



STUDENT HANDBOOK

2008 - 2009

I. GENERAL INFORMATION, GUIDELINES AND RESPONSIBILITIES

A. Student Services Office

As a liberal arts institution, Alice Lloyd College is concerned with the education of the total person. The Student Services Office has an integral role in the intellectual, social, emotional, physical and spiritual growth of each individual student. From the initial contact by the college Admissions Office through graduation, the Student Services staff provides an orderly series of activities and services which assists the student's passage through the academic process. The various services and programs provided through the Student Services Office supports the educational process by fostering maturity, emphasizing responsibility, developing self-confidence and self-worth.

The Student Services staff is directed by the Dean of Students, and is comprised of the Dean of Women, Director of Student Development, Intramurals Director, Athletic Director and coaches, Chief of Police, Director of Housing, Head Residents, Head Resident Advisors, Resident Advisors, Director of Career Services, and Director of Health Services.

The student services administrative offices are located on the 2nd floor of the Davis Student Center.

B. Student Rights and Responsibilities

Alice Lloyd College students have the right to engage in the educational process, to be free from discrimination on the basis of race, creed, color, gender or national origin, to be secure in their persons, living quarters, papers and effects, to be free from illegal or unauthorized searches and seizures, to be free from violence, force, the threat of force, entrapment and coercion, and to be informed of the standards and norms of conduct established by the College.

The Alice Lloyd College campus is a community which can contribute to the growth of all individuals, encouraging high standards of conduct and attitude.

Students have the right to speak freely, to exchange thoughts and opinions, to engage in discussion and to make inquiries, subject only to the right of the College to make reasonable rules and regulations related

thereto.

The College has a supervisory role in that all individuals in the community are expected to respect institutional standards and respect the rights of others.

To promote this atmosphere, Alice Lloyd College, as a private institution, reserves the right to establish certain policies, rules and regulations, many of which are published in the student handbook. Students are expected to be familiar with them and the spirit of the institution. Failure to observe the policies and regulations may result in disciplinary action including fines, incident reports, social probation, suspension, or expulsion from the College.

An integral part of a complete college experience is the development of a sense of responsibility and self-discipline. In order to enhance this development, every attempt is made to provide students with independence and the opportunity to make decisions on their own. Student life at Alice Lloyd College requires maturity of values and willing compliance with the requirements of community living. Toward these ends, the student services staff, (supported by the President) is generally responsible for the maintenance of the student community in harmony with the purpose of the College.

C. Student Conduct

Students are expected to conduct themselves both on and off campus as responsible members of a community and to demonstrate courtesy and respect for others. Abusive behavior, offensive language, theft, sexual conduct inconsistent with the high standards of the College, or placing a fellow member of the community in jeopardy in any way will not be tolerated.

Consistent with the tradition and philosophy of Alice Lloyd College are high standards of conduct and attitude.* The attitudes of members of this community are reflected in the manner of speaking, in consideration of others' property, in appropriate dress for the occasion at hand, in the quality of relationships and in excellence of work performed.

Students may be informed of regulations not printed in the handbook which also apply.

The College also reserves the right to make decisions

regarding the status of students with special emotional or physical health problems. Status decisions will be based on the following considerations: health and safety of the student involved, health and safety of others, ability of the student to function in academic, labor, and social situations, the adequacy of medical care, services and facilities available on campus to respond to the student's needs, and the responsibility of the College and the amount of risk it can take in good conscience.

***The College reserves the right to suspend or exclude, at any time, a student whose conduct or influence it regards as undesirable. In such cases, fees will not be refunded and the College will bear no liability for such disciplinary action. The Student Handbook specifies the standards of conduct and students are expected to inform themselves of such regulations.**

D. Student Written Complaints

Generally complaints will fall within one of the five following areas: Student Work Program, Student Services, Academic Affairs, Institutional Advancement or Business Office. All written signed complaints should be directed to the appropriate Dean or the Director of the Student Work Program, who will either address the complaint or channel it to the appropriate person(s). If a student does not know where to file a written complaint, (he or she) can contact the Student Services Office for directives.

E. Disciplinary Appeals Process

1. Any student who is charged with an infraction of any Alice Lloyd College regulation may appeal the decision in writing to the appropriate Dean within 24 hours after receiving the disciplinary decision.

2. The respective Dean shall make the initial inquiry to determine if, in his or her sole judgment, there are reasonable grounds for a hearing. If it is determined that there are grounds for a hearing to be held on the charges, the Dean will contact the Chairman of the Disciplinary Committee* to conduct the hearing. In all decisions involving a suspension or expulsion, the Dean will ask the student if he or she wishes to appeal the decision in writing before a disciplinary committee.

3. A third and final written appeal may be directed to the

President of the College who may or may not hear the appeal.

***The Disciplinary Committee is a standing committee composed of faculty, staff and student representation. Appointed by the Committee on Committees, the Disciplinary Committee may render an opinion to the respective Dean concerning the circumstances of a particular case. Only those persons who bring relevant testimony may be present at the hearing before the Disciplinary Committee. After testimony has been presented to the Disciplinary Committee, the Chairman of the Disciplinary Committee will inform the respective Dean of the Committee's opinion.**

F. Discipline, Suspensions & Expulsions

Discipline: Discipline in its various forms, may be applied as one or more of the following:

Expulsion: Exclusion from the college for an indefinite period of time.

Suspension: exclusion from the College for a definite period of time with the possibility of readmission. The period of suspension and the conditions for readmission will be determined by the appropriate Dean. Suspended students are expected to apply for readmission. Applications must be approved by the Admissions, Scholarship, and Financial Aid Committee.

Students excluded from the campus through expulsion or suspension are expected to vacate the campus within 24 hours after the discipline has been assigned (unless a plea for an appeal is registered) and may not return to the campus during the period of suspension or expulsion without permission from the appropriate Dean.

Social/Disciplinary Probation: a period of time to test a student's willingness and ability to meet the conditions of the guidelines of the College. The student may have social privileges either terminated or limited during probation. The privileges terminated are social curfew permissions for the semester and prohibition of representing the College in many official capacities (i.e., S.G.A., R.A., class officer, etc.) There may be limitations on some activities during the period of probation, such as, participation in College dances and intramurals. A student on social/disciplinary probation must pre-register for each dance in the Student Services Office and will not be allowed to bring an off-campus guest. The student is also not permitted to have off-campus guests visit overnight in the dorm.

Fine: an established sum of money required for a violation or

offense.

Warning: a notification that continued violations will warrant more serious disciplinary action.

Revoking of Parking Privileges: the suspension of permission to park a student's motor vehicle on campus for a definite period of time.

