Board of Trustees to assess the situation of Shorter College and to critically evaluate its future.

After reviewing the institution's mission, goals, and objectives, the Board of Trustees determined that Shorter College should move forward in continuing its rich heritage. They elected to bring back one of its former presidents, Dr. Katherine P. Mitchell, to lead the effort to gain candidacy status with the Transnational Association of Christian Colleges and Schools (TRACS). An intensive eighteen month process with an introspective critical look at Shorter College resulted in Shorter Colleges' self-study report which was presented to TRACS. The self-study team, then, made its initial visit to the College.

On April 13, 2011, Shorter College received notification of its completion of this accomplishment: candidacy status was granted. Dr. Katherine P. Mitchell had completed her task. The next step was to work toward full accreditation.

In July 2012, the Board of Trustees elected O. Jerome Green, Esq., as the 45<sup>th</sup> President of Shorter College. The Board charged Dr. Green and staff to move Shorter College to full accreditation. The team commenced its task. Full-time faculty were hired to instruct students; student learning was facilitated; infrastructures were enhanced, and student services were strengthened. Sound fiscal affairs were maintained, and curriculum was enhanced. Consequently, with intensive work, strong leadership, and a committed board, the self-study for full accreditation was developed and submitted to TRACS.

During this process, Shorter welcomed fifty (50) enrolled students in the 2012 fall semester and two hundred thirty-six (236) enrolled students in the 2013 spring semester. The first summer school session held in more than ten years had 83 students enrolled for summer session I, and 90 students enrolled for summer session II.

TRACS sent another site team to Shorter College on August 19-22, 2013. By this time, enrollment for fall 2013 had reached 331 new and returning students. TRACS evaluated the data and relevant information in the accreditation report and made its preliminary determination. On October 29, 2013, the Chairman and representatives of the Board of Trustees and administration of Shorter College traveled to San Diego, California to stand



before the Commissioners of the Transnational Association of Christian Colleges and Schools (TRACS) to answer questions relative to Shorter College's adherence to TRACS' accreditation standards. At the end of the interview, Shorter College was awarded full accreditation status as a Category I institution for a period of five years -- 2013-2018.

With full accreditation, the focus for Shorter College was on excellence in all arenas. The committed staff focused on developing first-rate information technology, student services, assessment, strategic planning, curriculum development, faculty development, and other strategic areas. Great strides were made and are continuing to be improved in these areas. In the spring semester of 2014, Shorter College had a student enrollment of 437 students; library holdings were increased; cooperative library usage agreements were implemented; curricular improvements were made, and the renovation of the S. S. Morris Student Center was completed in July 2014.

In April 2015, two new Associate of Arts Degree Programs were added to the curriculum: Associate of Arts in Entrepreneurial Studies and the Associate of Arts in Criminal Justice. In August 2016, two new Associate of Arts Degree Programs were added to the curriculum: Associate of Arts in Christian Leadership and the Associate of Arts Early Childhood Development.

Future plans include the introduction of new degree programs, the building of an ultra-modern dormitory/with student apartments, and an administrative building with classroom and offices. An intensive fundraising strategy has a goal of one million dollars for 2017-2018. Shorter College continues to work toward raising \$5 million in unrestrictive private gifts and have an increase in the Shorter College Endowment Fund. The rebirth of Shorter College as a viable option for higher education is evident, and "You Fit Here."

In July 2016, Bishop Michael Mitchell was elected and consecrated as the 134th Bishop of the African Methodist Episcopal Church. He was assigned to the 12<sup>th</sup> Episcopal District and with this Episcopal service, his responsibility includes serving as Chairman of the Board of Trustees for Shorter College.

It was also during this time that Shorter College was selected to participate in the Second Chance Pell Pilot Program. This program was designed to allow prisoners to enroll in onsite college courses and receive Pell Grant while doing so. Shorter College was initially granted two sites to work with the incarcerated; however, the program began to excel and soon went to eight prison units. Currently, the program serves twelve prison sites. Shorter College has been able to serve more than five hundred students each year in this program.

## GOVERNANCE

The governing authority of Shorter College is vested in an autonomous, legally established, Board of Trustees. The Board is composed of the Presiding Bishop of the Twelfth Episcopal District of the African Methodist Episcopal Church who is an ex-officio member of the Board and serves as its chairperson. Each annual conference shall have a minimum of three (3) members and not more than six (6) members, with the maximum number for the entire Board of trustees elected by the four (4) annual conferences not to exceed twenty-one (21). There shall be not less than two (2) members elected at-large who may or may not be members of the African Methodist Episcopal Church, nor the annual conferences hereinbefore mentioned. Both clergy and lay members shall be elected from each of the four (4) annual conferences, with the majority being from the ranks of the clergy. The president of Shorter College shall be an ex-officio member. The Board of Trustees is responsible for establishing broad policy, appointing, and evaluating the chief executive officer, establishing, and maintaining financial stability, and oversight of the effective pursuit of the stated purpose and objectives of the institution.

### Board of Trustees

Bishop, Michael L Mitchell, Chairperson of the Board  
Dr. O. Jerome Green, President (Ex-Officio)

<b>EAST ARKANSAS ANNUAL CONFERENCE</b>	Rev. James Hooper Dr. Levenis Penix Mrs. Martha Simpson Mrs. Elmarie Jones
<b>WEST ARKANSAS ANNUAL CONFERENCE</b>	Rev. James Giles Reverend Tom W. Scott Dr. Anna Burnett Graham
<b>OKLAHOMA STATE ANNUAL CONFERENCE</b>	Rev. Harvey Potts Reverend Ruth Holmes Reverend Marcellus Fields Reverend Kevin Clayton Mr. Leroy Glenn Mrs. Sandra L. Lucas-Fields
<b>ARKANSAS ANNUAL CONFERENCE</b>	Reverend Tyrone A. Broomfield Rev. Reginald Cleaver Mrs. Johnnie M. Branch
<p style="text-align: center;"><b><u>AT- LARGE</u></b> Dr. Lonnie Johnson</p>	

## SHORTER COLLEGE'S BIBLICAL FOUNDATION STATEMENT

Shorter College's Biblical Foundation Statement is embodied in the following "Statement of Faith."

### Statement of Faith

Shorter College is an African Methodist Episcopal Church sponsored school and is shaped by the Methodist traditional understanding of sin, grace, and the possibility of full salvation for Christ-like living. Shorter College embraces the equality, dignity and worth of all persons and endeavors to be a campus community that reflects both the unity and diversity of the body of Christ.

We believe that there is but one living and true God, everlasting, without body or parts, of infinite power, wisdom, and goodness, the Maker and Preserver of all things, both visible and invisible. In unity of this God-head, there are three persons, of one substance, power, and eternity-the Father, the Son, and the Holy Spirit.

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

We believe that Christ did truly rise again from the dead and took again his body with all things appertaining to the perfection of man's nature, wherewith he ascended into heaven, and there sitteth until he returns to judge all men at the last day.

We believe in the Holy Spirit, proceeding from the Father and the Son is of substance, majesty, and glory with the Father and the Son, very and eternal God.

We believe that the Holy Scriptures containeth all things necessary to salvation; and that the Bible is the inspired word, infallible and authoritative word of God.

## PHILOSOPHY OF EDUCATION

Shorter College's philosophy of education is to prepare students to live a productive life that requires wisdom and understanding. Students are provided with tools to sort out that which is wise from that which is not and learning skills that can be applied to all fields of human knowledge. Students must receive education that focuses on developing sound learning skills, acquiring a broad base of knowledge and the constructing of a well-considered worldview grounded in wisdom.

## ETHICAL VALUES AND STANDARDS STATEMENT

We hold the following core values, approved by the Board of Trustees and followed by college administration, faculty, staff, and students, to be the foundation of our identity as a community.

### **Faith**

We value faith and learning as inescapably linked and that an exploration of faith and religion is essential to education.

### **Integrity**

We value mutual respect, honor the dignity of each individual and foster a civil and ethical environment. We will be fair, honest and ethical and assume responsibility for our actions in all dealings with and on behalf of the college. Shorter College will never knowingly mislead or deceive members of the college community, its various publics, or stakeholders. The college will practice transparency in all of its dealings. The college will represent its programs and services fairly and accurately. We value learning and a working environment that encourages and supports open sharing of information, empowerment and shared responsibility for decision-making, and a culture that emphasizes continuous improvement and growth. We believe in the sanctity of the individual in the mutually supportive community of a small college. We believe in a focus on each person as an individual with inherent worth. We will work in partnership with one another, encouraging broad participation and active engagement of all, to build a sense of shared purpose about the importance and value of the College. Shorter College is committed to the principle of academic freedom as it seeks to carry out its teaching and learning programs. Scholarly investigation is encouraged through research. Faculty, administrators, and students are responsible for upholding the high morals and ethical standards of academic honesty.

### **Learning**

We value and encourage innovation, creativity and commitment in achieving and sustaining a quality educational environment through continuous improvement. We believe that learning is best based on open inquiry and the liberal arts. We value learning as a lifelong process and strive to adapt and be responsive to new challenges and opportunities. We will conscientiously strive for excellence in our programs and services as well as foster a commitment to the highest standards in all areas of the College's mission.

### **Inclusiveness**

We value others and ourselves as unique individuals and celebrate both our commonalities and differences. We promote open communication, ongoing collaboration, and the free exchange of ideas. We respect diversity and strive to reflect the communities that the College serves and to enrich our understanding and appreciation of different people, cultures, and ideas.

### **Service**

We seek non-violent resolution of conflict and just treatment of the world's resources, both human and physical. We believe we are called to educate morally and ethically responsible citizens of a pluralistic society. To this end, we are guided by the idea of service. We value social responsibility; seek non-violent resolution to conflict and hold ourselves accountable for the efficient and effective use of the human, physical and fiscal resources entrusted to us.

## THE MISSION

The Mission of Shorter College is to provide accessible, affordable and high-quality education for students to accomplish their academic goals by offering programs that meet the learner's needs in a challenging and nurturing Christian environment.

## THE VISION

The vision of Shorter College is to remain a fully accredited two-year institution and to achieve distinction as a residential Christian College that excels in providing a challenging teacher-learner environment that will create a holistic transformative individual which embodies the four C's:

- **Competency** - The ability to perform in today's society
- **Character** – To ability to develop a lifestyle of integrity
- **Citizenship** – The ability to embrace social and civic responsibility
- **Culture** – The ability to understand and operate in a diverse environment

## THE GOALS

### GOAL 1: ACADEMIC EXCELLENCE:

Enrich academic instructional programs and student services to equip students with the knowledge, skills and abilities to become scholastically and professionally productive in today's global society.

### GOAL 2: STUDENT SERVICES:

Improve student support services that will enrich career goals, academic and co-curricular experiences.

### GOAL 3: INSTITUTIONAL ADVANCEMENT AND PARTNERSHIPS:

Increase the level of external outreach in order to expand opportunities for working with other educational institutions, alumni, foundations, government agencies and business partners in ways that increase potential sources of funding and produce associations for mutual benefit.

### GOAL 4: OPERATIONAL & RESOURCE ENHANCEMENT

Advance the institutional and environmental resources by further streamlining the college's operations where efficiencies can be gained, making optimal use of prior investments in systems, re-aligning infrastructure with evolving needs, securing protected information, and minimizing waste attributable to technology use.

### GOAL 5: STUDENT ENROLLMENT AND RECRUITMENT

Increase student enrollment and refine student recruitment strategies to recruit and retain a diverse student population.

## THE OBJECTIVES

The objectives Shorter College seeks:

1. To instill within each student the realization that God is the supreme center of all reality, and that academic and life-purpose is ultimately realized only through obedience to the revealed Will of God.
2. To provide the basic communication skills and general education needed to stimulate intellectual curiosity and a continuous search for knowledge.
3. To provide both certificate and associate degree programs that prepare students for further study or opportunities for work in the job market.
4. To serve as a center to transmit and preserve African American heritage and culture.
5. To graduate students who think carefully and logically about and express with clarity their observations, experiences, and findings concerning the world in which they live, both in writing and verbally.
6. To graduate students who exhibit competency in their disciplines, character in their work with others, and compassion toward all people consistent with an education in a Christian environment.
7. To provide knowledge and basic computer skills needed to be technologically competitive.
8. To provide an opportunity for under-performing students to overcome educational deficiencies.

## CODE OF CONDUCT

Enrollment in the college places on each student the responsibility to conduct him/herself in accordance with the standards of behavior acceptable to the college. Among these are the following:

1. The personal and social behavior of students should demonstrate that they are maturing and responsible members of the college community.
  - a. Every student is held responsible for any damage he or she may do or cause to be done to the property of the college or to that of any member of the college community.
  - b. Any student whose deportment embarrasses or harms the college will be deprived of the privilege of representing the college at any public event and may be subject to further disciplinary action.
  - c. Any student who causes another person to suffer physical harm or indignities may be expelled from the college.

2. Personal behavior of students and other members of the college community must conform to standards of propriety consistent with the maintenance of a Christian atmosphere, with the laws of the state and of the nation, and with safety precautions.
  - a. Keeping or using firearms on campus is prohibited.
  - b. The use of or possession of illegal, or non-prescribed drugs having narcotic or hallucinogenic effects is prohibited on campus.
  - c. The illegal use, or possession, of intoxicants among members of the college community will not be tolerated. Public intoxication of a student may lead to expulsion or other disciplinary action.
3. Student-sponsored activities are expected to be consistent with the purposes and goals of the college.

This is a summary of expected behavior. For additional behavioral expectations, please see the Prohibited Conduct Policy.

## **WITHDRAWING FROM COLLEGE**

Any student wishing to withdraw from the college, must complete the proper forms in the Registrar's office. A student is not considered officially withdrawn until the withdrawal forms are completed, signed, and the student's financial obligation to the college is met. Failure to follow the necessary procedures will constitute improper withdrawal and may result in a failing grade.

## **SUSPENSION POLICY**

Suspension means that a student is dropped from Shorter College with the right to return after the period of suspension is completed. The maximum suspension period is one full semester.

The student being suspended forfeits all rights to refunds or grades during the suspension period. The Disciplinary Committee recommends that a student be suspended, if the suspension is not the result of a lack of Satisfactory Academic Progress. The recommendation is forwarded to the President. The Disciplinary Committee may recommend to the President that a student be suspended for violating a disciplinary regulation while he/she is on probation.

During the suspension period, a student will not have access to any of the college facilities, except for College related business associated with the suspension.

## **DISMISSAL POLICY:**

Dismissal means that a student is dropped from school and ineligible to be readmitted. Students may be dismissed even though they have not had any previous disciplinary penalties. Recommendations for dismissal are made to the President of the College by the Disciplinary committee. The President then takes any final action. A copy of the notification is placed in the student's file.

**PUBLIC AUTHORITY:** Shorter College retains the right to reconsider the standing of any student who is found guilty of any civil and/or criminal law.

## **PROHIBITED CONDUCT**

**ASSAULT/FIGHTING:** Fighting and physical assaults will not be tolerated. Violators will be subject to disciplinary sanctions ranging from written warning to expulsion from this institution.

**DISRESPECT OF OTHERS:** Respect for one's fellow persons is a basic tenet of a civilized people. Failure to act in ways that affirm respect for others denigrates individuals and damages the sense of community so vital to the Shorter College experience. Minimum sanction: warning. Maximum sanction: probation.

**HARASSMENT:** No student or employee, male or female, should be subject to threats, unwelcome overtures or conduct, verbal or nonverbal, physical, or emotional, with the intent to intimidate. These may include bullying in the classroom and on campus, or any type of harassment based on, but not limited to, one's race, sex, national origin, religion, sexual orientation, or mental/physical condition. Minimum sanction: warning. Maximum sanction: expulsion.

**HAZING:** The use of physical or mental coercion intended to embarrass, harass, cause physical, emotional, or mental strain, or in any way to jeopardize the physical, mental, or academic well-being of any individual is prohibited. Minimum sanction: probation. Maximum sanction: legal prosecution.

**COMPUTER MISUSE:** Misuse of any Shorter College computer hardware or software facilities in any way is a violation of college policy. Minimum sanction: warning. Maximum sanction: expulsion.



**SEXUAL MISCONDUCT:** Includes but is not limited to inappropriate display of affection and sexual promiscuity. Minimum sanction: warning and/or probation. Maximum sanction: expulsion for repeat offenses.

**SEXUAL ASSAULT:** Includes rape, acquaintance rape, and other forcible or non-forcible sex offenses. Minimum sanction: suspension. Maximum sanction: legal prosecution.

**INSUBORDINATION:** Failure to comply with the directive of a college official acting in his or her official capacity; failure to show respect for college faculty, staff, or guests; verbal and/or physical abuse. Minimum sanction: warning and/or. Maximum sanction: expulsion.

**IRRESPONSIBLE CONDUCT:** Behavior, which is offensive or annoying to others, disrupts the rights of others, or poses a potential danger to self, others, or property. Minimum sanction: warning. Maximum sanction: suspension.

**DISHONESTY:** Includes but is not limited to deceit, cheating, plagiarism, falsification of information, theft of services, and electronic tampering. Minimum sanction: warning. Maximum sanction: expulsion.

**ILLEGAL DRUGS:** The possession, use, or distribution of controlled substances is prohibited on campus and is subject to law enforcement and campus disciplinary actions. Minimum sanction: suspension. Maximum sanction: prosecution in a court of law.

**GAMBLING:** Playing a game except bingo for money or something of value. Minimum sanction: warning. Maximum sanction: probation.

**ALCOHOLIC BEVERAGES:** Students and/or visitors are not allowed to possess alcohol or drugs on the campus. If drugs or alcohol are found, the student and/or visitor will be expelled from the campus. Shorter College prohibits the possession, consumption, sale, transfer, purchase, or distribution of alcoholic beverages by students on campus or off campus at events sponsored by college organizations, student groups, or departments. Depending upon the nature and/or quantity, the local law enforcement officials will be summoned, and the matter turned over to them. The College will still enforce its policy of suspension or expulsion. It is also a violation for anyone to possess, use, be intoxicated or impaired due to alcohol consumption. The incident is recorded, and the dean will enforce the appropriate statute for the category of the offense.

First offense violations vary from counseling to probation. Repeat violations will result in suspension. In lieu of expulsion, a student could agree to participate in a drug rehabilitation program. The College has access to information and can recommend the student's participation. Once successfully completing the program, the violator may be readmitted under supervision and on strict probation. The sale of drugs and alcohol merit an immediate termination and the involvement of local law enforcement officials.

**THEFT/FRAUD:** Unauthorized taking or keeping of items which are property of the institution, or which belong to students, staff, faculty, or guests of the institution. Minimum sanction: restitution and probation. Maximum sanction: expulsion.