***Discipline is generally exercised by one of the Deans, depending on the nature of the case, but may be employed by the Pippa Passes Police Department or others in authority.**

G. Student Incident/Discipline Reports and Monetary Fines

The Student Services Office staff and resident advisors may write incident reports for violation of College rules. Incident reports can be written for inappropriate behavior such as fighting, destruction of property, violation of quiet hours in the dorm, use of tobacco inside buildings, etc. Incident reports are kept on file in the Student Services Office. Monetary fines can be assessed as a result of the inappropriate behavior. The following are established monetary fines:

Violation of dormitory quiet hours - \$5.00

Public Display of Affection (PDA):

1st Offense - Warning; 2nd Offense - \$5.00 plus referral to Student Services Office

Missing a scheduled dormitory floor meeting - \$5.00

Littering in campus buildings or on

Campus grounds - \$5.00

Use of tobacco inside buildings:

1st Offense - \$10.00

2nd Offense - \$15.00 and referral to

Student Services Office

Failure to pass dormitory room inspection - \$5.00

Use of dormitory master key for admission to dorm room - \$2.00

Please note that all fines are payable in the Student Services Office within seven (7) days of the date issued. Students who wish to raise any issues concerning monetary fines within the seven day period may do so by contacting the Student Services Office.

H. Automobile Regulations

Pippa Passes, Kentucky, is a sixth class city and is authorized

through its city council to legislate laws and provide for the safety of its citizens. The Pippa Passes Police Department has jurisdiction within the city limits to enforce the laws of the community, state and nation. Students are liable under civil law where applicable.

I. Registration of Vehicles

Students who bring automobiles or other vehicles to campus must purchase a decal each semester and be assigned a parking area. Parking decals are purchased during registration.

When a student reaches the automobile registration step in the registration process, he/she should have with him/her the following information: license plate number, dorm name and room number, home address and phone number and make, model, and color of vehicle.

Primary and Secondary Vehicles: If a student must switch cars on a regular basis (example: must drive Mom's car one week and Dad's car the next), both vehicles must be registered. The primary vehicle will be charged the regular registration fee of \$30.00, the secondary car will then be registered and charged \$10.00. No more than one secondary car may be registered for any one student. Failure to register a secondary vehicle is the same as failing to register a primary vehicle. ***No refunds will be given after the first full week of classes.***

J. Parking Regulations

The following are parking regulations developed by the Student Services Office and the Pippa Passes Police Department:

Student Parking: Students are assigned parking based on the number of cumulative hours they have obtained. Available student parking areas are as follows:

Lot A: Gym-Geddes Hall Area (43 spaces)

Lot B: Library Area (42 spaces)

Lot C: Between Lot X & Creeksides (60 spaces)

Lot X: Maintenance Building (85 spaces)

Lot D: Carrick (60 spaces)

Lot R: Roadside Parking (50 spaces)

Students are allowed to park roadside in the white lines only, not in the yellow lines, from 5:30 p.m. to 11:00 p.m., Monday through

Friday.

Staff Parking: In each parking area there will be several parking spaces marked off in yellow. These spaces are for faculty and maintenance only. Students will be ticketed for “wrong area” if discovered in one of these spaces.

College Owned Vehicles: Transportation is at a premium at ALC and JBS and it is imperative that College vehicles be treated with care. Only individuals who have completed a safety course under the supervision of the Pippa Passes Police Department and passed a driver’s license check are authorized to drive college vehicles. Groups checking out vehicles are directly responsible for their care and must remember that someone else will be using the vehicles in the immediate future. Vehicles can be checked out only for special occasions and must be approved by the Dean of Students.

Visitor Parking: Visitors with automobiles will be assigned a temporary parking place while they are on campus. Hosts are responsible for obtaining a visitor’s parking sticker from the Pippa Passes Police Department. Other visitors may receive a temporary parking sticker from the PPPD and may park in the designated areas.

Loss of Parking Decal: Loss of parking decal should be reported to the Pippa Passes Police Department immediately. The decal number will then be cancelled and a new one will be issued at the cost of \$5.00.

Violations: Citations for parking violations will be issued beginning the first day of class. Parking violations are \$10.00, however, a student who parks in an illegal area may have his/her vehicle towed at their own expense.

A. Blocking of fire lanes, access lanes, reserved spaces or other automobiles will be reason for towing. This also includes parking in reserved areas. The fines will be \$20.00 plus the cost of towing.

B. Failure to register a vehicle is a \$20.00 fine plus the \$30.00 registration fee.

C. Falsifying registration could result in a \$50.00 fine and assignment to Lot X for the remainder of the semester.

D. Tickets will be left on the windshield under the wiper blade. Anyone caught tampering with the tickets will be subject to disciplinary action.

E. Tickets must be paid no later than one week after the date on the ticket, which will serve as official notification. Tickets are to be paid in the Student Services Office.

Persistent violations of parking regulations will result in the loss of loss of driving privileges.

K. Speed Limit and Safe Driving

The speed limit through the city limits is 10 m.p.h. Any citation received for speeding on the public highway must be paid at the Knott County Courthouse in Hindman, Kentucky.

Alice Lloyd College reserves the right to alter or change any or all of the above stated regulations as needed. Students will be given ample notice of such changes.

L. Use of Tobacco

Tobacco use of any type is not allowed in any buildings on the Alice Lloyd College campus. Violation of this will result in the following disciplinary action: 1st offense - a warning plus a \$10.00 fine; 2nd offense - \$15.00 fine and referral to Student Services Office. Persistent violators will be subject to further disciplinary action.

M. Identification Cards

Full time students are identified by resident or commuter classification and are issued an appropriate identification card at registration.

Resident students will be asked to present I.D. cards in the dining hall before receiving meals. All students may be asked to present I.D.s for entrance to social events. Replacement I.D.s will be issued at the expense of the student.

N. Alcohol and Drugs

The College does not permit the use of, or possession of alcoholic beverages or illegal drugs on “campus.” Improper use of any drug(s) will not be tolerated. Violators will be disciplined. If the College determines that a student violates this policy, that student will be suspended or expelled. In the event of suspension, the student may reapply for admission the following semester. “Campus” includes Lots X and C, the baseball field and the area between the two stop signs on

either end of campus.

***On November 18, 1988, President Reagan signed into law the Anti-Drug Abuse Act of 1988. Title V-D of the Act (also referred to as the Drug-Free Workplace Act) requires that all recipients of grants from any federal agency, including institutions participating in the campus-based programs (Perkins Loans, College Work-Study, and Supplemental Educational Opportunity Grant Programs) and state agencies participating in the State Student Incentive Grant program, certify to the agency that they will maintain a drug-free workplace.**

The Substance Abuse Policy can be found in the Student Services Office.

O. Campus Crime Report

Alice Lloyd College has copies of Campus Crime Reports available in the Student Services Office.

P. Search and Seizure Policy

Alice Lloyd College has adopted a search and seizure policy which can be found in the Student Services Office.

Q. Firearms and Fireworks Policy

To ensure the safety of students and staff on campus, students are requested not to engage in activities that threaten their own safety or the safety of others. The College does not permit the use or possession of firearms, knives, fireworks or any weapons on campus. Violation of this regulation will result in disciplinary action.

R. Sexual Harassment

Alice Lloyd College has accepted a policy which prohibits sexual harassment. A copy of this policy can be found in the Student Services Office.

S. Visitation Regulation

A student may not visit the residence areas (including hallways and stairwells) of members of the opposite sex. Failure to comply will result in disciplinary action, up to and including possible suspension or

expulsion of any or all parties involved.

Dormitory visitors are subject to all Alice Lloyd College rules and regulations. Student visitors are welcome in the public areas of the dormitories from 9:00 a.m. to 11:30 p.m. daily, but opposite sex visitors may not be in the public areas at other times of the day. All other visitors must have a pass signed by a Student Services staff member. Visitors must be registered by their hosts/hostesses at all campus social events they wish to attend.

T. Public Display of Affection (P.D.A.)

Alice Lloyd College does not permit the public display of affection. People usually know what is acceptable public behavior. Students who are in doubt about acceptable and unacceptable displays of affection should check with a member of the Student Services staff, head resident, head resident advisor or resident advisor.

U. ALC/JBS Student Relationship

Although Alice Lloyd College and the June Buchanan School are located in the same geographical area, they are separate entities administered independently and governed by a different set of guidelines. Alice Lloyd College students may not date students from the June Buchanan School while on campus or during the school week.

V. Withdrawal for Health Reasons

The College, in some cases, may find it necessary to request that a student temporarily withdraw from school for precautionary measures and for the health and safety of the student and the college community. All students must initiate a withdrawal form in withdrawing from school. Those forms are in the Registrar's Office and must be signed by all office instructors.

W. Appropriate Dress

Alice Lloyd College has a long-standing tradition of emphasizing development of the total person and a commitment to personal and community enhancement. As members of the campus community, students are expected to dress modestly and appropriately for various occasions.

The College recognizes that “modest” or “appropriate” is often loosely defined in society at large. Therefore, the following guidelines are offered to assist students in choosing suitable dress:

Professional Day (Tuesday) Dress: A standard type of dress will be required of all students on central campus until 2:00 p.m. and for all convocation programs. Central campus includes all of the campus buildings with the exception of the gym, maintenance building, the 2nd floor of the Student Center and the residence halls.

Professional Dress for Men: Professional attire for men consists of a dress shirt, standard neck tie or bow tie, and dress slacks (no jeans or faded fabric). A dress shirt is defined as one that buttons at the neck with a collar under which a tie may be worn. Dress shoes, walking shoes, and western boots are permitted.

Professional Dress for Women: Professional attire for women consists of a dress, skirt, regular or split, with blouse, skirt suit, dress slacks with dress blouse or pants suit (no jeans or faded fabric). Dress shoes, walking shoes, and boots are permitted.

Convocation Dress: In addition to professional day (Tuesday) dress requirement, males must wear a sports or suit jacket (which is to remain on during the program) and women must wear a dress or skirt (rather than dress slacks) to attend convocation. **All convocation programs are dress occasion.**

Casual Dress: Casual attire will be permitted on central campus at any time with the exception of professional day (Tuesdays until 2:00 p.m.). Students are asked to use reasonable discernment with regard to casual dress. Casual attire includes jeans, sweatsuits, and walking shorts (which are past mid-thigh and in good taste).

Notations and Exceptions:

- A. The College requires that students remove their hats/caps when entering the cafeteria, classrooms or at special functions such as convocations.
- B. Casual attire is allowed for breakfast any day of the week.
- C. With the exception of professional day, students will be permitted to wear nylon sweats or walking shorts during the noon meal.
- D. Clothing, including T-shirts and sweat shirts with slogans or

art work which the College deems to be inappropriate will not be permitted on campus.

- E. Hairstyles and jewelry are to be modestly selected as determined by the Dean of Students. Earrings on males and facial or body rings on males or females are not allowed.

X. Hunger Din (Dining Hall)

The Dining Hall (Hunger Din) is a public eating facility where students, faculty, alumni, board members and visitors are welcome. It is also a place where the spirit of community prevails and high standards of conduct are expected of the college community. Students are asked to join in an effort to control spiraling food costs by not wasting food. Students must have permission from the Director of Food Service (Pioneer College Catering) to take food from the dining room.

The following are the policies to be observed by food contract students:

1. A.L.C. student I.D.s must be presented at all meals. Students who do not have their I.D. will not be allowed in the dining hall.
2. Passing an I.D. to other students is prohibited.
3. Taking food from the dining hall is prohibited.
4. Plates, glasses, and silverware may not be taken from the dining hall.
5. All guests must pay for meals in the dining hall. Meal rates are as follows:
Breakfast: \$3.25
Lunch: \$4.00
Supper: \$4.50
Steak night or monthly special \$5.50.
6. Only one entree (main course) is allowed per student. Salad and vegetable bar is open for second helpings.
7. Any suggestions or complaints concerning food service may be reported to the Food Service Committee.

Y. Littering on Campus

Students are encouraged to keep the campus clean and free of trash and will be reminded to refrain from littering. Students are expected to deposit trash in containers, not on walks, roads, or in the

creek.

Littering may result in disciplinary action.

Z. Solicitation

All solicitation (which includes selling candy, sundry items or other merchandise) should be cleared through the Student Services Office.

AA. Off-Campus Parties

Off-campus parties must be cleared through the Student Services Office. More than six students constitutes an official party.

BB. Off-Campus Housing

The college requires that full-time students live in authorized campus housing with the exception of students commuting to ALC and living with immediate family members. Any additional exceptions must be cleared through the Student Services Office.

CC. Student Health Services (Infirmary)

The infirmary is open for sick call from 8:30 a.m. until 1:00 p.m. Monday through Friday. At other times, sickness and emergencies should be reported to the Head Resident (if in dorm) or someone in the Student Services Office who will then contact the College Nurse and Director of Student Health Services. Dorm visits by the nurse are reserved for critical or emergency situations. In general, sick students are expected to visit the Infirmary. When the nurse deems it necessary, she may excuse students from class.