**TAMPERING WITH FIRE AND SAFETY EQUIPMENT:** Tampering with or removing fire alarms, smoke alarms, fire extinguishers, exit signs or other safety equipment; sounding or reporting false alarms. Misuse of safety equipment is a violation of state law and punishable as such. Minimum sanction: probation. Maximum sanction: expulsion.

**FIREARMS/WEAPONS:** Firearms, knives, and other weapons are not allowed on campus. Minimum sanction: confiscation and probation. Maximum sanction: suspension and/ or legal prosecution.

**INDECENT CONDUCT:** Lewd, obscene conduct, public profanity, or public nudity is prohibited. Minimum sanction: verbal warning or probation. Maximum sanction: suspension.

**INDECENT DRESS:** Shorter College Dress Code is considered a part of the nurturing of socially accepted and job readiness preparation that will drive students toward successful careers.

1. Do-rags, stocking caps, skullcaps and bandana are prohibited at all times on the Shorter College Campus.
2. Baseball caps, hoods, etc. are prohibited inside of Shorter College's Building. This does not apply to headgear that is a part of religious or cultural dress.
3. Midriff's halters, mesh, tube tops, pajama pants, or cutoff tee shirts and other dress that would be inappropriate in this workplace are unacceptable.
4. Shoes must be worn at all times.
5. Clothing with derogatory, offensive and/or lewd messages either in words or pictures.
6. Pants must be worn fastened securely at the waist and are not allowed to sag below.

This is not a complete listing of prohibited conduct and behaviors which can be addressed through the Disciplinary Committee.

## SHORTER COLLEGE JUDICIAL PROCESS

The Judicial Process begins with the violation of a Shorter College rule, policy, or regulation. Once the violator has been properly identified and notified, he/she is given the following "Due Process Procedures".

**Step 1.** The student affected shall be notified in writing of the charges being made against him/her and of the time and place a scheduled hearing will occur. The letter of notification shall be dated at least five (5) days prior to the time designated for the student to appear before the Disciplinary Committee. In cases requiring immediate action, notification shall be at once.

**Step 2.** The aforementioned letter of notification will specifically inform the student that he/she may bring witnesses to the arranged meeting to testify on his/her behalf.

**Step 3.** The accused student will be permitted to face and question his/her accuser(s) and witnesses testifying against him/her at the hearing.

**Step 4.** A record of the hearing will be made by recording or the secretary of the Disciplinary Committee. The record will become a permanent file in the Student Affairs office, and a copy will be placed in the student's folder.

**Step 5.** After due consideration, the Disciplinary Committee will render to the student a written decision relative to the charges made.

**Step 6.** The right to appeal will be based on:

- A. New evidence
- B. New witnesses
- C. Severity of punishment

**Step 7.** In cases of extreme emergencies, the Disciplinary Committee, with the approval of the President, may temporarily suspend a student for breaking a civil (public) law or violating a college regulation.

**Step 8.** When the question of guilt is not at issue, the student has no right of appeal. The President may review appeals involving severity of punishment at his/her own choosing.

### Appeal Process

All appeals are to be written and submitted to the President's office within seventy-two (72) hours of the case's final disposition from the Disciplinary Committee. All appeals will be turned over to the President or his/her designee. The highest appellate review level at the institution will be in the office of the President who will review cases, as he/she deems necessary.

## **Disciplinary Committee**

The Disciplinary Committee will consist of 4 members: Three faculty or staff members appointed by the President; and one student member selected by the students. The Committee will function under the structure of one vote per member. If a hearing has to take place right away and a majority of the Disciplinary Committee cannot be assembled, the Dean of Student Affairs or the President may serve as a voting member on the Committee.

## **Major Penalties**

**SOCIAL PROBATION:** The minimum probationary period is one month. The maximum is one semester. If a student violates the disciplinary regulation(s) during the probationary period, he/she may be suspended or dismissed. Any student on probation may be restricted from certain social and athletic functions during the probationary period. A written notification explaining the terms of the probationary period is sent to the student. A copy of the notification is placed in the student's file.

# **STUDENT GRIEVANCE POLICY AND PROCEDURE**

## **Student Grievances**

A grievance is a formal complaint made by a student arising from an alleged action of the College or any of its faculty members, administrators, staff or students. Such action is one that is claimed to be unauthorized or unjustified and adversely affects the status, rights, or privileges of the student, including actions based on race, color, religion, gender, sexual orientation, ethnicity, age, or disability.

Any student who has a complaint shall make a reasonable effort to resolve the matter on an informal basis before initiating a grievance. Student may request a grievance hearing. A grievance hearing committee will be organized, and a committee decision will be presented to the Dean of Student Affairs, Dean of Academic Affairs, and President.

All student grievances proceeding correspondence will be handled via email or otherwise documented and placed in a secure file. An electronic copy of all correspondence will also be maintained. Copies of this information will be placed in the student's official school file.

## **Student Grievance Policy**

A grievance shall herein be defined as any act allegedly depriving a student of any the rights set forth in the statement of “Student Rights and Responsibility”, or any State Federal, or local codes.

## **Student Grievance Procedure**

### **Informal Action**

The student (or group of students), who believes that an injustice has been done to him/her (them), shall first attempt to resolve the complaint by informal discussion with the employee(s) involved.

If the problem is not resolved in Step 1, an informal discussion should take place with the person at the lowest level of authority directly above the person(s) at which the complaint is directed, where authority exists to take corrective action.

The Associate Dean of Student Affairs shall attempt to resolve the problem through informal meeting and discussion among the pertinent parties while remaining neutral on all issues involved. This informal meeting and discussion will attempt to involve the levels of administration concerned with the problem and should be completed within ten (10) school days. In the event the informal procedure fails, the formal procedure would be implemented.

### **Formal Action**

The grievant may obtain a student grievance form from the office of the Associate Dean of Student Affairs. After completion of this form, specifying the time, place, nature of the complaint and remedy or correction requested, it should be submitted to the Student Affairs Dean. This request must be submitted within (5) five school days after the failure of the informal procedure. A day is defined as any day Monday through Friday that all normal college business is conducted.

The Dean of Student Affairs shall call a meeting of the Student Grievance Hearing Committee. This committee is comprised of the Dean of Student Affairs, the administrative designee, the Faculty Senate President or designee, and the Student Government President or designee. The Dean of Student Affairs serves as chair of the committee and shall not have a vote on the committee’s decision. The Faculty Senate selects four voting members and submits names to the Dean of Student Affairs. The

administrative designee shall serve as the Hearing Committee Executive Secretary, a voting member of the committee, and shall keep necessary records of the hearings. Grievance Committee members are to deal with all grievances in a confidential manner, except when both parties agree to a public hearing.

### **Formal Hearing**

The Student Grievance Hearing Committee shall conduct its proceedings according to the following procedures:

The Student Grievance Hearing Committee must meet within ten (10) school days after informal action has been completed and grievant has requested a formal hearing.

The chair must notify both parties involved within five (5) school days before the hearing along with the written complaint, a copy of the Statement of Student Rights and Responsibilities, and a copy of the Grievance Policy.

A minimum of four members shall constitute a by which business may proceed. The quorum must include at least one student member, one faculty member, and one administrative member.

Both parties shall have the right to present personal statements, testimonies, evidence, and witnesses. Each party shall have the right to be present, to be accompanied by the person of this choice, and to question witnesses who are present.

The Student Grievance Hearing Committee shall discuss the charge, hear the testimony, examine the witnesses, and receive all available evidence to the charge.

The hearing shall be closed to the public unless otherwise agreed upon in writing by both parties.

The Student Grievance Hearing Committee shall make decisions in private. The Committee shall record all findings and decisions. Copies of the findings and decisions, including majority and minority reports, are to be sent to each party and the College President. The Committee's decision shall be final unless appealed.

A recording of the proceedings shall be kept in a confidential file in the Office of Student Affairs and shall be available upon request to parties directly from the personnel files of the participants. After a period of four years, the grievance file shall be destroyed.

Reprisals of any kind will not be taken by the Board of Trustees or any of its agents, any party of interest, or any other participant in the grievance procedure by person of such participation.

Evidence and testimony given in each case presented shall not be the sole cause of initiating or filing further grievances.

If the grieved party does not respond within the time limits defined herein, the grievance is considered terminated, and no further action will be taken.

The number of working days indicated at each step herein should be considered a maximum and every effort must be made to expedite the process. Time limits may be extended by mutual consent in writing or by decision of the Student Grievance Hearing Committee.

The Student Grievance Hearing Committee should attempt to reach a decision by discussion and consensus on a workable solution. Voting should be the last course of action.

### **The Appeal Process**

If either party is dissatisfied with the recommendation of the Student Grievance Hearing Committee, he/she may appeal within ten days to the college president if the President is not a party to the grievance. If the President is a party to the grievance, and the other party is dissatisfied with the recommendation of the Hearing Committee, an appeal may be submitted directly to the Board of Trustees.

Upon receiving the findings and recommendations of the Hearing Committee, and after examination of the appeal as requested by either party, the president may accept or reject the committee's decision.

If the President rejects the committee's decision, he/she shall submit his/her decision with the stated reasons for the objection to the Student Grievance Hearing Committee within ten school days. The Student Grievance Hearing Committee shall reconsider its decision within five school days and resubmit it to the president for his/her final decision.

The President shall send his/her final decision to both parties and the Faculty Senate within five school days. An appeal of the president's decision may be submitted to the Board of Trustees by either party. If unresolved, the appeal must be submitted within ten school days after the president's decision. The Board may review the appeal at its earliest reasonable opportunity before making a final determination of the matter on the college level.

In the event, that a student, faculty, or staff member matriculates through the adopted and approved grievance process, outlined in the Human Resource Manual, Student Handbook, and/or Faculty and Staff handbook, and believes that the resolution reached remains unacceptable, the student has the right to escalate said grievance by filing a complaint with a relevant and appropriate government agency outside of the Shorter College campus.

One such agency is the Transnational Association of Christian Colleges and Schools (TRACS). The student may reach TRACS by mail at P. O. Box 328, Forest, VA 24551: by Telephone at (434)-525-9539; or by E-mail at [info@tracs.org](mailto:info@tracs.org). The above process may be followed related to any relevant and appropriate government agency.

Another agency is the Arkansas Department of Higher Education. Students must follow the institution's published student grievance process before contacting the Arkansas Department of Higher Education (ADHE). Grievances regarding student grades or conduct violations are governed entirely by institutional policy and Arkansas law and will not be considered by ADHE. If a student must report an unresolved grievance, the student may contact ADHE at [ADHE\\_Info@adhe.edu](mailto:ADHE_Info@adhe.edu). Resolutions by ADHE are final.

Students must submit a written grievance to ADHE. The grievant also must provide written documentation from the college/university verifying that the institution's appeal process has been followed.

Institutions must inform ADHE of all unresolved formal grievances annually.



## **STUDENT GRIEVANCE PROCEDURE**

### **Complaint Process**

Institutions must publish, post, and adhere to a procedure for handling a student grievance. Institutions also must furnish a toll-free telephone number and email address for quick access in filing a student grievance.

Students must follow the institution's published student grievance process before contacting the Arkansas Division of Higher Education (ADHE). Grievance policies can usually be found in the academic catalog, student handbook, or institution's website.

Grievances regarding student grades or conduct violations are governed entirely by institutional policy and Arkansas law and will not be considered by ADHE.

If a student must report an unresolved grievance, the student may complete the student complaint form at <http://www.adhe.edu/students-parents/colleges-universities/student-grievance-form/>

Resolutions by ADHE are final.

Students must submit a written grievance to ADHE using the form. The grievant also must provide written documentation from the college/university verifying that the institution's appeal process has been followed. Institutions must inform ADHE of all unresolved formal grievances annually.

### **STUDENT COMPLAINT FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

#### **Affiliation with institution named below:**

\_\_\_\_ current student                      \_\_\_\_ former student

\_\_\_\_ parent or guardian of student                      \_\_\_\_ other

#### **Institution:**

Degree level and major of student: \_\_\_\_\_

\_\_\_\_\_

#### **Date of attendance at institution:**

Start: \_\_\_\_\_ End: \_\_\_\_\_

Have you gone through the institution's formal complaint process? Yes \_\_\_\_ No \_\_\_\_

If yes, attach documentation that you have gone through the complaint process.

If no, please explain in your detailed complaint description why you were unable to complete the complaint process. ADHE will only address complaints after the student has exhausted his or her appeals at the institutional level.

### **Complaint Description**

Describe your complaint in detail, including the names of any faculty or staff you contacted about the complaint.

Give titles and contact information for the faculty or staff you contacted.

Will you be submitting additional documentation regarding this complaint? Yes \_\_\_\_ No \_\_\_\_

By submitting this form, I affirm that I am a current or former student of the institution named above or the parent or guardian of a current or former student who is currently under age 18 and under my legal guardianship. I agree to allow the Arkansas Division of Higher Education to submit a copy of my complaint to the above-named institution for a response. I further authorize the institution to transmit student records related to me or the individual under my guardianship affected by the institution's actions to the Arkansas Division of Higher Education for review. The information I have provided to the Arkansas Division of Higher Education is complete, true, and correct to the best of my knowledge.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# SHORTER COLLEGE STUDENT COMPLAINT/GRIEVANCE FORM

## **Student Grievances**

A grievance is a formal complaint made by a student arising from an alleged action of the College or any of its faculty members, administrators, staff, or students. Such action is one that is claimed to be unauthorized or unjustified and adversely affects the status, rights, or privileges of the student, including actions based on race, color, religion, gender, sexual orientation, ethnicity, age, or disability.

### **Student Information**

Student Name:	
Address:	City/State/Zip:
Student ID#:	Semester & Year:
Home Phone Number:	Work Phone Number:
Cell Phone Number:	Email address:

### **Complaint/Grievance Information**

Reprisals of any kind will not be taken by the Board of Trustees or any of its agents, any party of interest, or any other participant in the grievance procedure. To do so constitutes a violation of college policy.

Name of Individual and/or department against whom the complaint/grievance is filed:

Describe your complaint/grievance in detail. Include date/s of occurrence (be as specific as Possible). Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the complaint. Are there any witnesses who should be interviewed? If yes, list names and contact information.

Students are encouraged to discuss their concerns and complaints through informal conferences with the appropriate instructor or campus administrator. Have you made an attempt to resolve this complaint or grievance with the individual and/or department involved?  
☐ Yes    ☐ No

If yes, describe the outcome: (Attach any additional comments, if necessary)

What outcome do you hope to achieve after talking with the appropriate college official(s)?  
Attach additional sheets, if necessary.

I understand that information contained in the grievance form will be held confidential to the extent possible. Grievance information may be shared with college officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions, accordance with college disciplinary policies.

Signature: \_\_\_\_\_

Student

Date: \_\_\_\_\_

## **CAMPUS IDENTIFICATION**

Students, faculty, and staff are required to display their identification cards at all times. ID cards will be issued at time of registration. Lost or stolen ID card must be replaced within (10) business days for a nominal fee of \$12.00.

## **VEHICLE REGISTRATION AND PARKING**

Every student who owns or operates a motorized vehicle on campus is required to display a parking sticker. Parking stickers are issued in the Shorter College business office.

### **Registration of Vehicles**

- A. All students who operate vehicles and park on any facility of or at events sponsored by shorter college are required to register their vehicle with Shorter College. Registration for students is required before the first day of the beginning of classes. Registration at events sponsored by the college will be at the discretion of the campus Security Officer and/ or the College Administration.
- B. The license number, make, model, year, and color of vehicle are required for registration at the discretion of the College.
- C. The fee for registering a vehicle and parking on campus is \$25.00 for a semester or \$50.00 for the academic year.
- D. All vehicles owned by individuals who live on campus must be registered. When a vehicle is sold and another vehicle is brought onto campus, the issued vehicle decal must be transferred to and displayed as required on the new vehicle while that vehicle is on campus or at a college-sponsored event. If parking stickers become unreadable, a new sticker must be obtained. Parking stickers are not transferable to other students or non-students.
- E. If the parking sticker is lost or stolen the student must purchase another one for \$10.

## **INCLEMENT WEATHER POLICY**

In the event, that the weather is so severe that the administration believes that life and property may be in danger, the president of the College may cancel classes until weather conditions improve.

If class is canceled, or if the college is closed due to inclement weather, all due dates and scheduled tests and activities will be pushed forward to the next scheduled class period. Students should listen for such announcements on the radio and television stations. If there is no announcement, students should assume that the college is open. Students can call (501) 374-6305 or any of the weather channels to verify for weather closings or class delays. The school website may also post all school closings.

## **SHORTER COLLEGE POLICE DEPARTMENT POLICY**

At the beginning of each school year, the Dean of Student Affairs office will publish a report to reflect the number of offenses that took place during the previous school year. This report will include statistics on on-campus murders and shootings, burglaries, assaults, theft of vehicles, sex offenses, arrests for possession of weapons and drugs, alcohol and other drug abuse, and crimes permitted by students at off-campus facilities. This report will be distributed by the Dean of Students office.

Each student will be informed of the policies and procedures for reporting crimes and other offenses. In case of emergency and/or after school opening hours, students are to report these offenses to the security guard on duty. The Shorter College Police Department is certified by the State of Arkansas to provide security and safety for the campus of Shorter College and its surrounding community. The officers employed by the department are given full right and authority to respond to and resolve all matters containing violence and/or criminal activity involving the assets, property, and persons on the grounds and vicinity of Shorter College. Incident Reports are filed in the Department Headquarters with a copy being provided to the Office of Student Affairs. The Dean's office will apply the appropriate measure to the offenses as outlined in this Student Handbook. The police officers' scope of duty includes but is not limited to patrolling the campus, stopping vehicles to inquire of the destination and checking identification.

For more information on the policies and procedures of the Shorter College Police Department, refer to the Shorter College Police Department Policies and Procedures Manual.

## **THE RAVE ALERT SYSTEM**

The Rave Alert System provides an easy and effective way to send broadcast or targeted messages across all different communication modes, giving Shorter College the ability to transmit critical information to students, faculty, staff and the community at large. Rave alert is designed specifically for Higher Education, making it possible for Shorter College administrators to alert the public through websites, 2-way SMS text messages, emails, smartphone, and tablet users, in the event of inclement weather or the need for the dispersal of other vital information. Our Rave Alert System utilizes the latest multi-modal technology and will greatly assist Shorter College in keeping you informed.

## **EMERGENCY PROCEDURES**

Faculty, Staff and Students shall report emergencies by dialing 911.

In the event of an emergency, the Shorter College Department of Safety has primary responsibility for immediate response and shall cooperate and coordinate with official emergency response authorities and College Administration, in accordance with established policies and procedures.

1. The Department of Public Safety facility will serve as the Incident Control Center (ICC) for the college during the critical incident. All outside information flows into this area and out to incident. The Director of Public Safety or designee will contact Shorter Administration as to the extent of damage or seriousness of the incident and recommends whether the ICC should be placed into operation.
2. The Incident Commander is in charge at the scene of the incident unless such responsibility is transferred to another unit for example, the Fire Department in the event of a fire or Pulaski County HAZMAT in the event of a chemical incident. When the situation is brought under control, responsibility is transferred back to the college.
3. Decisions to close and evacuate the building or to isolate an area immediately after the incident, may be made by the NLR City Fire Department, Pulaski County HAZMAT Team, or the Shorter College Department of Public Safety, who may consult with the college's Environmental Health and Safety Office, Facilities Management and/or others as needed.
4. Decisions to reoccupy the building will be made by the agencies identified in paragraph above or the Critical Incident Management Team. The primary consideration for reoccupying, after consulting with additional resources, will be the safety of the occupants.

In the event of a crisis incident, the Director of the Shorter College Police Department will notify the Director of Institutional Advancement, Planning and Technology, who will convene the Critical Incident Management Team (CIMT). The CIMT will be assembled to address the immediate crisis and disband when the crisis has ended, and normal operating systems are in place. For more Information, refer to the Shorter College Critical Incident Management Plan

## **STUDENT LIFE, ACTIVITIES, AND SERVICES**

The college views the activities, programs, and services that it offers or sanctions as integral parts of the college experience. The integration of academic and non-academic experiences can enhance a student's appreciation of moral, social, spiritual, and aesthetic values and contribute to his or her intellectual development. Therefore, the college encourages every student to participate in co-curricular activities and programs and to utilize services that are applicable to his or her needs.

### **STUDENT ORIENTATION**

Every student who enrolls at the beginning of a semester is introduced to the college and the various functions of its offices, departments, programs, and activities through organized orientation sessions. Provisions are made for night and weekend students to participate.

At each orientation session, student leaders, administrators, and faculty members present brief overviews of college operations and campus life. New students may ask questions and make comments. Question and answer sessions provide healthy discussions among students, the administration, and the faculty.

### **CHRISTIAN CAMPUS MINISTRY SERVICES**

Students are encouraged to participate in the regular services and activities of area churches. On-campus chapel services and religious-emphasis activities are held to provide inspiration to students and other members of the college community.

### **CHAPEL ASSEMBLY**

Students, Faculty and Staff are required to attend chapel assembly each Wednesday from 11am-12pm. Attendance will be recorded.

With regards to student attendance, any student who is unable to attend may log in each week from a link that is presented fifteen minutes before chapel starts. Students may also review the Chapel Assembly later and will be required to view a recording of the Chapel Assembly on the Shorter College YouTube Channel.

The recording of the assembly will remain on YouTube for six (7) days. If students do not watch the YouTube video and leave a comment, the student will be considered absent.

Chapel Assembly is a Pass/Fail course, and a "Pass" in Chapel Assembly for four (4) semesters is required for graduation.

Attendance from any other events will not be accepted in lieu of viewing Shorter College Chapel Assembly.

## **TUTORING**

Tutoring service is available to students who have demonstrated the need for private instruction or academic assistance that the regular instructors cannot provide. Students in need of tutoring are advised to contact Student Affairs and complete a request form. If a student's placement tests scores or grades indicate that the student may not perform successfully in regular courses, the college requires that he or she take the developmental courses in basic skills. All freshmen students must take a battery of tests in English, reading, and mathematics.

## **COMPUTER LABS**

There are two computer labs available for student use on the campus of Shorter College. The Main Computer Lab, located on the first floor of the Sherman-Tyree Administration



## Student Accommodation Request Form

**TO BE COMPLETED BY THE STUDENT.** This form can be completed electronically in Microsoft Word and then printed (preferred) OR it can be printed and then completed legibly in pen.

Please complete (electronically or on paper) and submit this form along with all other required documentation pertaining to your condition(s).

Date Completed: \_\_\_\_\_

- ☐ This form was completed by the student  
☐ This form was completed by someone other than the student  
Name of person completing: \_\_\_\_\_  
Relationship to student: \_\_\_\_\_

### Student Information

Name	Last Name:	First Name:	Middle Initial:
Identification	Student ID #:	Date of Birth:	
Mailing Address	Address : City: State: Postal Code: Country:		
Preferred Phone			
Communication Preferences	<input type="checkbox"/> This phone number can receive text messages and I approve/authorize being sent text messages Communication Access Need: <input type="checkbox"/> Videophone <input type="checkbox"/> Texting <input type="checkbox"/> Voice		
Email	Email: Secondary Email:		

### Student Status

- |  |  |                                |
|--|--|--------------------------------|
| <input type="checkbox"/> Prospective   | <input type="checkbox"/> Professional    | <input type="checkbox"/> Guest |
| <input type="checkbox"/> Undergraduate | <input type="checkbox"/> Special         | <input type="checkbox"/> Other |
| <input type="checkbox"/> Graduate      | <input type="checkbox"/> Farm & Industry |                                |

Planned entry (prospective students only): (Semester)\_\_\_\_(Year)\_\_\_\_

Current GPA (currently enrolled students only):\_\_\_\_\_

Number of credits completed to date (currently enrolled students only): \_\_\_\_\_

Anticipated Graduation: (Month)\_\_\_\_(Year) \_\_\_\_

Building features 20 thin client workstations and one desktop designated for instructors. A second computer lab is also available for student use in the AW Young Library. See hours posted outside the computer lab.

## DISABILITY SERVICES

Shorter College adheres to the provision of the Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College.

The college has a policy to accommodate people with disabilities, pursuant to federal and state law, and to provide equal opportunities. (College Policy). The purpose of providing accommodations is to ensure that students with disabilities are granted the opportunity to access programs and services offered by the college. Requested accommodations are considered on a case-by-case basis by the Coordinator of Disability Services, who works with faculty to ensure both access and academic standards are maintained.

Students requesting services must meet with the Disability Services Coordinator and provide sufficient documentation of the disability prior to receiving accommodations. Accommodations are not retroactive and do not result in modification of the essential academic elements of the course.

If you are an ADA student, it is the obligation of the student to present your Accommodations paperwork to your instructor (for each class you are enrolled in). Ideally, this paperwork should be submitted at the beginning of the semester to enable best course support for you.

Please contact the Office of Accessibility via email at [kwilliams@shortercollege.edu](mailto:kwilliams@shortercollege.edu) or you may contact by phone at 374-6305 ext. 232 with any questions.

Additionally, a student may submit the following disability form along with additional documents to receive accommodations.

## Student Success Procedures

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### Student Success Coach Process:

After students have gone through the Admissions and Financial Aid process they will then go see their academic advisor to obtain their schedule. Once the following steps are completed, they are to come see a Student Success Coach (SSC) for pre-assessment. The pre-assessment consists of the following:

- Introduction of Student Success Coaches
- Role of SSC and the importance of Student committal: The role of a SSC is to assist students with navigating through the challenges of their undergraduate studies. The one-on-one coaching sessions are designed to address each student's unique needs. The connection made between SSC and student empowers the student to learn of the many resources that Shorter College has to offer. The SSC will be a student's lifeline while in college and the possibilities discovered from a coaching session will ultimately come from the student with the understanding that no matter the barriers they may have, they all share the same commonality which is to graduate.
- Next, the student will complete the necessary paperwork of the SSC assessment using the "Success Model.
- Assessment: When a student comes to see a SSC, the following will take place:
  - Introduction of SSC and how the SSC is beneficial to each student.
  - Each student is to always sign-in when entering the building at the desk.
  - Once called back to meet with your SSC, you will supply the Coach with any new contact information, i.e. address and phone number changes.
  - Each student is mandated to visit their SSC once a week in a face to face meeting unless it has been pre-approved by the coach to communicate via email and or text messages. If a student has permission to communicate via email or text, the following information must accompany their approved form of communication: Do you have any contact information changes - New cell number/New mailing address? How are you progressing in each of your classes to date? Do you need a tutor for any of your classes? Do you have any barriers that may prevent you from completing this semester successfully? Have you met with your Academic Advisor to review your degree plan and decide on your summer, spring and or fall schedules? To remain consistent, each student should meet and or communicate with their coach weekly via face-to-face, zoom, email, or telephone call.

Student Success Coaches help students develop strategies for success, which include but are not limited to:

- Interpretation of Test Scores (i.e., COMPASS, ACCUPLACER and ACT)
- Disability Verification
- Eliminating Barriers to Success
- Organization
- Time Management
- Basic Financial Aid Awareness & Assistance (Including FAFSA completion)
- Career/Major Exploration
- Resource Connection (i.e. referrals)
- Understanding College Policies & Procedures
- Campus Engagement

## **SHORTER COLLEGE HEALTH & WELLNESS CENTER**

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The college is located within a 5 mile radius of hospitals and clinics, should an emergency arise, the student will be referred to the institution. Additionally, a Shorter College student can visit the Vine Street Clinic for any general medical concerns.

The Shorter College Health & Wellness offers COVID-19 testing to Shorter College faculty, staff and students

## DRUG / ALCOHOL ABUSE PREVENTION PROGRAM

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In response to growing awareness of and in relation to alcohol and other drug problems, institutions of higher education are implementing policies and programs to curb alcohol and other drug abuse and negative consequences that come with addiction. In working with the Student Government Association (SGA) and their proposal to offer a healthy living program referred to as “Mental Mondays”, the Student Affairs Division at Shorter College has implemented an inclusive prevention approach that will join with traditional education programs with strategies aimed at changing the physical, social, legal, and economic environments on campus and in surrounding communities. The population that Shorter College serves recognizes that student behavior is influenced at multiple levels: institutional, community, personal, peers and legislative policy.

Through the various assessments taken at the institution, Shorter College realizes that more must be done than just putting a written section about alcohol and drug abuse in the back of the student handbook. Through the strong leadership at Shorter College, the Student Affairs Division is convinced that the College President along with faculty and staff will encourage and empower students, parents, alumni, and the local community to assist in implementing a strong and effective program.

### ***Policy***

**ILLEGAL DRUGS:** The possession, use, or distribution of controlled substances is prohibited on campus and is subject to law enforcement and campus disciplinary actions. Minimum sanction is suspension. Maximum sanction is prosecution in a court of law.

**Drug Conviction:** If a student has a federal or state drug conviction during a period of enrollment for which the student was receiving federal aid, the student is disqualified from federal financial aid funding. Students self-report this information on the FAFSA. However, in situations of conflicting information, the school is required to confirm this information.

The student regains eligibility based on the timeline in the chart below (Please note- if the student is convicted for both possession and sale, the longer period applies):

Possession of illegal drugs    Sale of illegal drugs

- 1st offense - 1 year from date of conviction    2 years from date of conviction
- 2nd offense - 2 years from date of conviction    indefinite period
- 3+ offenses - Indefinite period

Students regain eligibility one day after the period of ineligibility ends or after successfully completing a qualified drug rehabilitation program or passing two unannounced drug tests given by such a program. It is the student's responsibility to provide this documentation. Qualified drug rehabilitation programs must include at least two unannounced drug tests and satisfy at least one of the following:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally-or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.

- Be administered or recognized by a federally- or state-licensed hospital, health clinic, or medical doctor.

Students identified as ineligible due to a drug conviction (either through the FAFSA information or through confirmation of conflicting information) will be notified in writing of the loss of eligibility, as well as additional information regarding when and how to regain eligibility.

**ALCOHOLIC BEVERAGES:** Students and/or visitors are not allowed to possess alcohol or drugs on the campus. If drugs or alcohol are found, the student and/or visitor will be expelled from the campus. Shorter College prohibits the possession, consumption, sale, transfer, purchase, or distribution of alcoholic beverages by students on campus or off campus at events sponsored by college organizations, student groups, or departments. Depending upon the nature and/or quantity, the local law enforcement officials will be summoned, and the matter turned over to them. The College will still enforce its policy of suspension or expulsion. It is also a violation for anyone to possess, use, be intoxicated or impaired due to alcohol consumption. The incident is recorded, and the dean will enforce the appropriate statute for the category of the offense. First offense violations vary from counseling to probation. Repeat violations will result in suspension. In lieu of expulsion, a student could agree to participate in a drug rehabilitation program. The College has access to information and can recommend the student's participation. Once successfully completing the program, the violator may be readmitted under supervision and on strict probation. The sale of drugs and alcohol merit an immediate termination and the involvement of local law enforcement officials.

### ***Sanctions for Violating Drug and Alcohol Policy***

Violation of Shorter College's policy regarding illegal drugs and alcohol may result in suspension or expulsion. Students found in violation of the illegal drug and alcohol policy may also be subject to local, state, or federal laws and may face criminal charges punishable by fines and/or imprisonment.

### **Health Risks**

Illicit drugs as well as alcohol and other illegal drugs have various effects on the body and mind. For more information on the effects on the body and mind; and the signs that indicate a person is becoming dependent on a substance, please visit the National Institute on Drug Abuse at <https://www.drugabuse.gov/drugs-abuse>.

### **Strategies Used for a Positive Influence on the Campus Culture as it Relate to Alcohol and Drug Abuse**

- Keeping the library and Student Center open longer.
- Restrict alcohol advertising on campus and in campus publications.
- Monitor organizations to ensure compliance with alcohol policies and laws.
- Provide a wide range of alcohol-free social and recreational activities.
- Disciplining repeat offenders and those who engage in unacceptable behavior associated with substance use.
- Notify the appropriate persons when students engage in serious or repeated violations of alcohol or other drug policies or laws.

## ***Referral***

Referrals to private and public facilities, outpatient and inpatient institutions, and individual practitioners are provided by the Division of Student Affairs. Resource lists of area treatment centers are available through the Student Success Coaches in the Division of Student Affairs. Free literature and handouts are also available.

Self-help groups such as Alcoholics Anonymous and Narcotics Anonymous meet in the community.

## ***Helpful Numbers***

Employee Assistance Program: 501.686.2588

Division of Student Affairs – Director of Success Coaches: 501. 374. 6305 ext. 216

Shorter College Police Department: 501.374.6305, ext. 303

## **Community Resources for Alcohol and Drug Treatment:**

Alcoholics Anonymous  
(501) 664-7303

Narcotics Anonymous  
(501) 373-8683

Division of Behavioral Health Services, DHS  
(501) 868-9164

Centers for Youth & Families  
(501) 666-8686

## ***Applicable Arkansas Laws***

1. No person under the age of 21 may legally consume or possess alcohol in Arkansas.
2. It is illegal to be so intoxicated in a public place that you are likely to endanger yourself or others or be unreasonably annoying to others. This is a class C misdemeanor, (with a class A as the most serious), and may result in fines and incarceration.
3. Driving a motor vehicle with .08% or more blood alcohol content is a class A misdemeanor that, in addition to incarceration and heavy fines, will result in a suspension of driving privileges from 120-180 days for the first offense. Driving with a license suspended for DWI may result in incarceration for ten days and a \$1,000 fine. Refusing the chemical test for blood alcohol content may result in a 180-day suspension of driving privileges for the first offense. In the event of an accident involving a fatality, a blood alcohol content of .08% or higher may result in a charge of manslaughter, even though the driver did not set out to intentionally harm anyone.

4. A person under the age of 21 operating a motor vehicle with .02% but less than .08% blood alcohol content commits the offense of Underage Driving under the Influence. The penalties include suspension of driving privileges for up to 120 days for the first offense, fines up to \$500, public service work at the discretion of the court, and mandatory attendance at an alcohol and driving education program.
5. Arkansas statutes 5-27-501 through 503 are aimed at preventing persons under 21 from using altered identification to purchase alcohol. Manufacturing, altering, or distributing altered personal identification for this purpose is a Class C Felony punishable by up to ten years in prison. Possessing altered identification is a class B misdemeanor punishable by up to 90 days in jail and revocation of driving privileges for up to 12 months or age 18, whichever is shortest.

Possession of more than one ounce of marijuana or possessing it in a form to facilitate distribution is a felony offense. Possession of any usable amount of any other illegal narcotic is a felony. The penalties range from probation to life in prison.

## **STUDENT ORGANIZATIONS**

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Since 2020, student organizations have not been active; however, Shorter College plans to re-establish organizations that were current pre-pandemic, as well as establish new organizations. This will supplement classroom instruction and enhance campus life. Shorter College will provide students with the opportunity to participate in a variety of student organizations to expand their experiences, expose them to organizations, and events that will align with “The Four C’s” of Shorter College, and acquire leadership skills. Through these co-curricular activities, students can develop leadership, communication, interpersonal, and management skills. Student organization members also have the opportunity to network with other students, faculty, and interdependence, more appropriate educational plans, mature career plans, and better decision making.

### **STUDENT GOVERNMENT ASSOCIATION**

All Shorter College students are members of the Student Government Association, through which they participate in decision-making processes related to student life. The student body elects officers. Special student activities are organized through the Student Government Association, of which every student is a member. **See appendices for SGA Constitution and By-laws.**

### **SHORTER COLLEGE CHOIR \***

The College Choir sings at campus assemblies and makes public appearances at churches and schools. Membership is open to all students by audition.



## **STUDENT AMBASSADORS \***

The purpose of the Ambassador Team is the positive promotion of Shorter College and its public liberal arts mission. The Ambassadors serve as a vital link between the College student body, prospective students and their families, staff, alumni, and friends. The objectives are:

1. To serve as liaisons between the College, the students, the alumni, the surrounding community of North Little Rock, and the state of Arkansas.
2. To promote awareness of the academics, activities, and student life at Shorter College to prospective students and other audiences.
3. To facilitate an active relationship between students and alumni.
4. To enhance present student involvement in the College.
5. To establish identity and promote the Ambassador Team.

## **ACADEMY OF CREATIVE ARTS \***

Born at Shorter College in fall of 2012, the Academy of Creative Arts houses a company of professional teaching artists whose main goal is to mentor and educate students (K-College) from Shorter College, the greater Little Rock and surrounding areas in the creative arts while exposing these students to diverse cultures. The mission of The Theatre Academy is to share, explore, discuss and produce a creative arts out-of-the box experience that uplift the culture of people of African descent and people of color through theatre education, the visual and performing arts and film production.

## **PBL (Phi Beta Lambda) \***

Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) is the largest career student organization in the world. Each year, FBLA-PBL helps over 250,000 members prepare for careers in business.

FBLA-PBL's mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

FBLA-PBL's programs focus on:

- Leadership Development—members develop essential soft skills by holding chapter officer positions at the local, state, and national levels; by networking with accomplished business professionals; and by participating in business-focused workshops, seminars, and academic competitions.
- Academic Competitions—members demonstrate their business expertise at high-profile regional, state, and national competitive events. The top students are recognized with trophies and cash awards. Learn more about [FBLA](#), [PBL](#), and [FBLA-Middle Level](#) competitive events.