The Health Services Center has physician coverage two days each week. This coverage has on occasion (such as flu outbreaks, etc.) been extended to 4-5 days per week. On physician coverage days, services are expanded to include physical exams and prescriptions by the physician.

DD. Student Accident Insurance

Alice Lloyd College students are insured for injuries due to accidents, but are not insured for illness. Accident insurance forms may be obtained in the Student Services Office. Parents are advised to check

their group/family insurance for coverage of illness.

EE. Spiritual Concerns

Alice Lloyd College is a non-sectarian institution and promotes no specific doctrine or creed. However, the college philosophy is based on the Christian faith and promotes Christian principles and values. Various religious courses and convocations are offered and every effort is made to meet the spiritual and religious needs of the students.

FF. Counseling

On campus counseling is available for students at ALC. The counselor's office is on the first floor of the June Buchanan Alumni Center. College faculty and staff are available for students who may need to discuss personal concerns.

GG. Career Services Office

Vocational testing, counseling, resume writing and cover letter preparation, career placement assistance, mock interviews, campus interviews, a graduate library and career fairs are services provided by the Career Services Office. The Career Services Office is located on the 2nd floor of the Student Center.

HH. Tutoring

Students may need the services of a tutor for a course or courses in which they are having difficulty.

Tutoring for classes and for general academic skills is provided, free of charge, through the office of the Coordinator of Tutoring Services and through the faculty. Students are encouraged to contact their advisor and/or the Coordinator of Tutoring Services for a list of days and times tutoring is offered.

II. Student Work Program

Central to the philosophy of this institution is the College Student Work Program. The opportunity for students to work helps fulfill their economic needs and promotes a wholeness in their education experience. All full-time students are required to work a minimum of ten hours each week during the regular term of classes. Educational

costs and/or personal expenses may be reduced by working extra hours.

JJ. Convocation Series

Attendance at six convocation programs each semester is a requirement for all Alice Lloyd College full-time students. Convocation events are generally scheduled on Tuesdays, either at 1:00 p.m. open or in the evening. A schedule of the events will be made available to all students. Attendance for convocation programs is recorded in the Dean of Women's Office, 2nd floor of the Student Center. Any question concerning attendance at these events may be directed to that office.

Opening convocation is scheduled during the first full week of classes each semester. The purpose of the opening convocation is to bring the entire academic community together to reaffirm the objectives of Alice Lloyd College. A special guest is frequently invited to address the college community. Opening convocation, Founder's Day, Free Enterprise Day and Honor's Day are required of all students and each counts as one Caney Convocation credit. Failure to attend any required convocations will result in two additional required events for the following semester.

Senior Education majors are exempt from convocation attendance during the semester in which they are student teaching (unless they must attend "penalty" convocations.)

KK. Pornography Policy

Alice Lloyd College prohibits the possession or display of pornography, including internet pornography. A copy of the College policy on internet usage can be found in the Student Services Office.

II. RESIDENCE LIFE

As a residential institution, Alice Lloyd College believes that campus living provides opportunities for personal growth, development, and education.

Residential living provides students with a unique learning experience. Inherent in this experience are certain responsibilities assumed by the students. These responsibilities include, but are

not limited to, maintaining a clean and safe room, cooperating with scheduled room inspections, attending residence hall floor meetings, residing in the room assigned by the Housing Office, obeying the College curfew and participating in fire drills and other emergency preparations.

A. Residence Halls

Alice Lloyd College has five dormitory complexes: Howard Hall, Berger-Auen Hall, Carrick Hall, Lilly Memorial Hall and Geddes Hall.

B. Residence Hall Staff

The residence hall staff works with the Student Services Office in establishing a campus environment conducive to learning. Staff members include a head resident for each dormitory, a male head resident advisor, a female head resident advisor and resident advisors on each floor of each dormitory.

C. Housing Requirements

Only full-time students, (individuals who are enrolled in at least 12 credit hours of college classes), are eligible to live in one of the College dormitories.

D. Room Deposit

Alice Lloyd College requires a non-refundable room deposit of \$50.00 from all residential students. A student is responsible for his/her living area, its contents, and the College property. Damages will be deducted from the room deposit or may exceed the deposit; however, the deposit will need to be kept at a \$50.00 level. Charges will equal the cost of repair or replacement.*

This deposit must be paid by July 1st in order to reserve a room for the fall term (non-refundable after January 1st).

***Key deposit: Loss of a key will result in a \$10.00 charge.**

E. Room Assignments

The Student Services Office will arrange room assignments at the beginning of each semester. In order to keep an updated list

consistent, the Student Services Office has adopted a policy on room change. Room change requests can be made after the first full week of classes. Students may request room changes after the first week of classes. Room changes after the one week deadline can only take place if the Student Services Office deems it necessary.

The College reserves the right to move students to consolidate vacancies or to improve the student life program. We feel that it is important for a student to have a roommate; in the event a student loses a roommate, he/she will be given the option of finding a new roommate in a timely manner or will be assigned a roommate by the Housing Director. Advance notice will be given to students in the event of such a move. Unauthorized moves will result in disciplinary action by the Student Services Office. A room is to be occupied by no more than the number of students assigned to it.

F. Room Inventory

Each room is inventoried as part of check-in, check-out, and room change procedures. This inventory states the contents and condition of the room. The inventory is signed by each resident and the resident advisor and is filed in the Student Services Office. Since the inventory is used to assess damages (the difference between a room's present and previous condition as noted on the inventory report), it should be completed thoroughly and accurately.

G. Student Check-Out

When a student checks out of his/her room, trash must be emptied, drawers and closets must be emptied and cleaned, and all personal items removed from the room.

Failure to comply could result in a minimum of \$50.00 charge for the student occupying the room.

The room is expected to be in the same condition as when he or she checked in. The student must have an R.A. check him or her out of the room and then take the check-out form along with the room key to the Student Services Office.

H. Damages

It is important that students report damage to property or

malfunction of equipment in living areas to the R.A. or Head Resident. Corporate damages (to hallways, baths, lobbies, etc.) may be charged to persons who reside on the floor where damages are noted.

I. Key Loss

Lost keys should be reported immediately to the Student Services Office. A replacement key costs \$10.00. If a student leaves his/her key at home, a temporary replacement key can be obtained in the Student Services Office.

J. Quiet Hours

Quiet Hours begin at 10:00 p.m. each evening and end at 10:00 a.m. each morning.* Students are expected to observe these hours strictly so as not to disturb those students who wish to study. Common courtesy and consideration among student residents regarding noise is expected even during times not specified as quiet hours. Unnecessary disturbance will result in disciplinary action.