- **Educational Programs**—members create career portfolios, enhance their knowledge with world-recognized skills certifications, and have access to select college scholarships. Learn more about educational programs for [FBLA](#), [PBL](#), and [FBLA-Middle Level](#).
- **Membership Benefits**—members receive exclusive discounts and enhanced benefits for travel, education, and more. Learn about the benefits available to [FBLA](#), [PBL](#), and [FBLA-Middle Level](#) members.
- **Community Service**—members work with the March of Dimes to help end premature births by participating in awareness campaigns and the March for Babies fundraiser. Discover how [FBLA](#), [PBL](#), and [FBLA-Middle Level](#) members support the March of Dimes.
- **Awards & Recognition**—members build a portfolio of accomplishments with a wide range of awards programs. Learn more about [FBLA](#), [PBL](#), and [FBLA-Middle Level](#) awards programs.

### **BMI (Black Male Initiative) \***

The Shorter College Black Male Initiative (BMI) provides a three-tier learning experience for male students of color that focuses on mental, physical, and social well-being, and career and leadership development.

BMI provide professional mentors, counselors, academic advisors, and other opportunities to meet the physical, social and emotional and cognitive growth and development needs of all participants.

BMI provides opportunities for male students to connect with each other, faculty and staff and Community role models with the goal of positively impacting their college experience all the way up through graduation.

Our mission is to provide relevant experiences is for males that promotes academic, professional, and social success that provides long-term outcomes.

### **NAMBU \***

National Association of Black Men United (NAMBU) is a 501(c)3 non-profit organization solely focused on helping black men graduate from college. It is our desire that you will join us in this effort and support black men and women seeking a college degree. We provide black men and women with the tools, resources and services needed to increase their college graduation rates with an aim of improving academic and economic advancements within the African-American community.

The Shorter College chapter was chartered on February 27, 2014 by Jason Smedley, inducting twelve students into NAMBU. Since then, it has been a visible and viable organization on campus. The Shorter College provides workshops, groups sessions, and other programs that assist the students in ways to retain them in college. The shorter College chapter has participated on the chapter and state-wide level in learning how to help their peers to succeed in school, and graduate.

*(\*) Denotes organizations are currently inactive.*

## REGULATIONS GOVERNING STUDENT ORGANIZATIONS

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All student organizations wishing to function on the Shorter College campus must submit to the Student Affairs office the following items.

- A. The organization's constitution and by-laws
- B. Organization's sponsor and/or advisor's name, address, and telephone
- C. A listing of the officers and members
- D. Time and place of regular meetings
- E. Expected programs and activities with dates

## FORMING A NEW STUDENT ORGANIZATION

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### Protocol or New Student Organization

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- A. Get the right people together; you will need at least 5 students and 1 advisor
- B. Draft some governing documents, these can be a constitution, bylaws, or both.  
*If the group is part of a national organization, they might have made documents for the group to use, so check with them. If not, the institution can provide an example to help you create new governing documents*
- C. With governing documents ready, complete the new student organization form below, which will require the following information.
  - Name of org., natl. affiliations, purpose of student org, objectives, faculty/staff advisor, department.
  - Nondiscrimination agreement and non-campus violations note, org. roster, and governing documents (by-laws, constitution, etc.)
- D. Finally, have your advisor sign on and turn it in to the Student Affairs Office.

## NEW STUDENT ORGANIZATION ORIGINATION FORM

***This form is for New student organizations only.  
Also, you must submit a constitution/ by-law with this form.***

Name of Student Organization

Purpose of Student Organization:

Objectives:

Faculty/Staff Adviser:

Adviser email/phone

Membership Criteria

Number of Enrolled Student Members

President's Name

President's email/phone

Vice President's Name

Vice President email/phone

**Non-Discrimination Disclosure Statement**

Our organization will not: Advocate with incitement or engage in behavior which is contrary to Shorter College regulations or local, state or federal law. Limit membership based on race, religion, national origin, handicap, or sex (unless exempt from Title IX Regulations). ☐

**Organizations Roster: Must have a MINIMUM of 5-member names. Please list email addresses for all student members**

**CONTINUING AN EXISTING STUDENT ORGANIZATION**

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**Student Organization Registration and Update Form**

*This form is for existing student organizations only. Also, you must submit a constitution/ by-law with this form.*

<b>Date</b>	
<b>Name of Student Organization</b>	
<b>Type of Organization</b>	
<b>Number of Enrolled Students Members</b>	
<b>Name of Advisor</b>	
<b>Advisor's phone &amp; email</b>	
<b>List of all officers (include name, email and phone)</b>	

## **VOLUNTARY DISSOLUTION OF AN EXISTING STUDENT ORGANIZATION**

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- A. The advisor must submit a letter to the Coordinator of Student Activities, which a minimum should include the following:
  - a. *Name of Organization*
  - b. *Number of enrolled students*
  - c. *List of all officers*
  - d. *Reason for dissolution (timeframe, if applicable)*
- B. Upon receipt, the Coordinator of Student Activities will form an ad-hoc committee (of various faculty, staff, and students), to review the request. The advisor will be notified of the committee's decision.

## **INVOLUNTARY DISSOLUTION / SUSPENSION OF AN EXISTING STUDENT ORGANIZATION**

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All registered/recognized student organizations at the institution are expected to act consistently with the values of the institution. Student organizations are collectively responsible for any action committed by members on behalf of the organization that violates college policy. Disciplinary action against student organizations is separate from action taken against individuals.

The Dean of Academic and Student Affairs will oversee the process for addressing cases of Student Organization misconduct or behaviors not consistent with the foundational principles or values of the institution. Committees may be devised to provide a decision regarding the dissolution or suspension of any registered student organization.

## **ACADEMIC STANDARDS, POLICIES AND PROCEDURES**

To successfully guide students through the Advisor Agreement educational process, Shorter College has developed policies, rules, and regulations. Students have a responsibility to acquire information regarding these policies, processes, rules, and regulations by thoroughly studying the College catalog and the Student Handbook. To enhance their knowledge and/or clear up any misunderstanding, students should visit with their advisors periodically. Thereby, students can receive the academic advisement that is needed to ascertain the appropriate development of course schedules leading to the fulfillment of requirements for graduation in a timely manner.

One of Shorter College's major responsibilities is to provide special services that meet the educational needs of college students who are inadequately prepared for regular college work. Among these services are: (1) individualized instruction; (2) counseling; (3) tutoring; (4) a course called College Orientation and Career Developments; and (5) a well-planned series of learning activities, including classroom and laboratory work, in which under-prepared students may develop basic academic skills. These are the components of Shorter College's Developmental Education Program.

## **ACADEMIC INTEGRITY**

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Shorter College is committed to the growth and learning of our students. Intellectual and moral growth requires an environment in which people deal with each other with truthfulness and integrity. The fair and straightforward representation of what one has actually learned, researched and/or written is the foundation of a healthy environment for learning. Professors, administrators, and students alike are responsible for upholding high moral and ethical standards of academic honesty in all academic endeavors. Shorter College is committed to the principle of academic freedom as it seeks to carry out its teaching and learning programs. Scholarly investigation is encouraged through research. Each instructional faculty member has freedom in the exposition of his/her subject and is free to discuss controversial issues within competency areas in the classroom, but must be careful not to introduce materials, which have no relation to the courses being taught.

## **DEGREE PLAN**

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After declaring a degree and emphasis, students are assigned an academic advisor who discusses the degree plan with them. The students' course of study is outlined for each semester. Students are to follow their degree plans and changes in their plans are only modified with the approval of their academic advisor. The students, their advisor, and the dean have copies of the degree plan.

## **CLASSIFICATION AND COURSE LOAD**

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A student who has completed less than thirty (30) semester hours is classified as a freshman. A student who has completed thirty or more semester hours is classified as a sophomore. A student with a semester course load of twelve or more semester hours is a full-time student. A student with a semester course load of eleven or fewer semester hours is a part-time student.

The normal course load for a freshman is 12-15 hours per semester; and for a sophomore, sixteen. The maximum course load for a freshman is seventeen hours per semester; and for a sophomore, eighteen. Students may be classified as a regular student enrolled in a program leading to an associate degree or a special student who is not pursuing a degree.

## **INDIVIDUALIZED INSTRUCTION**

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A student, who plans to graduate at the completion of the semester in which he/she is enrolled and needs 3-6 hours to complete all academic requirements for graduation, may request permission to take an Individualized Instruction Course. Individualized Instruction Courses will be held only in the event of a schedule conflict or if the course necessary for graduation is not offered that semester. To registrar for an Individualized Instruction Course, the student must be a candidate for graduation and have at least a 2.0 grade point average. The student must request permission from his/her advisor. The advisor must then draw up a contract, which includes the course outline and requirements, to be authorized by the Dean of Academic Affairs. The authorized contract must be submitted to the registrar.

## **CLASS ATTENDANCE**

Regular and punctual attendance in class is a key factor to success in College. Instructors establish attendance policies for their respective classes, and they are to go over these policies within the first week of classes to make sure that each student is aware of them. Students are to adhere to those policies. Attendance will be recorded beginning the first day of class, or the first day the student registers for the class; whichever is later. The student is responsible for all assigned work, including work which occurred prior to the student enrollment in the class. The student is responsible for reading all the contents of each course syllabus and related requirements in the Catalog and the Student Handbook. In addition, the student is responsible for contacting their Student Success Coach along with their instructor if he/she is going to miss for any reason.

Instructors may initiate an administrative withdrawal for any student. The instructor must complete and submit the administrative withdrawal form to the Registrar's Office, where all required approvals will be obtained. The instructor will be notified if the administrative withdrawal form is approved.

NOTE: Any reinstatements after this period (or prior to the approval of an administrative withdrawal) will be at the discretion of faculty. See all Financial Aid Policies in the Academic Catalog regarding the effect of withdrawal on financial aid.



## GRADING

Shorter does not require its instructors to use any particular method of grading nor to have a prescribed distribution of grades. Instructors are required to evaluate students' progress and appraise the quality of their work. Each Instructor must choose or develop methods and criteria to be used in grading that are applicable to the course that he or she is teaching. Methods and criteria to be used in determining grades for each course must be included in the course syllabus and explained to students enrolled in the course at the beginning of each semester in which the course is offered.

In reporting grades, instructors use the traditional letter grades sometimes modified by pluses or minuses. The grades correspond to grade point values as follows:

Grades	Grade points per semester hour
A.....	4.0
B.....	3.0
C.....	2.0
D.....	1.0
F.....	0
I (Incomplete).....	0
W (Withdrawn).....	0

To compute a grade-point average: (1) multiply the point value of each grade by the number of semester-hour credits for the corresponding course; (2) total the products; (3) total the credits; and (4) divide the sum of the products by the total number of credits. For example, if a student has taken a three-credit course in mathematics, a three-credit course in history, and a three-credit course in English then the student's grade-point average is computed as follows:

Products			
Course Grades	Point Values	Credits	(Values X Credits)
English..... A	4	3	12
Mathematics..... B	3	3	9
History..... C	2	3	6
Total of Products.....			27
Total Credits.....			9
Grade-Point Average...			27/9 = 3.0

The grade "I" (Incomplete) is assigned only when a student doing passing work fails to complete an essential part of the course work because of circumstances beyond his or her control. A student who receives the grades "I" must remove it by the end of the next semester.

## **MID-TERM AND FINAL EXAMINATIONS**

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Mid-term and final examinations are scheduled for all courses at the midpoint and the end of the semester. If students have some emergency situations as determined by the institution and/or other officials, arrangements must be made with the instructor and official documentation must accompany the request.

## **ADD AND DROP POLICY**

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A student who wishes to add a course may do so by completing the appropriate add/drop form in the Registrar's Office within two weeks of the start of a regular semester or three days into a summer session. Students who fail to follow this procedure may not receive a grade for such courses.

A student may officially drop a class anytime during the semester. If a student drops the class or leaves school after two weeks into a regular semester or after three days into a summer session, a grade of "W" is awarded. In all cases, it is the student's responsibility to make sure that the proper forms are completed.

## **WITHDRAWAL**

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A student is not considered officially withdrawn (from a course or an institution) until the withdrawal forms are completed and signed in the Registrar's office. Failure to complete the necessary procedure will constitute improper withdrawal and may result in a failing grade. Additionally, account balances are immediately due upon withdrawal. Failure to attend class or merely to notify an instructor of the intent to withdraw will not be regarded as an official withdrawal.

## **INCOMPLETE POLICY**

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The grade "I" (Incomplete) is assigned only when a student doing passing work fails to complete an essential part of the course work because of circumstances beyond his/her control. A student who receives the grade "I" must remove it by the end of the next semester. An Incomplete grade will be converted by the registrar to a failing grade if the student fails to complete the essential work by the end of the following semester.

## **AUDITING COURSES**

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A student will be permitted to audit a maximum of six semester hours during a semester (three semester hours during a summer session) if the student secures the permission of the instructor of the course and the registrar. Audit students will pay the course fee as indicated under the section on "Fees and Expenses".

## **ACADEMIC HONORS**

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The Dean of Academic Affairs prepares a Dean's List at the end of each semester. Each list contains the names of all full-time students who have earned a 3.0 average or above for the semester. A President's Honor Roll is prepared at the end of each semester. The names of all full-time students who have earned an average of 3.75 or better for the semester and have received no grade lower than a "C" in any course taken during the semester will be placed on the Honor Roll. Graduation honors are recognized in three categories: with honor, with high honor and with highest honor.

## **GRADUATION REQUIREMENTS**

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To qualify for an associate degree from Shorter College, students must complete at least sixty-four semester hours of college work, specifically all of the general education requirements, with a 2.00 cumulative grade point average. The last thirty hours of work for the associate degree and certificates must be taken in residence.

## **APPLICATION FOR GRADUATION**

All prospective graduating students are required to submit an application for graduation to the registrar's office. Commencement ceremonies are held once a year at the conclusion of the spring semester. Students may participate in the commencement ceremony if they complete all requirements for graduation by the fall semester (December), spring semester (May) or the summer session following the spring semester.

## **DEGREE REPRINT**

Degree reprints are permitted, at the cost of \$25 per print.

## **ACADEMIC CLEMENCY**

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Shorter College has a policy whereby students who were not enrolled in a college or university for a ten-year period may petition the Registrar's Office to have grades and credits earned prior to that period removed from consideration in their cumulative grade point average. This policy is based on the updated College Level Examination Plan (CLEP) policy.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

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### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Academic success is important and necessary for students to receive federal Title IV financial aid. At the end of each semester (fall, spring, and summer), your academic record will be reviewed to verify you have made satisfactory academic progress toward earning your degree. Satisfactory academic progress (SAP) requires students to pass a required number of hours with a minimum cumulative grade point average in a maximum time frame. The policy applies to all students - continuing, transfer, and re-entry.

## Minimum Grade Point Average

Students must maintain the following minimum cumulative grade point averages (GPA):

Undergraduate Students: The minimum GPA requirement is based on the number of attempted hours.

Hours Attempted	$\frac{1 - 15}{1.50}$	$\frac{16 - 30}{1.75}$	31 and above + 2.00
Minimum Cumulative GPA			

### Pace or Successful Completion of Course Work Attempted

To be considered as progressing successfully, students must complete at least 67% of all attempted credit hours. Successful completion of a course is defined as a passing grade. Grades of W (withdrawn), F (failed), XF (unofficial withdrawal) or I (incomplete) are not considered successful completion.

Pace is calculated using the following formula:

$$\frac{\text{Cumulative number of hours student successfully completed}}{\text{Cumulative number of hours student attempted}}$$

### Maximum Time Frame

The following is the maximum number of hours a student may attempt in completion of his/her degree and remain eligible for federal Title IV financial aid:

Students – 102 hours

All coursework attempted including periods when student do not receive federal Title IV aid will be considered in determining the maximum time frame students have to complete a degree and in the calculations of the cumulative grade point average and pace.

- **Transfer Hours:** All transfer work transcript by the Shorter College Registrar will be counted in the ratio to determine the successful completion of coursework and in the determination of the maximum time frame.
- **Remedial Coursework:** All remedial coursework will be counted in determination of the ratio to determine the successful completion of coursework and in the determination of the maximum time frame.
- **Repeated Coursework:** If a student repeats a course, the highest grade earned will be used to calculate his/her grade point average. All hours attempted including repeated course will be used to determine the student's pace and maximum time frame. Only one repeat per course will be eligible for financial aid.

### **Shorter College**

- **Academic Clemency:** The Office of Financial Aid must count all prior work attempted in determining eligibility for federal financial aid including hours forfeited through the Academic Clemency Policy.

- **Grade Changes**: Once a grade change occurs, it is the responsibility of the student to contact the Office of Student Financial Services if they wish to have their eligibility for financial aid recalculated based on the grade change.

### **Financial Aid Warning**

If a student fails to meet satisfactory academic progress standards, the student will be placed on financial aid warning status and be permitted to receive federal financial aid for one additional semester. Students are strongly encouraged to take advantage of all academic services available to improve their academic progress during this semester. If satisfactory progress standards are not met at the end of the warning semester, the student will NOT be eligible to receive federal financial aid for the next semester.

### **Financial Aid Termination**

If a student fails to meet satisfactory academic progress standards after the warning semester, federal financial aid eligibility will be terminated. Students will be responsible for all charges during semesters for which he/she registers for classes and does not receive federal financial aid.

### **Financial Aid Appeal**

Students who have extenuating circumstances may appeal the termination of federal financial aid. Examples of extenuating or mitigating circumstances include illness under a doctor's care, illness or accidents requiring hospitalization or the prolonged illness of a dependent, death of an immediate family member, or other life altering events. The appeal may not be based on the need for assistance or lack of knowledge of the academic requirements. The appeal must be submitted in writing and include why the student failed to meet the standards with an explanation of what has changed that will now allow the standards to be met. Supporting documentation of the extenuating circumstance is required.

The deadline for submitting an appeal is no later than the fifth (5th) day of class of the term for which the appeal is requested. The decision of the Financial Aid Appeals Committee is final; there is no further avenue of appeal. An appeal will either be:

- **Denied**: Students who are denied will not be eligible to receive federal financial aid.
- **Probation**: The appeal is approved, and the student is eligible to receive federal financial aid for one additional semester. The student must meet the satisfactory academic progress standards at the end of the semester or financial aid eligibility will be terminated.
- **Academic Plan**: The appeal is approved, and the student will be given an academic plan with performance standards that must be adhered to for the student to remain eligible for federal financial aid.

The Financial Aid Appeals Committee cannot guarantee a favorable decision; therefore, students will be responsible for payment of any outstanding student account charges by the due date even if an appeal decision is pending.

### **Reinstatement of Financial Aid**

After federal financial aid termination, students may be eligible for reinstatement of financial aid after the student enrolls in courses at his/her own expense and meets the terms of the satisfactory academic progress policy.

### **Notifications**

Students who fail to meet minimum satisfactory academic progress standards will be notified of their status through an email sent to their Shorter College email.

Students who do not regain eligibility for financial aid through the appeal process will be notified of the decision and reason(s) for the decision through a letter sent to their Shorter College email. It is the student's responsibility to check their email on a weekly basis.

## **ACADEMIC PROGRESS**

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### **ACADEMIC PROGRESS POLICY**

Academic success is important and necessary for students to receive federal Title IV financial aid. At the end of each semester (fall, spring and summer), your academic record will be reviewed to verify you have made satisfactory academic progress toward earning your degree. Satisfactory academic progress (SAP) requires students to pass a required number of hours with a minimum cumulative grade point average in a maximum timeframe. The policy applies to all students—continuing, transfer, and re-entry.

#### **Minimum Grade Point Average**

Students must maintain the following minimum cumulative grade point averages (GPA):

Undergraduate Students: The minimum GPA requirement is based on the number of attempted hours.

Hours Attempted	<u>1 – 15</u>	<u>16 – 30</u>	31 and above +
Minimum Cumulative GPA	1.50	1.75	2.00

#### **Pace or Successful Completion of Course Work Attempted**

To be considered as progressing successfully, students must complete at least 67% of all attempted Credit hours. Successful completion of a course is defined as a passing grade. Grades of W (withdrawn), F(failed), XF (unofficial withdrawal) or I (incomplete) are not considered successful completion.

Pace is calculated using the following formula:

$$\frac{\text{Cumulative number of hours student successfully completed}}{\text{Cumulative number of hours student attempted}}$$

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## **Financial Aid Termination**

If a student fails to meet satisfactory academic progress standards after the warning semester, federal financial aid eligibility will be terminated. Students will be responsible for all charges during semesters for which he/she registers for classes and does not receive federal financial aid.

## **Financial Aid Appeal**

Students who have extenuating circumstances may appeal the termination of federal financial aid. Examples of extenuating or mitigating circumstances include illness under a doctor's care, illness or accidents requiring hospitalization or the prolonged illness of a dependent, death of an immediate family member, or other life altering events. The appeal may not be based on the need for assistance or lack of knowledge of the academic requirements. The appeal must be submitted in writing and include why the student failed to meet the standards with an explanation of what has changed that will now allow the standards to be met. Supporting documentation of the extenuating circumstance is required.

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- **Academic Plan**: The appeal is approved and the student will be given an academic plan with performance standards that must be adhered to for the student to remain eligible for federal financial aid.

The Financial Aid Appeals Committee cannot guarantee a favorable decision; therefore, students will be responsible for payment of any outstanding student account charges by the due date even if an appeal decision is pending.

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After federal financial aid termination, students may be eligible for reinstatement of financial aid after the student enrolls in courses at his/her own expense and meets the terms of the satisfactory academic progress policy.



## **Notifications**

Students who fail to meet minimum satisfactory academic progress standards will be notified of their status through an email sent to their Shorter College email.

Students who do not regain eligibility for financial aid through the appeal process will be notified of the decision and reason(s) for the decision through a letter sent to their Shorter College email. It is the student's responsibility to check their email on a weekly basis.

## **ACADEMIC HONESTY / ACADEMIC MISCONDUCT**

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Academic misconduct is any activity that tends to compromise the academic integrity of the College, or subvert the educational process. Examples of academic misconduct include, but are not limited to:

1. Violation of course rules as contained in the course syllabus or other information provided to the student; violation of program regulations as established by departmental committees and made available to students.
2. Knowingly providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations.
3. Knowingly providing or using assistance in the laboratory, on field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor.
4. Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged, word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas.
5. Submitting substantially the same work to satisfy requirements for one course that has been submitted in satisfaction of requirements for another course, without permission of the instructor of the course for which the work is being submitted.
6. Falsification, fabrication, or dishonesty in reporting laboratory and/or research results.
7. Serving as, or enlisting the assistance of a substitute for a student in the taking of examinations.
8. Alteration of grades or marks by a student in an effort to change the earned grade or credit.
9. Alteration of academically-related college forms or records, or unauthorized use of those forms; and
10. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system.

Any cheating or other act of academic dishonesty will be punished by an automatic "F" on that academic work. Other sanctions may be applied as well. See the college student handbook for specific examples of academic dishonesty, and possible sanctions.

## ACADEMIC COUNCIL

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### MEMBERSHIP

The membership of the Academic Council is recommended by the Academic Dean and approved or appointed by the President of the College. The members shall include the chief academic officer (Dean), full-time and part-time faculty, registrar/admission officer, and recruitment/enrollment management officer. There is no term of office for membership in the Academic Council, but members may be removed or reappointed by the President of the College during each semester. All members have equal voting rights, except for the Academic Dean who only votes to break a tie. Each member of the Academic Council has one vote.

### FUNCTIONS OF THE ACADEMIC COUNCIL

The Academic Council is primarily responsible for the following:

- Review and make recommendations for changes in academic programs, curriculum, and class offerings.
- Review and approve the list of graduating sophomores for meeting the graduation requirements.
- All matters pertaining to Academic Misconduct (All other violations of the College's code of conduct should be referred to the Office of Student Affairs)

### ACADEMIC COUNCIL OPERATING PROCEDURES

#### A. Modification of Curricula and Degree/Career Programs

Academic Council is responsible for reviewing and recommending changes in the curriculum. The Council meets monthly, on the second Tuesday of each month. The Chief Academic Officer (Academic Dean) serves as the chair of the Academic Council and presides over all meetings, unless otherwise designated. The secretary of the Council, who is appointed by the Dean, is responsible for taking minutes, reporting minutes of the previous meeting and contacting/notifying members of a Council's scheduled meeting or emergency meeting.

During each academic year, the Council may review academic and career programs, undergraduate curricula, or class offerings for addition, deletion, and modification. A faculty or a member of the Council who wishes to propose a curriculum change may do so by submitting a written proposal to the Academic Council. The Council shall discuss the proposal and make decision using the following procedures outlined below:

1. Any changes, such as additions or deletions of individual courses, or academic or career programs may be submitted on the appropriate forms through the Dean's office. Such changes normally will take effect in the coming semester.
2. Any proposal for a new degree program or career program is considered a significant modification, and should be initiated only after the faculty (initiator) has consulted with the Dean and they agreed to proceed. Thus, there must be a joint decision or agreement by the proposing faculty and the Dean in order to proceed with the proposal. However, the proposal must be sufficiently developed before it is discussed and finalized at the Academic Council meeting.
3. The proposal for a new degree or career program must meet the following factors to be considered: 1) Availability of funding; 2) Stakeholders' support; 3) Needs assessments; and 4) Relevance to the mission and goals of the College.

## **B. Meeting Graduation Requirements**

Students' academic progress must be evaluated at the end of the first academic year of enrollment, preferably at the end of spring semester. The student's advisor, who may be a full-time or adjunct faculty, department head, or academic dean, is responsible for performing the academic evaluation. During the fourth semester, a prospective graduating student is required to complete an application form for graduation and request an evaluation of his/her academic progress for meeting graduation requirements.

A student is considered meeting graduation requirements if he/she has completed 50 or more credit hours, and is enrolled in the remaining 16 or less credit hours during the final semester. A total of 64 credit hours are requirements for graduation with an AA degree at Shorter College. However, the student must ensure that credits completed must be those prescribed by the College in the degree requirements.

### **1. Appeal for Non-satisfactory of Academic Requirements**

A student may submit a written appeal to the Academic Council if he/she feels unsatisfied with the evaluator's assessment of degree meeting requirements or believes that he/she was wrongly excluded from the graduating class list for graduation.

### **2. Appeal Procedures**

If a hearing is to be held, written notification will be provided. The notice may be hand delivered, or mailed to the last known address of the student, either by certified mail or first class mail, no fewer than ten (10)

calendar days prior to the hearing. Unless already provided to the student, the notification will include the charge(s), date, time, and location of the hearing, the designated hearing officer or panel, a statement of the student's rights, and information on the hearing procedures. The accused student may request a postponement for reasonable cause, or a hearing separate from other accused persons. A request for a postponement for reasonable cause must be made in writing, include supporting rationale, and be received by the person sending the hearing notification at least two (2) business days before the scheduled hearing.

### 3. Hearing procedures:

Although the procedural requirements may or may not follow a formal procedure, it must ensure fairness. However, the following procedures will apply and, unless already provided to the student, be included within the hearing notice:

- (i) Attendance at hearings is limited to those directly involved or those requested by the Dean to attend. The Dean will take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt the proceedings.
- (ii) The appealing student may have an advisor throughout the hearing. The advisor may only counsel the student and may not actively participate in the hearing, unless clarification is needed as determined by the chair or Council.
- (iii) The appealing student may submit a written statement, may invite relevant witnesses to attend, may ask questions of witnesses called by others, and will be notified of potential witnesses to be called. The College may present witnesses as well as question those presented by the accused.
- (iv) Written statements may be used if, for good reason, a witness cannot attend the hearing. Written statements must be notarized if other clear evidence of authenticity is lacking.
- (v) In cases requiring special expertise, the Chair may appoint individuals with appropriate expertise to serve as consultants to the Council. The consultants may be present and provide information as called upon during the hearing but will not vote.

### **C. Academic misconduct**

Academic misconduct is any activity that tends to compromise the academic integrity of the College, or subvert the educational process. Examples of academic misconduct include, but are not limited to:

- (1) Violation of course rules as contained in the course syllabus or other information provided to the

student; violation of program regulations as established by departmental committees and made available to students;

(2) Knowingly providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations;

(3) Knowingly providing or using assistance in the laboratory, on field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor;

(4) Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged, word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;

(5) Submitting substantially the same work to satisfy requirements for one course that has been submitted in satisfaction of requirements for another course, without permission of the instructor of the course for which the work is being submitted;

(6) Falsification, fabrication, or dishonesty in reporting laboratory and/or research results;

(7) Serving as, or enlisting the assistance of a substitute for a student in the taking of examinations;

(8) Alteration of grades or marks by a student in an effort to change the earned grade or credit;

(9) Alteration of academically-related college forms or records, or unauthorized use of those forms; and

(10) Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system.

#### Committee on Academic Misconduct

The Chair for the Council shall investigate or establish procedures for the investigation of all reported cases of student academic misconduct. Students and members of the faculty should recognize that the rules regarding academic misconduct apply to all scholarly activities associated with undergraduate education. Since the nature and scope of these scholarly activities can vary among the academic/career programs, students must understand the specific requirements of academic integrity for the College and programs.

## Academic Misconduct, Procedures and Rules

A. The college shall follow its codes and procedures, which can be obtained in the student handbook and/or faculty handbook. The Chair or Council may refer complaints to the Office of Student Affairs, *if it is determined that the academic misconduct allegation is incidental to some other misconduct.*

B. All complaints of academic misconduct shall be reported to the Chair of the Council. Students have an obligation to report suspected misconduct. The Council consists of: 1) The chief academic officer (Dean); 2) Full-time and part-time faculty; 3) Registrar/admission officer, and 4) Recruitment and Enrollment Management Officer. No term of office for membership is required, but members may be removed or reappointed by the President during each semester. Except for the chair of the Academic Council, all Council members have equal voting rights.

C. The Council chair, (the Academic Dean) without vote convenes a meeting when a quorum for a hearing has no less than four (4) voting members of the Council present. The appeal proceedings shall include no less than one (1) student member and two (2) faculty members.

### 4. Suspected Academic Misconduct

A. When a student is suspected of academic misconduct, the instructor should make every effort to inform the student of the allegation. The presence of a colleague with the instructor at any subsequent meeting with the student is recommended.

B. The instructor shall prepare a typed written report on department letterhead on the alleged academic misconduct. The report should be as complete as possible and should have all relevant evidence attached. The report should identify the student's name and identification number, and the call number of the course in which the alleged misconduct occurred. Whenever possible, original documents, such as the alleged plagiarized paper, examination, printouts, etc., should be submitted.

Sources of plagiarized material should be provided with passages that are alleged plagiarized and clearly marked. A copy of the course syllabus should be included. The instructor of record for the course, if different from the person observing the alleged misconduct, must provide a letter acknowledging that charges are being brought forward. The Coordinator may request additional information to clarify the charges.

C. Students suspected of academic misconduct, whether acknowledging involvement or not, should be allowed to continue in the course without prejudice, pending action by the Council. If the course ends before the Council has acted, the instructor should assign the student the grade of "Incomplete" in accord

with College policy. The alternate grade for the Incomplete should be that which would be given if the student were not found in violation of the Code of Student Conduct.

D. The Academic Dean should be informed of the allegations of academic misconduct.

E. The Chair, on behalf of the Academic Council, will notify the accused student(s) of the charge of Academic Misconduct and, whenever possible, provide the student with a copy of the materials that have been received regarding the case.

#### 5. Notice of charges

Students shall be notified of College charges in writing, unless a more effective form of notification is deemed appropriate. Charges may be presented in person or by mail to the accused student's local or permanent address on file in the office of the Registrar. All students are required to maintain accurate and current local and permanent addresses with the Registrar. Following notification of charges, students are encouraged to and shall be afforded the opportunity to meet with a college official for the purpose of explaining the college judicial process and discussion of the charges. Failure of the accused student to respond to the initiation of charges or schedule a preliminary meeting shall in no way prevent the college from scheduling and conducting a hearing in the absence of the accused student.

#### 6. Administrative decision

In all cases, a student charged with one or more violations of the Code of Student Conduct has the right to a hearing. However, in a case where a charged student admits such violations in writing, the student may request in writing to have a decision as to appropriate action made administratively by the Academic Dean rather than have the charges referred to a panel or committee for a hearing. In such situations, the student waives the right to a hearing and the related procedural guarantees provided by a panel or committee hearing. Following an administrative decision, the student retains the right to request an appeal of the original decision, but may do so only upon the ground that the sanction is grossly disproportionate to the offense committed.

#### 7. Notice of Hearing

If a hearing is to be held, written notification will be provided. The notice may be hand delivered, placed into a student's residence hall mailbox, or mailed to the last known address of the student, either by certified mail or first class mail, no fewer than ten (10) calendar days prior to the hearing. Unless already provided to the student, the notification will include the charge(s), date, time, and location of the hearing, the designated hearing officer or panel, a statement of the student's rights, and information on the hearing procedures. The accused student may request a postponement for reasonable cause, or a hearing

separate from other accused persons. A request for a postponement for reasonable cause must be made in writing, include supporting rationale, and be received by the person sending the hearing notification at least two (2) business days before the scheduled hearing.

## 8. Hearing procedures

Although the procedural requirements are not as formal as those existing in criminal or civil courts of law, to ensure fairness, the following procedures will apply and, unless already provided to the student, be included within the hearing notice:

(A) Attendance at hearings is limited to those directly involved or those requested by the Chair or Academic Council to attend. The Chair or Council will take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt the proceedings.

(B) The accused student may have an advisor throughout the hearing. The advisor may only counsel the student and may not actively participate in the hearing, unless clarification is needed as determined by the Chair or Academic Council.

(C) The accused student may submit a written statement, may invite relevant witnesses to attend, may ask questions of witnesses called by others, and will be notified of potential witnesses to be called. The College may present witnesses as well as question those presented by the accused.

(D) Written statements may be used if, for good reason, a witness cannot attend the hearing. Written statements must be notarized if other clear evidence of authenticity is lacking.

(E) In cases requiring special expertise, the Chair may appoint individuals with appropriate expertise to serve as consultants to the panel. The consultants may be present and provide information as called upon during the hearing but will not vote.

(F) Students are entitled to a presumption of innocence. Therefore, a student will not be found in violation unless a preponderance of the evidence supports the charge(s).

## 9. Attendance

Because the most accurate and fair review of the facts can best be accomplished when all parties are present, the accused is expected to attend and participate. If an individual does not choose to attend a hearing, the charges will be reviewed as scheduled on the basis of the information available, and a decision will be made. Although no inference may be drawn against a student for failing to attend a hearing or remaining silent, the hearing will proceed, and the conclusion will be based on the evidence presented.



No decision shall be based solely on the failure of the accused student to attend the hearing or answer the charges.

#### 10. Record of proceedings

A single record consisting of written notes, tape recording, or other method selected by the Coordinator, will be made of all hearings. Such records will remain the property of the University but will be made available to the accused for review during the appeal period. A written notice of the decision and, if found in violation, information regarding appeal procedures will be provided to the accused student.

#### 11. College Sanctions

##### General guidelines for sanctions

Sanctions should be commensurate with the violation(s) found to have occurred. In determining the sanction(s) to be imposed, the Council should take into account any mitigating circumstances and any aggravating factors including, but not limited to, any past misconduct by the student, any failure of the student to comply fully with previous sanctions, the actual or degree of intent and motivation of the student in committing the violation, and the severity and pervasiveness of the conduct that constituted the violation. One or more of the following courses of action may be taken when a student has been found to violate the Code of Student Conduct.

##### (A) Informal admonition

An oral or written admonition issued by the Council resulting from the student's misconduct. No formal charges, hearing, or other compliance with the Code of Student Conduct is required before the issuance of an informal admonition. However, following issuance of an informal admonition, the student shall be entitled to a hearing upon written request, under the procedures provided in the Code of Student Conduct. A written request for such a hearing must be filed with the University official who administered the informal admonition, within five (5) working days of the student's receipt of the informal admonition. An informal admonition shall not be considered a disciplinary sanction, but may be considered in any subsequent hearings.

##### (B) Disciplinary sanctions

(1) Formal reprimand: A written letter of reprimand resulting from a student's misconduct.

(2) Conduct probation: This probationary condition is for a specified period of time (quarters of enrollment) but without loss of privileges. Further violation of college policies during the probationary period will be

viewed not only as the act itself, but also as a violation of the probation, which could result in disciplinary probation, suspension or dismissal.

(3) Disciplinary probation: This probationary condition is in effect for a specified period of time (quarters of enrollment) and may involve the loss of specified privileges. Further violation of college policies during the probationary period will be viewed not only as a violation based upon the act itself, but also as a violation of the probation, which shall result in further action up to and including suspension or dismissal.

4) Suspension: Suspension is a sanction that terminates the student's enrollment at the University for a specified period of time. Satisfactory completion of specified stipulations may be required for readmission at the end of the suspension period.

(5) Dismissal: Dismissal is a sanction that permanently separates a student from the College without the opportunity to re-enroll in the future.

#### (C) Conditions of suspension and dismissal

A student who has been dismissed or suspended from the college shall be denied all privileges afforded a student and shall be required to vacate campus at a time determined by the hearing officer or panel. In addition, after vacating campus property, a suspended or dismissed student may not enter upon campus and/or other college property at any time, for any purpose, in the absence of express written permission from the Dean of Student Affairs or his/her designee. To seek such permission, a suspended or dismissed student must file a written petition to the Dean of Student Affairs for entrance to the campus for a limited, specified purpose, or to have the terms of this condition modified or reduced.