***During final exams week, 24 hour quiet hours are observed.**

K. Use of Telephones

Resident students are responsible for their own telephones.

L. Cleanliness and Room Inspection

Dorm rooms must be kept clean by the residents. At least one inspection for cleanliness and fire prevention will be scheduled each month. (Posters or other items considered to be inappropriate by the College will not be permitted in the dorm room). Students who repeatedly fail room inspection may be asked to vacate the dorm.

M. Open Houses

Open houses for the residence halls are scheduled and publicized by the Student Services Office. The head residents and R.A.s are expected to supervise all open houses.

N. Theft and Property Loss

Students are advised to keep doors locked when they are not in the room and to refrain from leaving large sums of money in the room.

The College does not assume responsibility for theft or damage to personal property.

Students are reminded that valuable personal items, such as TV's, stereos, etc., should be covered under their parents' home owners insurance. Such items should be taken home during vacation periods.

O. Appliances

Due to safety requirements and fire codes, all electrical appliances must be registered with the R.A.s and approved by the Student Services Office. No hot plates or electrical cooking devices will be permitted, with the exception of a microwave.

P. Pets

With the exception of fish in aquariums, pets are not allowed in the residence halls.

Q. Residence Hall Visitation Policy

The following rules must be observed by resident hosts and their guests.

1. Overnight guests must be sponsored by a resident student host who will complete the necessary paper work.
2. The student host will be responsible for finding appropriate housing and contacting the appropriate R.A.'s and head residents.
3. The resident student host will be responsible for the behavior of the guest. Guests are subject to the same rules and regulations as resident students.
4. Guest must pay for meals taken in the dining hall.
5. Guests are limited to 2 nights visitation unless given special permission. No guest are allowed during finals week.
6. Children under the age of 12 will not be granted overnight visitation.

R. Overnight Absence

A student leaving his or her residence hall for overnight, Sunday through Thursday nights, must complete an overnight permission form giving information concerning their destination, location and phone

number in case of emergency.

Overnight forms can be picked up in the Student Services Office or from a resident advisor. The form is to be signed in the Student Services Office between 8:00 a.m. and 4:30 p.m., Monday through Friday, by a Student Services staff member or the appropriate head resident until 10:00 p.m. No forms will be signed after 10:00 p.m. unless it is an extreme emergency.

It is assumed that students not in the dorm on the weekends have gone home or to a destination approved by their parent or guardian.

S. Fire Safety

In the event of a fire alarm, all students are required by law to evacuate the building. If you see a fire, pull the alarm immediately. Notify the R.A. or the Head Resident and leave the building.

False alarms are viewed as extremely serious and will lead to disciplinary action by the College.

T. Evacuation and Fire Drill Plans

Each semester the Student Services staff conducts fire drills for the residence halls. Students are to follow the evacuation route posted on the inside of their rooms and vacate the dorm immediately.

U. Curfew

Sunday through Thursday curfew is midnight. Friday and Saturday nights curfew is 2:00 a.m. All visitors should vacate visiting areas in residence halls at least 30 minutes before curfew. Residence halls will be locked at curfew by the Pippa Passes Police Department. Anyone planning to be out of the dorm past curfew must have an overnight permission form.

Curfew forms for social purposes are granted to students in good standing according to classification. Seniors in good social and academic standing may have the privilege of four curfew permissions each month for social purposes. Juniors in good social and academic standing may have the privilege of three curfew permissions each month for social purposes. Sophomores and freshmen in good social and academic standing may have the privilege of two curfew permissions each month. The student may pick up the curfew permission forms

from the Student Services Office between 8:00 a.m. and 4:30 p.m., Monday through Friday, or in special situations, forms may be picked up from the R.A. until 10:00 p.m.

V. Laundry Facilities

Each residence hall has laundry facilities for the convenience of student residents. The \$20.00 per semester laundry fee for resident students is applied to the service costs of the washers and dryers. Students can report washers and dryers in need of service to their resident advisor who will notify the Student Services Office.

W. Use of Residence Halls During Vacations and Summers

Permission for housing during the College vacation periods and summers is usually granted for students involved in the College's work programs. However, any student requesting the use of a room in a residence hall must obtain prior permission from the Student Services Office. If permission is granted, verification of employment will be required and the student will be asked to sign a housing agreement.

III. STUDENT ACTIVITIES

There are numerous campus activities throughout the year that are directed from the Student Services Office. In addition to these activities, there are clubs and organizations as well as recreational facilities listed in this section. Students with interests not listed in this handbook should see their R.A., a member of S.G.A. or the Student Services staff.

A. Student Center Activities

A number of activities are available for students in the student center: racquetball, bowling, weight room, etc.

B. Natatorium (Indoor Swimming Pool)

The natatorium schedule is published at the beginning of each year for swimming activities, classes, open swimming, and special events. Rules of the building are posted for the protection and safety of

the College community. Please abide by these regulations.

C. Drama

Students who are interested in acting or working with any other aspect of theatre, contact the Humanities Division.

D. Intramurals

A variety of intramural activities are offered each year which include basketball, softball, tennis, table tennis, pool, volleyball, soccer, touch football, swimming and chess (as well as other table games).

The Director of Intramural Activities publishes a handbook of information, regulations and schedules.

E. Varsity Athletics

Alice Lloyd College is a member of the National Association of Intercollegiate Athletics (NAIA) and the Kentucky Intercollegiate Athletic Conference (KIAC).

Student-athletes at Alice Lloyd College must be in compliance with all College and NAIA guidelines for eligibility. Student-athletes must have passed a minimum of 24 hours of coursework throughout the two immediate terms of attendance, and must demonstrate progression toward a degree in accordance to College and NAIA regulations.

Currently, an entering freshman must be in compliance with at least two of the three following academic standards to be eligible during the first-year of college: a minimum 18 ACT composite; a minimum 2.0 g.p.a.; and a top 50 percentile ranking in the graduating class.

Student-athletes must also be in good social standing with the College in order to participate in intercollegiate athletics. Student-athletes are expected to sign an agreement to comply with Alice Lloyd College's policy on alcohol and drug usage.

Men's Basketball: Membership in the NAIA and KIAC provides eligibility for post-season tournaments and promotes inter-conference competition. Non-conference teams are also included in the schedule.

Junior Varsity Basketball: Junior varsity competition is scheduled with junior varsity teams and junior college teams in the area.

Women's Basketball: Membership in the NAIA and KIAC provides

eligibility for post-season tournaments and promotes inter-conference competition. Non-conference teams are also included in the schedule.

Men's Baseball: The baseball team plays active conference and non-conference contests during the regular season. A spring trip south is usually included in the schedule.