#### (D) Failing or lowered grades

In cases of academic misconduct, the Council may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination, and impose any of the above-listed sanctions including suspension or dismissal from the University.

If a student drops a course after being notified by the course instructor or the Academic Council of allegations of academic misconduct, and the student is found subsequently to be "in violation" of the Code of Student Conduct and the authorized grade sanction is a failing grade in the course, the student will be re-enrolled in the course in which the academic misconduct occurred and given a failing grade. This policy does not apply if (1) a student drops a course before he/she is notified of the allegations of academic misconduct or (2) a student drops the course after being notified of allegations of academic misconduct and the grade sanction is anything other than a failing grade in the course.

(E) Other sanctions

1. If a student is suspended, a “disciplinary suspension” notation is added to the student’s transcript. The student may request that this notation be removed from his/her transcript once the conditions of the suspension have been met. This request must be submitted to Council.
2. If a student is dismissed, a “disciplinary dismissal” notation is added to the student’s transcript. This notation is permanent.

12. Appeal Process

(A) Right to appeal: A student found to have violated this Code has the right to appeal the original decision. An appeal of a decision must be submitted in writing and postmarked or hand delivered to the Council Chair (Academic Dean) or a designee, within ten (10) calendar days after the date on which written notice of the decision is sent to the student. Each student shall be limited to one appeal. The decision of the Council Chair is final.

(B) Grounds for appeal

An appeal may be based only upon one or more of the following grounds:

- (1) Procedural error;
- (2) Misapplication or misinterpretation of the rule alleged to have been violated;
- (3) Findings of facts not supported by a preponderance of evidence;
- (4) Discovery of substantial new facts that were unavailable at the time of the hearing; and
- (5) That the disciplinary sanction imposed is grossly disproportionate to the violation committed.

(C) Appeal proceedings

- (1) The Council Chair shall dismiss the appeal if the appeal is not based upon one or more of the grounds set forth in Section (B) above.
- (2) The Council Chair may decide the appeal based upon a review of the record.
- (3) The Council Chair may request additional written information or an oral presentation from any relevant person(s) and then decide the appeal based upon the enhanced record.

(D) Possible dispositions by the Council Chair

The Council Chair may, after a review of the record, uphold the original sanction, dismiss the original sanction, or impose a lesser sanction.

(E) Minor deviations from procedure

A student and the Council Chair may agree in advance to minor deviations from procedure. Such deviations are not then subject to appeal. Other minor deviations are acceptable as long as such deviations are not found upon appeal to be unreasonably harmful to the student.

13. The Council's Records on Academic Misconduct

Records are considered confidential. Copies of sanction letters are sent only to those college officers with a valid need to know, such as the Registrar, Dean of Student Affairs, and Academic Dean, which retains notations of records of students found in violation of academic misconduct for a minimum of ten years.

If a student is suspended or dismissed from the college, the Office of the Registrar is informed and an appropriate notation ("disciplinary suspension" or "disciplinary dismissal") is added to the student's transcript. Once the conditions of a disciplinary suspension have been fulfilled, a student may request that the "disciplinary suspension" notation be removed from his/her transcript. Since "dismissal" from the University is permanent, a "disciplinary dismissal" notation on a transcript is also permanent.

14. Confidentiality and Release of Records

The Federal and State governments have adopted legal requirements designed to protect the privacy of students' educational records maintained by various College offices and to provide for the students' right to access the educational records. Generally, any information from these records may not be released to individuals outside the College community by the custodian of the records without permission of the individual whose record it is, and any individual has the right to see his or her own educational records.

## TRANSCRIPTS

To request a transcript, a student must complete a “Transcript Request Form” and return it to the Registrar’s Office. These forms are available in the Registrar’s Office. The form is also available online.

## ACADEMIC TUTORIAL SERVICES

### ABOUT US

The Literacy Reading, Writing and Math (RW&M) Labs were developed to serve students in all aspects of their academic scholarship. Our mission is to ensure every student is academically supported and equipped to achieve individual excellence, develop mastery of content, and to become a superlative citizen.

The Labs provide an environment conducive to learning, either as an individual or a group learning sessions. General desktop support is provided for students seeking to improve their skills and knowledge base when using CAMS Portal and Cengage learning platforms.

Certified tutors are available to assist learners of all ability levels to improve their skills at all stages of the writing process as well as other liberal studies.

### SHORTER COLLEGE Online Tutoring

ONLINE Tutoring Session: In Progress

### WRITING RESOURCES

Click on one of the writing elements below to find a resource for it. If you can’t find a resource you need, please let us know using our [Suggestion Box](#).

### WRITING PROCESS

- [UNDERSTANDING WRITING ASSIGNMENT](#)
- [PROOFREADING YOUR PAPER](#)

### GRAMMAR, PUNCTUATION, and MECHANICS

- [SPELLING: COMMON WORDS THAT SOUND ALIKE](#)
- [HIGHER ORDER CONCERNS, LOWER ORDER CONCERNS](#)

### CITATION STYLES

- [APA STYLE](#)
- [MLA STYLE](#)
- [CHICAGO STYLE](#)

### English as a Second Language

Please visit the [Purdue OWL](#) website for extensive writing resources for writers for whom English is a second language.

## Literacy Reading, Writing and Math Labs

The Literacy Reading, Writing and Math (RW&M) Labs have twelve computers available for students to browse the internet, research, and write their projects.

## Comfortable Study Environment

The Literacy Labs welcomes students to come in just to relax, socialize, or work on their academic endeavors.

## Frequent Ask Questions (FAQs)

- Who can use the Literacy and Math Labs
  - The Literacy and Math Labs are open to all Shorter College students.
- How can the Writing Center help me?
  - Literacy staff can help you with any writing assignment for any class, not just English. We can help with reports, reviews, journals, critical thinking questions, reader responses, literary analyses, research papers, reflections essays, scholarship essays, college transfer application essays, resumes, cover letters, and much more.
- I don't know how to start my paper.
  - We can help you with brainstorming, outlining, researching, revising, and editing, in addition to basic grammar instruction. We do not take responsibility of any student's work.
- How long is a tutoring session?
  - It depends on the nature of the visit and the needs of the student. A quality tutoring session with feedback is approximately 15-20 minutes.
- Can I walk in?
  - Yes, you may walk in. If you don't have an appointment, there may be a wait period before a Tutor can see you. However, we may be able to give you an approximate wait time. Walk-ins will be seen on a first-come, first-served basis.
- Can I make an appointment to access online tutoring services?
  - Yes, contact a Literacy staff at [literacyadvocacyprogram@shortercollege.edu](mailto:literacyadvocacyprogram@shortercollege.edu) during 8:00 am - 6:00 pm CST. However, due to the volume of inquiries please allow 24 hours for a response.

## SCHEDULE A TUTORING SESSION

- The Literacy and Math Labs offer walk-in or appointments to Shorter College students.
- For a face-to-face tutoring session, please contact one of the Literacy tutors or staff member at 501-374-6305 ext. 206 to make an appointment or email [literacyadvocacyprogram@shortercollege.edu](mailto:literacyadvocacyprogram@shortercollege.edu).
- The Literacy & Math Labs are open during Finals week.

## On Campus Location and Hours of Operations

The Literacy and Math Labs located in the Sherman-Tyree Building, second floor rooms 207 & 208. The Labs are open during the fall and spring semesters from the first day of class until the last day of class. The labs are also open during the summer sessions, mostly by appointments; email our director, Kim Lockhart, at [kim.lockhart@shortercollege.edu](mailto:kim.lockhart@shortercollege.edu) to schedule a summer appointment.

### Hours of Operation the fall 2019 semester

Monday: 8:00 – 4:00 pm  
Tuesday: 8:00 am – 4:00 pm  
Wednesday: 8:00 am – 4:00 pm  
Thursday: 8:00 am – 4:00 pm  
Friday: 8:00 am – 4:00 pm

### **Hours of Operation the summer 2019 semester**

Monday: Monday: 8:00 – 3:00 pm

Tuesday: 8:00 am – 4:00 pm

Wednesday: 8:00 am – 4:00 pm

Thursday: 8:00 am – 3:00 pm

Friday: Closed

### **Reading and Writing Resources**

- Peruse our collection of reference guides and literature available for review, copy and print in the labs. Due to the volume of visitors and inquiries, please do not remove literature and reference guides from the labs.

### **Polices**

- **Printing**
  - Students using PCs in the Literacy labs, ALL printing jobs are routed to the Copy Center, in Sherman Tyree Building, suite 103 (1<sup>st</sup> floor). Please ask the Literacy staff if you have any computer or printing issues.
- **Phone**
  - Please place phones on silence upon entry to the Literacy labs and during conferences. Because other learners occupy this space to study, to seek help or simply to experience the quietness, we ask that you quietly step outside to answer or make calls.

### **Bookmarks**

[Literacy Action of Central Arkansas](#)

## **LIBRARY SERVICES**

### **History**

While Shorter College was established in 1886, it was not until 1968 under the leadership of Bishop George N. Collins and President A. S. Johnson that the current library building was built. Dedicated to the memory of A. W. Young, the library is the repository of a large collection of materials to support the educational and religious needs of the college community as well as helping to retain records of the African-American heritage in Arkansas

### **Purpose**

The purpose of this manual is to serve as a guide for the administration and library staff for the daily operations and responsibilities of the library. It includes those policies and procedures to enable the library staff to provide a framework around which the programs and services may most effectively be furnished to students and faculty. As this manual is an accompaniment to the Shorter College Faculty and Staff Manual of Policies and Procedures, it will not duplicate those policies and facts provided there but instead will concentrate only upon those items related strictly to the library.

### **Library Mission Statement**

The mission of Shorter College is to provide accessible, affordable, high quality education for students to accomplish their academic or career goals by offering programs that meet the learner's need in a challenging and nurturing Christian environment. To help accomplish this mission, the A. W. Young

Library must provide a source of quality materials and information in a setting that will encourage students to search for academic, Christian, and personal truth, to become lifelong learners and to become leaders and builders in their communities.

### **Library Vision**

The vision of the A. W. Young Library is to provide library services to both students and faculty that will enable them to study effectively and to have current and accurate materials available to support both their curriculum and personal needs for information in their search for academic excellence. This will be done through an up to date print collection planned around the course work offered by the college, the addition of computer databases and internet access, provision of reference help and trained library personnel able to aid students and faculty in learning to use the library efficiently. As the school grows, the library also will grow working as a partner to the affiliated programs of the school and local community such as the child-care center and GED programs.

### **Collection**

The collection will be built around the curriculum, religious, career, general information, and life skill needs of the students. The library will promote the appreciation of diverse cultures, providing a base of spiritual, historical, and cultural materials to support study of the heritage and traditions of all ethnic and other cultural groups, in particular the African American community as Shorter is an historically black college of over one hundred years duration.

### **Library Goal**

- To build a qualified, full-time library staff.
- To provide a complete, integrated, up-to-date On-line Public Access Catalog.
- To refurbish and re-organize the library to promote student and classroom use by students and faculty.
- To provide a friendly, studious environment with full reference and support services to students and faculty.
- To provide a computer study area with internet access, on-line database access, and software for students to use in preparation of class work.
- To maintain an up-to-date reference collection.
- To build an adequate and balanced collection for research and personal information.
- To provide instructional and awareness programs to teach library and study skills and to increase student consciousness of the beauty and needs of the world around them and the differences they can make upon it.
- To seek and build financial support to provide adequate materials and services.



### **Circulation Policies**

The A. W. Young Library is dedicated to providing service to students, faculty and staff with full access to all materials. The professional library staff, as the direct circulation agent for library materials, maintains the management responsibility for the entire collection to ensure the availability of information and materials to fill the needs of individual patrons and to protect the collection and its integrity for the use of future patrons. As a means of fulfilling this mission, these policies will be followed.

### **Library Use**

The A. W. Young Library is open to the public for use of the collection within the physical premises. While the general reference and stacks are completely open, items of rare or historical value that cannot be readily replaced or those on reserve for particular class assignments will be held on a restricted shelf requiring the patron to sign them out for use within the library. Those items will not be allowed to leave the library. The library is equipped with a spacious reading room, which contains carrels and study tables. The library is open from 8:30 a.m., until 8:00p.m., daily. Books can be checked out for a period of three weeks. For Library Services, please click on the following link: [www.shortercollege.edu/library-services/](http://www.shortercollege.edu/library-services/)

### **Borrowing Privileges**

Borrowing privileges will be extended to current students, faculty and staff only upon registration with the library and issuance of a valid Shorter College Identification Card. Registration forms will be furnished to all students completing enrollment each term. Faculty and staff members will receive a registration form during the fall Faculty/Staff Institute or whenever convenient. Upon the first visit of a registered person to the library, a borrower's card will be validated. This card will have a unique patron number and the corresponding barcode which will be used to identify the patron. This card must be presented each time the patron checks out any materials. Each term a student must renew his card by showing proof of enrollment for the new term. Faculty members will be automatically renewed if currently on the teaching schedule. No person with an outstanding balance for fines or lost books will be allowed to renew his card until the balance has been paid.

### **Borrower Confidentiality**

As required by Arkansas law, the A. W. Young Library protects the confidentiality of each patron. The library staff will not disclose information concerning any patron's borrowing record unless required by law to do so or unless it is necessary to recover the item borrowed. If the item is urgently needed, the staff will attempt to contact the patron about returning the item.

### **Non-Circulating Materials**

Ready Reference Books, periodicals, and materials housed in the Rare and Historical Special Collection areas are not circulated by the A.W. Young Library. Faculty members only may arrange for short loans of

reference books and periodicals for classroom use. Items in the Special Collection areas may be used In-Library only. Audio-Visual materials will not circulate to students outside the library.

### **Loan Periods and Returns**

Patrons are granted the following loan periods.

Current students	2 weeks	Limit – 3 books
Faculty members	until the end of the term	No limit on number
Staff members	3 weeks	No Limit

Faculty members only may check out audio-visual materials for a two(2) week period.

Students may only use audio-visual materials inside the library.

Materials must be returned to the Circulation Desk during library hours.

### **Renewals**

Patrons may renew any materials borrowed from the library provided that no other person has made a request for the item but in no instance should the renewal last beyond the last day of the term. To renew any item, the patron must present the book and a current library card at the Circulation Desk.

### **Holds**

A patron may request that a hold be placed on any item checked out to another person by filling out a request form giving a phone number where that patron may be reached. When the item is returned, two attempts will be made to notify the patron that the book is available. If the item is not called for within three days, it will be returned to the shelf for others to use.

### **Reserves**

Shorter College faculty members may place materials needed for course assignments on reserve by filling out a request form and filing it with the librarian. The materials will be pulled and placed behind the desk. Students may request these at the Circulation Desk for use only within the library unless otherwise directed by the faculty member as requested otherwise.

### **Overdue Fines and Lost Book Charges**

Materials borrowed from the A. W. Young Library are subject to the following overdue fines.

Three week books	\$0.25 per day
Reserve books	\$0.50 per day

Weekend and days the library is closed will not be included when overdue fines are figured as there is no outside book drop available. While overdue notices will be sent to address on record, these notices are a

courtesy only as delivery cannot be guaranteed. Failure to receive a notice does not constitute a basis for altering or negating a fine.

Patrons must present their library card to pay overdue fines. Patrons will not be allowed to check out additional materials until their record is cleared. Defacement or mutilation of any library materials will result in a fine of \$25.00. Damage to the book sufficient to render it unusable or loss of the book will cause the patron to be charged the replacement cost of the book plus a \$5.00 processing fee. Any charges over \$5.00 must be paid directly to the business office for crediting to the library account and the receipt returned to the library to clear the library record.

Delinquent borrowers will not be permitted to receive grades, transcripts, or other credit for work completed at Shorter College until all charges are cleared.

### **Reference Services**

The A. W. Young Library staff provides reference assistance in utilizing the library's materials including the ready reference collection which contains encyclopedias, dictionaries, handbooks, atlases and indexes; teaches library skills to students; provides training in new technologies and research materials for the faculty; and serves to coordinate with the teaching faculty for the purposes of curriculum enrichment and collection development. Some of the services provided are below.

#### **Ready Reference**

The Ready Reference section of the library is located in the middle of the library to be available easily to all patrons. It contains a variety of materials that are often needed for short answer questions, immediate facts, statistics, and identification questions. The materials include encyclopedias, dictionaries, directories, manuals, handbooks, bibliographies, biographical references, atlases, etc. These materials are kept in the library for use at any time.

#### **Interlibrary Loan**

At present, Shorter has no arrangements for interlibrary loan. It is possible for students and faculty to use the interlibrary loan facilities of either Laman Public Library of North Little Rock or the Central Arkansas Library System of Little Rock and Pulaski County depending upon their home address. (Students go to the public library and check out books. Library card needed.)

#### **Library Instruction**

The reference librarian is responsible for giving organized instruction in the use of the library, its resources and services to the faculty, staff and students. The librarian will arrange to present orientation classes to all incoming students. Additional training will be presented on an as-needed basis through regular classes, in particular those such as English, Writing, Humanities, Speech, History, and Government.

Topics can range from simple tours and basic “How to use the catalog” to accessing online databases and explanations on how to research topics via the internet.

Faculty members are encouraged to meet with the librarian early in the term to schedule library instruction and prepare for class assignments and for other research assignments. The librarian staff will do all within reason to assist with those requests.

### **Reference assistance to patrons**

Reference assistance is individualized help in finding a specific piece of information, or locating specific items or materials on a particular topic. The reference librarian is ready to provide such assistance to all library patrons. The library staff will provide assistance with the use of computer databases, the electronic catalog, searching the internet and using computer word processing and presentation programs to prepare class assignments and other personal informational needs.

### **Coordination of Library and Faculty Goals**

The reference librarian will work to establish ongoing relationships with faculty members with the goal of enhancing better communications to improve resources and services. Efforts will be made to facilitate library/faculty collaboration in collection development activities, increasing library awareness of faculty needs for teaching and research, developing innovative means of improving services to the college community, and building student use and appreciation for the role of a library in everyday informational needs.

### **Book Selection**

Book selection is a major responsibility of the librarian. In order to have a relevant, well-rounded, useful collection, the librarian is encouraged to seek the recommendation of faculty members for new acquisitions. If possible, faculty recommendations are honored and all patron suggestions will be considered for purchase. To implement book selection, the following criteria should be used when recommending library materials

- curriculum related
- authoritative research sources
- current and up-to-date subjects and topics
- standard sources
- not available in current library resources
- recommended resources from peer reviewed journals
- recommended book reviews

The sources for selection should come from reliable sources such as the following: 1) CHOICE Reviews; 2) scholarly journals; 3) reviews in library and book trade journals; 4) published bibliographies; 5) recommended readings for the college's courses; and 6) publisher's catalogs.

Recommendation forms are available in the library and will be distributed from time to time at faculty gatherings. A suggestion box is kept at the circulation desk for patrons to leave comments and suggestions.