Junior Varsity Baseball: Junior varsity competition is scheduled with other junior varsity and junior college teams.

Women's Softball: The softball team participates in intercollegiate play.

Women's Tennis: Regular season and tournament play is part of the varsity tennis program.

Tennis (Men's and Women's): The tennis teams will participate with both conference and non-conference opponents during the Spring Semester.

Cross Country (Men's and Women's): The cross country teams participate in conference and non-conference meets.

Golf: Competition among member KJAC teams and other non-conference opponents is scheduled in the spring of each year.

Cheerleading: Cheerleading is available for students desiring an opportunity to be involved with the College basketball program.

F. Athletic Facilities

The Grady Nutt Athletic Center was dedicated in October 1983. The complex includes a 1,500-seat gymnasium, an auxiliary gymnasium, a regulation intercollegiate swimming pool, offices, dressing rooms, and physical education classrooms.

Other athletic facilities include the following:

The Reeves Athletic Field – a modern intercollegiate baseball park.

Two championship tennis courts – available for individual play.

Two racquetball courts – available in the Student Center.

A state of the art weight room – second floor of the Student Center.

A six lane bowling alley – third floor of the Student Center.

G. Weekly Newsletter

A newsletter, *The Campus Voice*, is published once each week (Wednesday) with a variety of announcements, feature stories and sports news. Newsletters are distributed in the dormitories by the R.A.s and are available in the library, Student Center Post Office, and the Creekside Cafe.

H. Activities Calendar

At the beginning of each month a calendar is published to announce the events on campus. The calendar is distributed by the R.A.s and is available in the library, student center and bookstore.

I. Dances

Dances are held on campus every 3 to 4 weeks for students. Students must present their identification cards at all dances. All guests should be pre-registered with the Student Services Office before noon on the day of the dance. All guests and their student hosts are responsible for abiding by ALC's rules. There is no charge for dances.

J. Summer Orientation

Summer Orientation is in July for new students and parents. Entering students will meet with advisors, take placement tests, and become familiar with College regulations. Parents will meet with staff members of the College to gain information about college life.

K. Fall Orientation

Fall Orientation's primary task is to finalize the students' class schedules, provide an opportunity to meet fellow students and faculty members, and become acquainted with the guidelines and regulations of student life.

L. Radio Station

The ALC Radio Station is an educational, noncommercial radio station owned and operated by the College. It is licensed by the Federal Communications Commission with an assigned frequency of 91.7 MHz and an effective radiated power of 7.3 kilowatts. Its studios are located

in the historic Eagle's Nest on the campus of Alice Lloyd College.

The Radio Station features Christian programming 24 hours every day as a public service to the community surrounding Pippa Passes, including the towns of Campton, Harlan, Hazard, Hindman, Pikeville, Prestonsburg, Salyersville and Whitesburg.

A radio station manager is responsible for the operation of the station, including its management, public relations and fund raising. The manager supervises students who are part of the Student Work Program to perform various tasks in the station's operation.

For further information about the Radio Station, call (606) 368-2711.

IV. CLUBS AND ORGANIZATIONS

Students are encouraged to participate in the club(s) of their interest.

A. Baptist Campus Ministry: Since the College is non-sectarian, students are encouraged to attend the church of their choice. The College has an active Baptist Campus Ministry chapter, which is open to all denominations. Activities include weekly prayer sessions, dorm bible studies, discipleship training, various mission projects, participation on creative ministry and musical ensemble ministry teams, as well as several state and national events. The BCM Director is available to mentor students in their spiritual development. BCM offers students an opportunity for Christian fellowship. A student-elected executive council works closely with the Director to coordinate campus activities. The BCM participates in activities on the state level in such events as the annual volleyball tournament and state convention. Raising money for world hunger missions and going on mission trips are some other projects the BCM undertakes. The BCM's primary goal is to promote the spiritual growth of the student body.

B. Talon Yearbook Staff: The staff consists of students who meet regularly to plan the yearbook.

C. Phi Beta Lambda – The purpose of the Omega Alpha Tau Chapter

of Phi Beta Lambda is to provide additional opportunities for college students to develop skills in the area of administration and to promote a sense of civic and personal responsibility. The specific goals are to develop competent, assertive business leadership; to strengthen the confidence of students in themselves and their work; to create more interest and understanding of American business enterprise; to develop character; to prepare for useful citizenship and foster patriotism; to encourage scholarship; and to promote school loyalty.

D. Voices of Appalachia: The choir is composed of students with a faculty director and an assistant director and accompanist. The choir tours each spring and presents a concert for the campus each April. Student members rehearse two days each week throughout the school year.

E. Student Government Association: Eleven students serve as officers of the student government association. Student Government is a representative body which presents the views and suggestions of students to aid in motivating educational development of the students. The SGA also reviews curriculum, student activities, and College policies, rules, and regulations, and makes recommendations to the College administration. The president of the student body is elected each spring to serve the following year. The duties of the president of the student body include working with the student government to plan social events and college forums, conferring with the administrative staff as a representative of the student body, cooperating with the Student Services Office in programs sponsored by staff and students, and organizing new approaches toward the enhancement of student life.

F. Academic/Quick Recall Team: The Academic Team consists of two quick recall teams, a Division I team which consists of juniors and seniors and a Division II team which consists of freshmen and sophomores. Each team competes on an intercollegiate level during the academic year.

G. The Curtis and Billie Owens Literary Society: This group meets with a humanities faculty advisor to discuss the works of established

authors and to share their own writings. Trips are also scheduled to poetry and fiction readings and other cultural events.

H. Math/Science Club: The Math/Science/Education Club is for students in middle school and secondary mathematics and/or science education. The primary purpose of this club is to offer information related to mathematics and science teaching that will assist students in preparation for their careers.

I. Allied Health Sciences Club: The Allied Health Sciences Club is mainly a vehicle of information and a way of keeping in touch with others of similar interests in the health-oriented professions such as medicine, physical therapy, dentistry, pharmacy, medical technology, nursing, and other careers. Members learn about the various health professions through speakers and field trips and are made aware of workshops, summer opportunities, entrance exams, procedures and deadlines.

J. Hiking and Camping Club: This is an open-ended group that meets to plan outings in various locations.

K. Resident Advisors: There are two Head R.A.'s, three assistant R.A.'s and 27 R.A.'s serving as student staff members in the dorms. These students spend a week each fall in an intensive training program and continue weekly seminars throughout the school year. They are in good academic and social standing which facilitates their role as student leaders. R.A.s are responsible for monitoring student behavior and when serving assigned weekend duties, planning activities for students remaining on campus.

L. The Eagle Theatre Club: The club consists of a group of students who are interested in promoting all aspects of play production in the campus community.