The library has an Advisory Board to help with collection development. The advisory committee consists of 3 media specialists and Community personnel. There is a consultant from the business community who will assist with needed materials. Meetings will be conducted monthly or as needed.

### **Library Conduct Rules**

Rules and regulations are made for the general good of the library and to assure that all patrons have the opportunity to learn and use the library materials in a pleasant, attractive setting. Please be considerate of others by following these guidelines.

1. Quiet: The library is a place for reading and research; therefore, a quiet atmosphere must be maintained in all areas. Keep voices low and conversation to a minimum. If you are using AV materials, please keep the volume as low as possible to avoid disturbing others.
2. Patrons should not lend materials checked out in their name to anyone else. The borrower is still responsible for materials until returned or payment for loss is made.
3. Failure to maintain suitable standards of conduct or dress in any part of the library will lead to disciplinary action, through referrals to the dean. Noisy or offensive behavior will result in being asked to leave the library. All patrons are expected to treat everyone with courtesy and respect at all times.
4. Smoking is not permitted in the library.
5. Cell phone use in the library is discouraged. Please keep phones on vibrate within the library and speak softly if their use is necessary.
6. Food and drink are not permitted in the public areas of the library.
7. Anyone entering the library under the obvious influence of either alcohol or drugs will be asked to leave. Security will be called to escort anyone refusing to leave voluntarily.

8. Patrons should help maintain the appearance and use of the library by returning all materials to the desk for shelving and by cleaning up waste paper and other debris or clutter around their work area.
9. All patrons are asked to sign into the library either by name or ID number when entering in order that statistics may be obtained for the use of the library. This information is
10. Frequently needed when applying for accreditation or grants. Only totals will be reported or kept. No personal information will be divulged to anyone outside the library staff.

### **Students' Right to Read**

"The right of any individual to read is basic to democratic society. The right to read, like all rights embedded in our constitutional tradition, can be used wisely or foolishly. In many ways education is an effort to improve the quality of the choices which are the exercise of this right. But to deny the opportunity of choice in the fear that it may be unwisely used is to destroy the freedom itself. For this reason, we respect the right of individuals and groups to express their views for the guidance of others. But for the same reason we oppose efforts by individuals or groups to limit the freedom of choice of others or to impose their own standards or tastes upon a community at large."

### **National Council of Teachers of English**

This statement is also as applicable to materials for viewing and listening as to materials for reading.

### **COPYRIGHT GUIDELINES AND "FAIR USE"**

As these sources are long and fall under copyright protection, they cannot be copied here. Therefore, please go to the following web sites for explanations of Copyright and Fair Use. Violating copyright law can result in extreme penalties and large fines. Be sure you know the law before copying any materials, especially from the internet. Look for copyright notices with explanations of allowed use on informational sites. Some authors allow free use while others do not. Always give credit to sources when using someone else's work. <http://home.earthlink.net/~cnew/research.htm>

## **SMOKE FREE CAMPUS**

### **Policy for a Tobacco-Free/Vape-Free Shorter College Campus**

Because Shorter College is committed to providing a safe and healthy working, and learning environment for the students, faculty, staff, and visitors on its campus, it hereby adopts the following tobacco-free/vape-free policy.

## **Section 1. Findings and Intent.**

The 2006 U.S. Surgeon General's Report, *The Health Consequences of Involuntary Exposure to Tobacco Smoke*, concluded that (1) secondhand smoke exposure causes disease and premature death in adults and children who do not smoke; (2) children exposed to secondhand smoke are at an increased risk for sudden infant death syndrome (SIDS), acute respiratory problems, ear infections, and asthma attacks, and that smoking by parents causes respiratory symptoms and slows lung growth in their children; (3) exposure of adults to secondhand smoke has immediate adverse effects on the cardiovascular system and causes coronary heart disease and lung cancer; (4) there is no risk-free level of exposure to secondhand smoke; (5) establishing smoke-free/tobacco-free public and workplaces such as college campuses is the only effective way to ensure that secondhand smoke exposure does not occur, because ventilation and other air cleaning technologies cannot control for exposure of nonsmokers to secondhand smoke; and (6) evidence from peer-reviewed studies shows that smoke-free/tobacco-free/vape-free policies and laws do not have an adverse economic impact on the businesses and institutions of higher education. (U.S. Department of Health and Human Services. *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2006.)

According to the 2010 U.S. Surgeon General's Report, *How Tobacco Smoke Causes Disease*, even occasional exposure to secondhand smoke is harmful and low levels of exposure to secondhand tobacco smoke lead to a rapid and sharp increase in dysfunction and inflammation of the lining of the blood vessels, which are implicated in heart attacks and stroke. (U.S. Department of Health and Human Services. *How Tobacco Smoke Causes Disease: The Biology and Behavioral Basis for Smoking Attributable Disease: A Report of the Surgeon General*. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2010.)

According to the 2014 U.S. Surgeon General's Report, *The Health Consequences of Smoking—50 Years of Progress*, secondhand smoke exposure causes stroke in nonsmokers. The report also found that since the 1964 Surgeon General's Report on Smoking and Health, 2.5 million nonsmokers have died from diseases caused by tobacco smoke. (U.S. Department of Health and Human Services. *The Health Consequences of Smoking—50 Years of Progress*. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2014.)

Numerous studies have found that tobacco smoke is a major contributor to indoor air pollution, and that breathing secondhand smoke (also known as environmental tobacco smoke) is a cause of disease in healthy nonsmokers, including heart disease, stroke, respiratory disease, and lung cancer. The National Cancer Institute determined in 1999 (Monograph #10) that secondhand smoke is responsible for the early

deaths of approximately 53,000 Americans annually. (National Cancer Institute (NCI), "Health effects of exposure to environmental tobacco smoke: the report of the California Environmental Protection Agency. Smoking and Tobacco Control Monograph 10," Bethesda, MD: National Institutes of Health, National Cancer Institute (NCI), August 1999.)

Based on a finding by the California Environmental Protection Agency in 2005, the California Air Resources Board has determined that secondhand smoke is a toxic air contaminant, finding that exposure to secondhand smoke has serious health effects, including low birth-weight babies; sudden infant death syndrome (SIDS); increased respiratory infections in children; asthma in children and adults; lung cancer, sinus cancer, and breast cancer in younger, premenopausal women; heart disease; and death. (California Air Resources Board (ARB), "Appendix II Findings of the Scientific Review Panel: Findings of the Scientific Review Panel on Proposed Identification of Environmental Tobacco Smoke as a Toxic Air Contaminant as adopted at the Panel's June 24, 2005 Meeting," California Air Resources Board (ARB), September 12, 2005.)

The U.S. Centers for Disease Control and Prevention has determined that the risk of acute myocardial infarction and coronary heart disease associated with exposure to tobacco smoke is non-linear at low doses, increasing rapidly with relatively small doses such as those received from secondhand smoke or actively smoking one or two cigarettes a day, and has warned that all patients at increased risk of coronary heart disease or with known coronary artery disease should avoid all indoor environments that permit smoking. (Pechacek, Terry F.; Babb, Stephen, "Commentary: How acute and reversible are the cardiovascular risks of secondhand smoke?" *British Medical Journal* 328: 980-983, April 24, 2004.)

Unregulated high-tech smoking devices, commonly referred to as electronic cigarettes, or "e-cigarettes," closely resemble and purposefully mimic the act of smoking by having users inhale vaporized liquid nicotine created by heat through an electronic ignition system. After testing a number of e-cigarettes from two leading manufacturers, the Food and Drug Administration (FDA) determined that various samples tested contained not only nicotine but also detectable levels of known carcinogens and toxic chemicals, including tobacco-specific nitrosamines and diethylene glycol, a toxic chemical used in antifreeze. The FDA's testing also suggested that "quality control processes used to manufacture these products are inconsistent or non-existent." ([n.a.], "Summary of results: laboratory analysis of electronic cigarettes conducted by FDA," Food and Drug Administration (FDA), July 22, 2009; <http://www.fda.gov/NewsEvents/PublicHealthFocus/ucm173146.htm> Accessed on: October 22, 2009.)

According to a more recent study, electronic cigarette emissions are made up of a high concentration of ultrafine particles, and the particle concentration is higher than in conventional tobacco cigarette smoke. (Fuoco, F.C.; Buonanno, G.; Stabile, L.; Vigo, P., "Influential parameters on particle concentration and size distribution in the mainstream of e-cigarettes," *Environmental Pollution* 184: 523-529, January 2014.) Electronic cigarettes produce an aerosol or vapor of undetermined and potentially harmful substances, which may appear similar to the smoke emitted by traditional tobacco products. Their use on college



campuses, in work and other public places where smoking of traditional tobacco products is prohibited creates concern and confusion and leads to difficulties in enforcing the smoking prohibitions.

According to the American Nonsmokers' Rights Foundation, more than 1,300 colleges and universities in the United States have adopted smoke-free or tobacco-free/vape-free policies and this number is rising steadily. The American College Health Association "encourages colleges and universities to be diligent in their efforts to achieve a 100% indoor and outdoor campus-wide tobacco-free/vape-free environment." The United States Department of Health and Human Services (HHS) has created the Tobacco-Free College Campus Initiative (TFCCI) to promote and support the adoption and implementation of tobacco-free policies at universities, colleges, and other institutions of higher learning across the United States.

The smoking of tobacco, hookahs, or marijuana and the use of electronic cigarettes are forms of air pollution and constitute both a danger to health and a material public nuisance.

In Arkansas, all public funded colleges and universities have adopted and implemented a tobacco –free campus policy. Only two Historically Black Colleges and Universities (HBCU's) in the state have adopted and implemented a tobacco-free campus policy. Shorter College with its current comprehensive health mission is seeking to become the third HBCU to adopt and implement a tobacco-free/nicotine-free campus policy.

Accordingly, the Shorter College Board of Trustees finds and declares that the purposes of this policy are (1) to protect the health of students, faculty, staff, visitors and the general public by prohibiting smoking and the use of other tobacco products, including electronic cigarettes, on the Shorter College campus; (2) to guarantee the right of nonsmokers to breathe smoke-free and nicotine free air, while recognizing that the need to breathe smoke-free air shall have priority over the desire to smoke; and (3) to encourage a healthier, more productive learning environment for all members of our campus community.

## **Section 2. Definitions.**

**A.** "Electronic Smoking Device" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

**B.** "Hookah" means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

**C.** "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any

manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.

**D.** “Tobacco Product” means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

### **Section 3. Smoking and Tobacco Use Prohibited on Shorter College Campus.**

**In light of the above findings, Shorter College campus shall be entirely tobacco/vape-free.**

The Tobacco-Free/Vape Free Policy applies to all Shorter College facilities, property, and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within Shorter College Campus housing. Smoking and the use of tobacco products shall also be prohibited outdoors on all Shorter College campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

### **Section 4. Promotion and Sale of Tobacco Products Prohibited on Shorter College Campus.**

**In further recognition of the incompatibility of Shorter College’s educational mission and the promotion of tobacco products:**

No tobacco-related advertising or sponsorship shall be permitted on Shorter College campus property, at Shorter College-sponsored events, or in publications produced by the Shorter College, with the exception of advertising in a newspaper or magazine that is not produced by Shorter College, and which is lawfully sold, bought, or distributed on Shorter College property.

For the purposes of this policy, "tobacco related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products. No tobacco products or paraphernalia shall be sold or distributed as samples on the college grounds, either in vending machines, the student union, or any area on campus.

Copies of this policy shall be distributed to all faculty and staff and shall be included with information given to all admitted students. Announcements shall also be printed in campus publications, posted on bulletin boards in highly visible areas to insure that everyone is aware of and understands the policy.

Signs prohibiting smoking and the use of tobacco products shall be posted at all points of entry to the Shorter College campus and at all Shorter College building entrances. No ashtrays shall be provided at any location on campus.

This policy is being announced 67 days prior to its implementation in order to give smokers time to adapt to its restrictions and to facilitate a smooth transition to a tobacco-free/vape-free environment. On-site smoking cessation programs shall be made available to assist and encourage individuals who wish to quit smoking. Questions and problems regarding this policy should be handled through existing departmental administrative channels and administrative procedures.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All students, faculty, and staff share in the responsibility for adhering to and enforcing this policy. Violations of the policy will be treated in accordance with general campus disciplinary procedures.

This Policy shall be effective on May 2, 2016

### **Implementation and Enforcement of Tobacco-Free/Vape-Free Shorter College Campus Policy**

#### **IMPLEMENTATION**

Authority for enforcement of this policy is vested in the Deans of Colleges, Department Chairs, Supervisors, Faculty/Staff, Dean of Students, Athletic Director or their designee, Shorter College Our Healthy HBCU Task Force, and the Shorter College Police Department, in conjunction with the Shorter College Policy Committee.

#### **COMPLIANCE**

Violation of this policy may result in corrective action under the Student Code of Conduct, Human Resources Policies and Procedures or other applicable Shorter College Regulations or Policies. Visitors refusing to comply may be asked to leave campus.

#### **TOBACCO/VAPE FREE IMPLEMENTATION & COMPLIANCE GUIDELINES**

Effective May 2, 2016, Shorter College will create a **tobacco free/vape free** campus that encompasses the entire Shorter College campus and all properties owned, operated, leased, or controlled by Shorter College. These guidelines are intended to assist Faculty/Staff, Administrators and students in the

implementation of this policy change.

Violation of the policy is defined as using **any** tobacco products, including **e-cigarettes and** other non-combustible tobacco products, within the prohibited areas.

Successful implementation of the Policy will engage everyone in creating a culture of compliance. Faculty/staff and students will be given information and communication about the policy. Through a variety of communication venues, the College will courteously remind any faculty/staff, student, visitor, vendor, or contractor violating the Policy that Shorter College prohibits the use of all tobacco products on the Shorter College property.

Authority for enforcement of this policy is vested in the Deans of Colleges, Department Chairs, Supervisors, Faculty/Staff, Dean of Students, Shorter College Task Force, and the Shorter College Police Department, in conjunction with the Shorter College Policy Committee. They are responsible for responding to reported violations of the Policy.

## **I. EMPLOYEES**

Employees are defined as persons employed by Shorter College (faculty, staff, student, and temporary). All Shorter College employees will be informed of Shorter College Tobacco Policy. An employee who violates the Policy will be subject to corrective action under the Human Resources Policies and Procedures or other applicable University regulations or policies. Employees on the Shorter College Campus may also be referred to the Vine, the Shorter College Health and Wellness Center-The Vine for access to wellness programs or other programs to manage symptoms and/or treat tobacco dependence as appropriate.

## **II. STUDENTS**

During the admission and enrollment process, all students will be informed of Shorter College Tobacco policy and receive informative materials relating to the policy

Students on the Tuskegee Campus may also be referred to the Shorter College Student Health & Wellness Center-The Vine for access to smoking cessation treatment programs or other programs to manage symptoms and/or treat tobacco dependence as appropriate.

### **A. Student**

Students who violate the Policy will be reported to the Dean of the appropriate college or the Dean of Students. Students who violate the Policy in student housing areas will be reported to the Office of Residence Life. Students who violate the Policy will be subject to corrective action according to the applicable disciplinary code.

### **B. Dual Student/Employer Status**

Some students, such as Teaching Assistants or Graduate Assistants, may have dual status as a student and an employee. These students who violate the policy should be reported to the Dean

of their college, or the Dean of Students. These students may be subject to corrective action according to the applicable disciplinary code, the Human Resources Policies and Procedures or other applicable Shorter College regulations or policies.

### **III. CAMPUS VISITORS AND GUESTS**

Visitors and Guests will be notified of this policy through campus signage, notification on the Shorter College website, and notification provided by the Shorter College department that is responsible for their visit. Visitors and guests who pre-register for a visit will be informed of the Tobacco/Vape free policy at the time of registration or prior to the visit. Tobacco/Vape use violations by any person will be reported to the Shorter College department that is responsible for their visit. Guests and visitors who violate the Policy may be asked to leave campus.

### **IV. VENDOR AND CONTRACTS**

Vendors and contractors will be informed of Shorter College Tobacco Policy in the bid or contract documents. Violations of the Policy by vendors or contractors or any of their employees or agents, including subcontractors, will be considered a breach of contract.

Tobacco/Vape used by a vendor or contractor will be reported to the appropriate campus contact, such as the Physical Plant Division, Purchasing, Project Managers, Food Services, etc. The name or description of the individual and location should be provided. Follow up will be handled by the Facility Project Manager.

### **TOBACCO/VAPE FREE ENFORCEMENT**

In accordance with respective campus policies, procedures, and the Student Codes of Conduct, violators of this policy will be subjected to appropriate disciplinary actions up to and including applicable dismissal procedures. Moreover, any member of the Shorter College Community may and is expected to identify violators of this policy. Support will be provided by the Shorter College Police Department, and any supervisors for those who are not comfortable with addressing the violation of his/her own. Enforcement of the Tobacco/Vape Free Policy is expected following the basic procedures set out in this document and the detailed procedures.

#### **A. Employee Violation**

1. Anyone identifying an employee violation will:
  - a. Report it to a supervisor; or
  - b. Report it to Human Resources; **AND**
  - c. Report it to the Shorter College Police.
2. Shorter College Police will complete the reporting process.

#### **B. Student Violations**

1. Anyone identifying a student violation will:

- a. Obtain the violator's full name and/or ask for their identification card; **AND**
- b. Report the incident to the Shorter College Police Department
- c. Contact Shorter College Police when:
  - i. The violator is non-compliant; or
  - ii. It is outside of normal College Business Hours
- d. *Contact Housing & Residential Life when:*
  - iii. *The individual violator lives in campus housing*

2. Shorter College Police will forward all violations and reports received to the Shorter College Task Force for documentation, and the Shorter College Business Office.

3. Shorter College Police will be responsible for addressing all violations with faculty, staff, visitors, guests, vendors, and contractors on Shorter College as defined by the college boundaries.

- a. Reminding the person of this policy;
- b. Requesting immediate compliance with this policy;
- c. Obtaining the violator's full name/or asking for their identification card; and/or
- d. Completing a paper/online violation form

### **C. Visitor Violations**

1. Anyone identifying a visitor violation associated with an event will:

- a. Contact Shorter College Police; or
- b. Contact the office responsible for the event in which the visitor is participating.

2. Anyone identifying a visitor violation not associated with a College event will contact the Shorter College Police Department.

3. Visitors who do not comply will be removed from campus at the discretion of the Shorter College Police Department.

### **D. Documentation of Violations**

A form will be completed either on paper/online for each occurring violation, and recorded in CAMS.

Assistance and director from Human Resources/Business Office, and the Shorter College Task Force, and Judicial Affairs will be made available. This form:

- 1. Will be completed on paper/online and recorded in CAMS;
- 2. Will be forwarded to Human Resources/Business Office for documentation of each violation;
- 3. Will be forwarded to the Shorter College Task Force for documentation of each violation;
- 4. Will be used to monitor repeat violations;
- 5. May be forwarded to Judicial Affairs.