M. Children's Outreach Club: This group meets to extend services to the children of Knott County who are mentally and physically disabled.

N. Infusion Club: This club provides learning opportunities to improve appreciation for cultural diversity.

O. KEA-SP: The KEA-SP is a professional organization for education majors. It is affiliated with the Kentucky Education Association and the National Education Association. Its purpose is to foster development, commitment, and service in the profession of education.

P. The Purpose: This journalism group produces the campus newspaper. There is a student editor and student reporters who contribute articles about current events, faculty/staff interviews and other interesting topics. A faculty advisor and a staff editorial board also assist with the publication of *The Purpose*.

Q. The 71 Club: This television production group consists of students who videotape interviews or events on campus to broadcast on Channel 71.

R. Chess Club: This group consists of chess players who compete on an intra-collegiate level. The club meets to play games against fellow members and to practice their skills.

S. ALC's Lion's Club: Members try to meet the ever-increasing needs of our global community by providing financial support to programs, dedicated to preventing blindness, sponsoring drug awareness and educational programs for the world's youth, and countless other projects.

T. The Environmental Club: The goal of the ALC Environmental Club is to spread knowledge of current environmental issues. This is supported by school activities such as campus cleanup and recycling. This club also participates in county and state environmental programs.

U. Student Activities Board: This organization is composed of students who meet and plan a variety of activities for a diverse student population. The director is appointed and receives work credit for leading the group.

V. Better Gaming Guild: The goal of this club is to provide gaming as an extracurricular “club” activity and to promote a positive interest in the various types of games that many of ALC students already play on a regular basis.

W. Circle K Club: Circle K is a collegiate-level service organization. Circle K provides students with the opportunity to participate in organized volunteer activities by providing services to needy individuals, families, agencies, and communities. Circle K exists to meet the personal needs of the individual student through the qualities of leadership, the rewards of service, and a unique spirit of friendship. Circle K’s potential lies in its ability to positively influence those in our society who are facing ultimate personal decisions and those who will one day create the vision of mankind for generations to come. Circle K embodies those qualities necessary to shape the future realized in the colleges and universities of today.

Membership in the Alice Lloyd College Circle K Club is open to all ALC students who are officially enrolled for at least part-time status in the College. Benefits of membership in the Circle K Club include service to community, fellowship with others with a service orientation, and the opportunity to develop leadership skills.

X. ALC Community Service Volunteers: This group of students volunteers from one to two hours during the semester at the Knott County Nursing Home. Students also can volunteer in over ten other community agencies if they desire.

Y. The Law Society: This is a group of pre-law students who have organized with the help of a faculty advisor to become better informed about the legal profession. Meetings are conducted on a monthly basis.

V. ACADEMIC POLICIES

The information presented here is intended to supplement information in the section entitled ACADEMIC POLICIES of the Alice

Lloyd College Catalog. Students should have a working knowledge of the College’s academic standards, academic regulations and degree requirements. Any questions can best be answered by the Registrar or the Dean of the College.

A. Registration Procedures

During the orientation period, all students will work with a Faculty Advisor to develop a schedule.

B. Steps for Registration

1. Admissions: Verify eligibility to register – JBAC, 2nd Floor Foyer.
2. Meet with Faculty Advisor to finalize schedule – See Schedule.
3. Present schedule to the Registrar – JBAC, 1st Floor, Room 120.
4. Financial Aid – JBAC, 1st Floor Lobby.
5. Business Office: Pay Term Bill – JBAC, 1st Floor, Room 100.
6. Student Services: Student Center – 2nd Floor – Register Vehicle, I.D., Photo, Health Services.
7. Student Work Office: Verify Labor Position; Turn in Registration Card, Brown & Green Upstairs.

C. Dropping or Adding a Course

It is important that students be aware of the College’s policies for changing course schedules and withdrawing from class. Failure to follow proper procedures could result in a loss of academic credit and a grade of “F.”

After obtaining a Drop/Add card from the Registrar, the student must secure the signatures of the faculty advisor, instructor, and the Registrar. The signature of the Dean of the College must be obtained to drop a general education course. The completed card must be left with the Registrar.

Adding Courses--During each semester, students will be allowed to add a course to their original schedule up to the Last Day to Register date listed on the Academic Calendar.

Students who withdraw from courses will have one of the following notations on their permanent record depending upon the time of withdrawal.

16-week Term	
1st-4th Week	W*
5th-11th Week	WP* or WF*
After 11th Week	F

*A WP or WF is not computed in the student's GPA.

D. Withdrawing From College

Students who withdraw from the College will have one of the following notations on their permanent record, depending on the time of withdrawal.

16-week Term	
1st-4th Week	W*
5th-9th Week	WP* or WF*
After 9th Week	WP* or F

*A WP or WF is not computed in the student's GPA.

The College regards the registration of a student as a contractual agreement. For this reason special procedures must be followed in the event a student withdraws from the College. Withdrawing students should personally circulate a withdrawal form, obtained from the Registrar's Office. After withdrawing twice from ALC, students may not be permitted to receive financial aid. If the student cannot appear in person, or if the withdrawal occurs when classes are not in session, the Dean of Students should be notified by letter. Formal withdrawal protects the privilege of re-enrollment or of transfer. Failure to follow withdrawal procedures during any session results in an "F" grade in all courses being taken. Such grade entries include the notation "Improper Withdrawal."

E. Student Classification

Different categories are used in the classification of students according to their current status and progress. Definitions of the most commonly used classifications are:

Full-Time Student: One who has been accepted by the Admissions Committee as a degree candidate and who is enrolled for 12

or more hours in a given semester. A resident student whose course load falls below 12 may be asked to move out of the dormitory.

Special Student: One who has been accepted for college classes, but not as a degree candidate. A special student may apply to the Admissions Committee for degree candidacy at any time after 15 hours of credit have been successfully completed.

Part-Time Student: A degree candidate or a special student carrying fewer than 12 hours in a given semester.

Freshman: A student who has fewer than 30 credit hours.

Sophomore: A student who has successfully completed 30 or more credit hours.

Junior: A student who has successfully completed 60 or more credit hours.

Senior: A student who has successfully completed 90 or more credit hours.

Honor Student: A student who has completed 15 or more semester hours in a given semester and has earned a 3.75 grade point average will be placed on the "Dean's Distinguished List." (An exception to the number of credit hours are allowed during the semester a student is student teaching when 12 hours constitute a normal full-time load.)

Student in Good Standing: A student who enters with and maintains a 2.0 GPA and meets the criteria for satisfactory progress.