## F. Sanctions

Judicial Affairs will address sanctions for student violations and Human Resources will address those for Shorter College employees. Consequences of violating this policy encompasses a wide range of sanctions that include, but are not limited to, verbal warning, written documentation/warning, and fines proceedings for both employees and students.

### 1. Students

The respective campus Judicial Affairs Director will address sanctions for student violators.

Sanctions will pursue a progressive format for all reported violations as follows:

#### a. First Violation

- i. The violator will receive a verbal warning from the Shorter College Police through Judicial Affairs and a verbal policy reminder.

#### b. Second Violation

- i. The violator will receive a \$50.00 fine, and be referred to the Shorter College Health & Wellness Center's Smoking cessation program or recommended cessation program.

The Business Office will receive a copy of the fine and the fine will be placed on the violator's account if a student or student-employee. The fine will need to be paid in the business office.

#### c. Third Violation

- i. The violator will receive a \$75.00 fine, and referred to the Shorter College Health & Wellness Center's Smoking cessation program or recommended cessation program

The Business Office will receive a copy of the fine and the fine will be placed on the violator's account if a student or student-employee. The fine must be paid in the business office.

#### d. Fourth Violation

- i. The violator will receive a \$100.00 fine, and referred to the Shorter College Health & Wellness Center's Smoking cessation program or recommended cessation program

The Business Office will receive a copy of the fine and the fine will be placed on the violator's account if a student or student-employee. The fine must be paid in the business office.

### 2. Employees

Violators of Shorter College policies are subject to disciplinary action up to and including applicable dismissal proceedings. Progressive disciplinary sanctions will be implemented through

the following general format, which includes, but is not limited to:

a. First Violation

- i. The violator will receive a verbal warning from through his/her supervisor with the assistance of Human Resources and a verbal policy reminder from the Shorter College Police.

b. Second Violation

- i. The violator will receive a \$50.00 fine, and referred to the Shorter College Health & Wellness Center's Smoking cessation program or recommended cessation program

The Business Office will receive a copy of the fine and the fine will be placed on the violator's account if a student or employee. The fine will need to be paid in the business office.

c. Third Violation

- i. The violator will receive a \$75.00 fine, and referred to the Shorter College Health & Wellness Center's Smoking cessation program or recommended cessation program

The Business Office will receive a copy of the fine and the fine will be placed on the violator's account if a student or employee. The fine must be paid in the business office.

d. Fourth Violation

- i. The violator will receive a \$100.00 fine, and referred to the Shorter College Health & Wellness Center's Smoking cessation program or recommended cessation program

The Business Office will receive a copy of the fine and the fine will be placed on the violator's account if a student or employee. The fine must be paid in the business office.

NOTE: The University/campus reserves the right to consider mitigating factors that may influence the process to make it stricter or more lenient depending on the particular circumstances.

3. Visitors

Visitors found in violation of this policy will be requested to comply. Those who do not comply will be asked to leave the respective campus. Police officers reserve the right to issue summons for violations. Repeat violators may also be banned from the campus.

**G. Compliance**

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of



tobacco users and non-tobacco users. It is the responsibility of all members of the Shorter College community to comply with this policy as well as all other Shorter College policies.

Members of our various campus communities are empowered and expected to professionally and respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance. Furthermore, employees and student leaders are expected to serve as role models for the entire campus community. Violations of this policy will be handled in a manner that is consistent with all University policies and procedures.

Furthermore, employees and student leaders are expected to serve as role models for the entire campus community. Violations of this policy will be handled in a manner that is consistent with all Shorter College policies and procedures.

Smoking waste management products, such as ashtrays, shall be removed from all campus premises within a reasonable timeframe.

## **V. NOTICE**

Signs communicating this policy shall be prominently posted and properly maintained where tobacco use and smoking are regulated by this policy, including all building entrances, grounds, and vehicles. Shorter College shall also notify students, parents/guardians, staff, contractors, and other school visitors annually of the Tobacco/Vape-free policy in written materials including, but not limited to, handbooks, manuals, contracts, newspapers and newsletters.

## **VI. POLICY AND PROCEDURE REVIEW**

The Our Healthy HBCU Shorter College Task Force, Human Resources, and respective campus Office of Student Life will maintain specific responsibility for completing revisions and associated outreach.

This policy was adopted by the Shorter College Board of Directors on *March 29, 2016*

The Implementation and Enforcement Policy was reviewed and adopted by the *President O Jerome Green* on *May 20, 2016*.

## ALMA MATER

O Shorter we all love thee  
You made the way for us  
Our prayers, our aims, our loyal claims  
Shall all be in thy name?

We pledge to live in noble deeds  
Lift high thy grand ideals;  
Serving a world that is in need  
And live a life that's real.

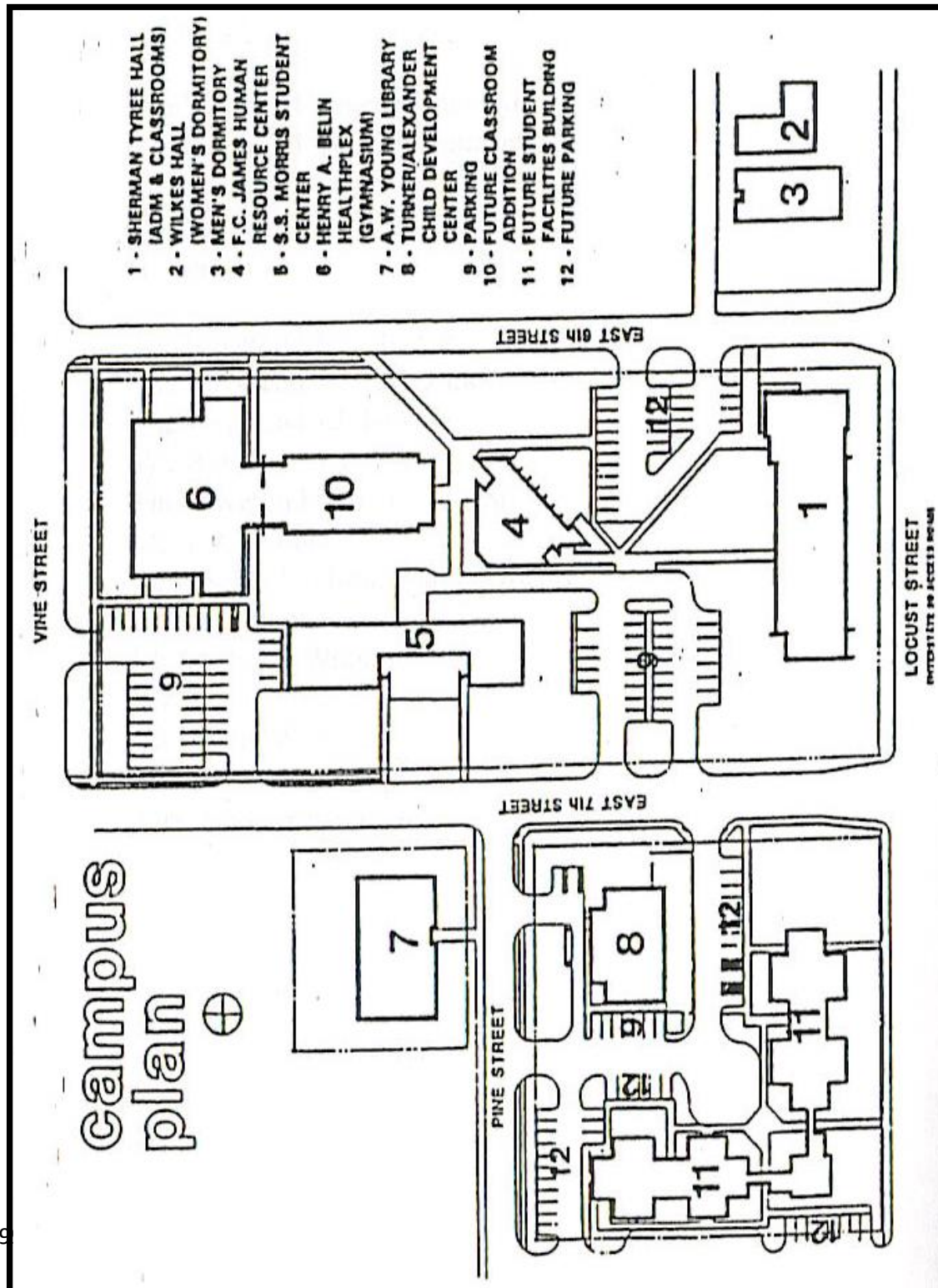
Help those who laud and praise this day  
Thy grand truths to express;  
Old Alma Mater we do pray  
That thou shall live for aye

### REFRAIN

That thou shalt live for aye Mater  
That thou shalt live for aye;  
O Shorter College we do pray  
That thou shalt live for aye.

**- James Roy McBeth -**

# CAMPUS MAP



## **DISCIPLINE COMMITTEE MEMBERS**

**NOTE: Currently the members of the Academic Council, who are also members of the Committee on Academic Misconduct, are: (Page 34)**

Associate Dean of Academic Affairs

Dean of Student Affairs

Registrar

Full and Part-Time Faculty

**The members of the Student Grievance Hearing Committee are: (Pages 31-32)**

Dean Student Affairs (Student Affairs-Non-Voting Chair)

Administrative Designee

Faculty Senate President

SGA President

Faculty (4)

## APPENDICES

### A. Student Government Association Constitution and By-laws

## Appendix A: STUDENT GOVERNMENT ASSOCIATION CONSTITUTION AND BY-LAWS

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### Preamble

We the members of the Student Government Association of Shorter College, in order to provide for student participation in school government, establish better student/teacher relationships, afford training in citizenship, and insure a sincere respect for the aims and objectives of Shorter College, do ordain and establish this constitution for the student government of Shorter College.

### ARTICLE 1- NAME

The name of this organization shall be Shorter College Student Government Association.

### ARTICLE II – MEMBERSHIP AND PURPOSE

- Section 1. Membership in the Student Government Association shall be given to all regularly enrolled students of Shorter College.
2. The purpose of the SGA, as the official student governing body for the students of Shorter College, shall be to cooperate with the governing bodies of the college in maintaining the Christian principles and beliefs on which the college was founded to initiate and promote the school spirit and the activities of the student body.

### ARTICLE III- OFFICERS

- Section 1. The executive officers of the SGA shall be the President, Vice President, Secretary, Treasurer and Parliamentarian. The executive council of the SGA will consist of six (6) Senate members; three (3) representatives from each (Freshman & Sophomore) class all members of the executive body shall have the power to vote with the exception of the President who will vote only in the case of a tie or the absence of a fellow Council member.
2. The faculty advisor shall be elected by Faculty Senate members with the approval of the college President. The term of each shall be one academic year.

### ARTICLE IV – QUALIFICATIONS OF OFFICERS

- Section 1. Officers must have maintained an academic accumulated grade point average of 2.0 and must maintain such a grade point average simultaneously with his/her position in the SGA
2. The President must be a sophomore the coming school year and he/she must have been enrolled in Shorter College the entire academic year immediately preceding his/her term of office.
  3. The Vice President must have been a full-time student immediately preceding his/her term in office and also has attained sophomore status.
  4. The Secretary and Treasurer must meet the same criteria as the other executive officers.
  5. All members of the Senate are to be in good standing at the college.

#### **ARTICLE V – DUTIES OF OFFICERS**

- Section 1. It shall be the duty of the President to preside over the monthly and called meetings of the SGA, to act as ex-officio Chairman of all committees, to submit to the Executive council suggestions and plans at the beginning of the year and perform other duties related to the office.
2. The Vice President will preside during the absence or at the request of the President.
  3. It shall be the duty of the treasurer to keep a record of all finances of the Association. He/she shall keep a record of all funds received from the Association's Secretary and of all expenditures made. All checks he/she issues must be countersigned by the President and the faculty advisor. They shall make a financial report to the SGA at the last meeting every semester and at any other time upon request of the executive council.
  4. The Secretary and Treasurer must meet the same criteria as the other executive officers
  5. All members of the Student Senate are to be in good standing at the college.

## **ARTICLE VI – ELECTIONS AND VOTING**

Section 1. Campaign speeches of candidates for the office of President, Vice President, Secretary, Treasurer and Parliamentarian will be held each year between March 14<sup>th</sup> and April 14<sup>th</sup>. Voting for the candidate of choice should be completed prior to March 14<sup>th</sup>.

A general election must be held annually between March 14<sup>th</sup> and April 14<sup>th</sup>, the specific date to be determined by the President of the SGA, its Secretary and its faculty advisor, at which time all vacant offices will be filled.

2. Nomination of all officers must be made by petition with a minimum of six (6 ) signatures, except in cases specifically stated otherwise and shall be filed with the executive at least one (1) week preceding the date of preliminary (campaign speeches) election procedures begin.
3. All officers must be elected by a majority of votes cast. Voting shall be e-voting. ) Winning candidates shall be declared elected for a term of one (1) year.
4. Polls shall remain open from 8:30a.m. Until 6:30p.m.
5. The formal inauguration of the executive officers shall take place the week following the election. The President and/or the Secretary will determine inauguration of other executive council members during the period of March 14 to April 14.

## **ARTICLE VII – THE EXECUTIVE COUNCIL**

Section 1. All elected officers are members of the executive council, which make up the SGA. Candidates to these positions will be filled regardless of race, creed, sex, or national origin.

## **ARTICLE VIII – VACANCIES**

Section 1. An officer may be recalled from office through presentation to the Executive Council a petition bearing two-thirds of the members of the Student Association

A measure, whether or not previously considered by the Executive Council, shall be submitted to a special meeting of the Student Association upon a written petition of fifty (50) members. A majority of the votes cast shall signify adoption.

## **ARTICLE IX – AMENDMENTS**

Section 1. Amendments may be made to this Constitution only by affirmative vote of two-thirds of the Members of the Student Association. Amendments may be submitted by the Executive Counsel or by petition bearing at least fifty (50) signatures of the students. Voting may be done by open ballot except when at least ten (10) percent of the members of the Association request a secret ballot.

Members of the Student Association must be notified of proposed amendments at least one (1) week prior to the date of adoption or rejection.

#### **ARTICLE X – RATIFICATION**

Section 1. The Constitution shall be in full force and effect upon approval by the President and faculty of Shorter College and by two-thirds majority vote of the entire student body.

NOTE: This copy of the Constitution represents the original Constitution. Subsequent amendments have been made to this Constitution and should be noted.



## TRACKING FOR AD-HOC MODIFICATIONS, REVISIONS AND DELETIONS

- A. November 10, 2014 - SAP (Satisfactory Academic Progress Policy); Financial Aid's. This policy Effective on August 1, 2012. **[Change number 1-14]**
- B. December 3, 2014 – Academic Progress (Warning, Probation and Suspension Policies); and Administrative Withdrawal Policy. This policy effective on August 1, 2014 **[Change number 2-14]**
- C. February 25, 2015– Grievance Policy addition (Policy regarding filing a grievance with the Arkansas Department of Higher Education). This policy effective on February 25, 2015 **[Change number 1-15]**
- D. November 4, 2015 (Retro to 8/15/2015) – Modifications were made to the attendance policy. **[Change number 4-15]**
- E. February 2, 2016 (Retro to January 19, 2016) – Modifications to the Chapel policy. **[Change number 4-16]**
- F. March 4, 2016 – Modifications/revisions to the Class Attendance Policy and merging the class attendance policy with the administrative withdrawal policy for non-attendance. **[Change number 5-16]**
- G. July 21, 2016 – New policies and updates to the following policies below. **[Change number 6-16]**
- Attendance Policy (UPDATED POLICY)
  - Excused Policy (REMOVE POLICY)
  - Satisfactory Academic Progress (UPDATED POLICY)
  - Smoke Free Policy- (NEW POLICY)
  - Add Drug and Alcohol Policy
  - Modification of the Admissions Policy (regarding Social Security Card/Number and Immunization Records.
- H. April 26, 2017 – Changes to the fee schedule for SCP students. **[Change number 1-17]**
- I. April 10, 2018 – Forming a new student organization policy and procedure (includes dissolution and registering existing student organizations). **[Change number 1-18]**
- April 10, 2018 - Degrees reprints are permitted, at the cost of \$25 per print. **[Change number 2-18]**

## TRACKING FOR ANNUAL MODIFICATIONS, REVISIONS AND DELETIONS

***All assessments and reviews of institutional core publications are performed once each year.  
All modifications are reviewed and approved by the Board.***

## 2021-2022 Annual Review of Student Handbook

Overview of Changes	<ul style="list-style-type: none"><li>• NC-SARA Student Complaint Form was added to pages 34-35</li></ul>
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## 2017-2018 Annual Review of Student Handbook

Overview of Changes	<ul style="list-style-type: none"><li>• A brief sentence was added to page 41 so that students will know to contact their Student Success Counselor along with their instructors when the student is going to be absent from class.</li><li>• Also on page 53 the Student Success process was added to the document.</li><li>• Update the Board of Trustees Names</li></ul>
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## 2016-2017 Annual Review of Student Handbook

Overview of Changes	<ul style="list-style-type: none"><li>• Removal of inactive Student Organizations</li><li>• Additions of Student Services (Student Success Counselors)</li><li>• Student Grievance Process with TRACS</li><li>• Updated information on Board of Trustees</li></ul>
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## 2015-2016 Annual Review of Student Handbook

Overview of Changes	<ul style="list-style-type: none"><li>• Removal of inactive Student Organizations</li><li>• Additions of Student Services (Student Success Counselors)</li><li>• Student Grievance Process with TRACS</li><li>• Updated information on Board of Trustees</li></ul>
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## 2014-2015 Annual Review of Student Handbook

Overview of Changes	<ul style="list-style-type: none"><li>• Changed Picture (p. 8)</li><li>• Deleted "To Be Renovated" (p. 12)</li><li>• Changed Admissions department from Student Affairs to Academic Affairs (p. 13)</li><li>• Changed Student Affairs locations to the SS Morris Building</li><li>• Added Pajama Pants to the dress code (p. 29)</li><li>• Changed Chapel Service to Chapel Assembly (p. 39)</li><li>• Added "and complete a request form" for tutoring services</li><li>• Changed Programs to Affairs (p. 76)</li><li>• Deleted outdated information/added accurate dates (p. 80)</li></ul>
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## 2013-2014 Annual Review of Student Handbook

Overview of Changes	<ul style="list-style-type: none"><li>• Grammatical changes</li><li>• Updated institutional goals per the Strategic plan.</li><li>• Updated the Historical Sketch of the institution.</li><li>• Updated SGA election dates and members.</li><li>• Updated the names of Disciplinary Committee Members</li></ul>
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