Probationary Student: Any time a student's cumulative GPA falls below 2.0 during enrollment, he/she is placed on academic probation for the following semester. Under rare circumstances, a probationary student may be continued on academic probation for an additional semester.

Suspension: Students are considered for academic suspension:

1. If their cumulative GPA is not at least 2.0 by the end of the probationary semester,
2. If their semester grades for a given semester fall below a 1.25 GPA, or,
 - A. If they are not considered to be making satisfactory progress toward the completion of a degree.

Satisfactory Progress Criteria for Academics: All students must show evidence that they are making satisfactory progress toward

the completion of a degree. In addition to the requirements for receiving financial aid, students:

1. Must declare a major by the end of the sophomore year.
2. Must be accepted into a bachelor's degree program after the fifth semester.
3. Must maintain appropriate grades and meet other requirements for their major.
4. Satisfactory progress standards for Financial Aid can be found in the Alice Lloyd College Catalog.

VI. CLASS ATTENDANCE, FACULTY ABSENCE, GPA

A. Class Attendance Policy

Students should realize that one of the most vital aspects of college experience is attendance and punctuality in a classroom and that the value of this experience cannot be exclusively measured by testing procedures alone. If a student finds it necessary to miss a class, it is his/her responsibility to arrange with the instructor to make up all work missed. Continuation in a class for a student who misses more than 20% of class time during any one semester, whether excused or unexcused, will be possible only after consultation with the faculty member involved and the Dean of the College. Individual faculty members will be expected to determine their own policies in regards to unexcused absences and the effect of such on grades.

B. Faculty Absence

Students are expected to wait for an instructor for 15 minutes after a class is scheduled to begin. The Dean of the College is notified when a faculty member is unable to meet scheduled classes and will make appropriate announcements to students.

C. Plagiarism

The faculty of ALC has adopted this policy against plagiarism: Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source. . . . "In short, to

plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else." (21)

Plagiarism often carries severe penalties, ranging from failure in a course to expulsion from school.

"The most blatant form of plagiarism is to repeat as your own someone else's sentences, more or less verbatim". . . (22)

"Other forms of plagiarism include repeating someone else's particularly apt phrase without appropriate acknowledgement, paraphrasing another person's argument as your own, and presenting another's line of thinking as though it is your own. . . ." (23)

Source: Gibaldi, Joseph. MLA Handbook for Writers of Research Papers., 3rd ed. New York: Modern Language Association of America, 1988.

D. Grade Point Average (GPA)

Grade point averages are used as a way of rating academic performance. The grade point average is determined by dividing the number of credit hours completed into the number of accumulated grade points. Here's how you can compute your own grade point average:

1. Change your letter grades to numbers: A=4, B=3, C=2, D=1, F=0.
2. Multiply the grade number by the number of credit hours in the course. For example, if you get a B in first semester English (Eng 101), which is a three-hour course, you would multiply the grade number (3) by number of credit hours (3) 3x3=9. Nine is the number of grade points you earned for Eng. 101.
3. Do this for each course you have taken, and then add up the total number of grade points. For example:

Course	Hours	Grade	Grade Points	
	3	x	3(B)=	9
	3	x	4(A)=	12
	3	x	2(C)=	6
	3	x	2(C)=	6

3	x	3(B)=	9
1	x	4(A)=	4
16			46 Grade Points

4. Take the total number of grade points (46 in the previous example) and divide by the total of credit hours (16 in the previous example). It is your grade point average.

Completing the example:

Total Grade Points	46
Divided by Total Credit Hours (16)=	
Grade Point Average (2.88).	

E. Grade Appeal

If there is a disagreement regarding a final grade, every attempt should be made to resolve it, first through discussion between the student and the faculty member, then between the student and the division head. If the disagreement is not resolved in this manner, the student may submit a formal appeal in writing to the Dean of the College, who may appoint a committee of three faculty to investigate and provide recommendations on the merits of the appeal, before a final decision is rendered by the Dean of the College. Formal appeals must be made within thirty days after receipt of the final grade.

VII. STUDENT REPORTS

Under provisions of the Educational Rights and Privacy Act of 1974, as amended, the following policies are established by Alice Lloyd College.

A. Notification Of Your Rights Under The Family Educational Rights And Privacy Act

The Family Educational Rights and Privacy Act (“FERPA”) affords Alice Lloyd College (“ALC”) students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day ALC receives a request for access.**

Students should submit to the Registrar, Dean, head of academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The ALC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the ALC official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.**

Students may ask ALC that they believe are inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If ALC decides not to amend the record as requested by the student, ALC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent.**

One exception is disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by ALC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit, personnel and health staff); a person or company with whom ALC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

(4) The right to request that ALC not release directory information.

ALC may release without the student's prior consent that information which ALC has designated as "directory information." ALC has designated the following information as directory information. The student's name, address, telephone listing, date and place of birth, current class schedules, class, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previously attended educational agency or institution.

A student has the right to prohibit disclosure of any or all directory information. To do this, the student must identify in writing which type of directory information he or she forbids from disclosure. The written notification must be delivered to the Registrar's Office by the last date of late registration.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by ALC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Police Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-44605

VIII. FINANCIAL AID, STUDENT WORK AND STUDENT LIABILITY

A. Financial Aid

It is essential that students understand all components of their financial aid package. The Financial Aid Office (located on the first floor of the June Buchanan Alumni Center) tries to answer all students' questions before school starts. Students unclear about any aspect of their financial aid package should direct all questions to the Financial Aid Office. For further information concerning Financial Aid, please

consult the College Catalog. The Financial Aid Office is handicap accessible.

B. Student Work Program

All full-time students at ALC are required to work 160 hours per semester in the Student Work Program. Assignments will be made by the Director of the Work Program. Students are paid minimum wage for each hour worked.

If a student does unsatisfactory work, fails to work, or fails to abide by general and departmental rules, his or her supervisor or the Director of the Student Work Program will give a written warning. The warning will serve as a written documentation of the specific problem. All written warnings will become a part of the student's permanent work record and will be kept on file in the Student Work Office. The warning system is based on the following:

1. Warning #1 – a written statement given by supervisor of Work Director.
2. Warning #2 – mandatory meeting with the Work Director.
3. Warning #3 – student work probation with mandatory meeting with the Dean of the College.
4. Warning #4 – due to continued failure to abide by general and departmental rules, Work Director may recommend suspension from the work program. **Suspensions will be handled by the appropriate Dean.**

However, if a problem occurs that is so flagrant that it requires immediate attention, then the matter may be taken directly to the Director of the Student Work Program, possibly resulting in immediate probation, suspension, or expulsion by the Dean of the College.

Delinquent or Excessive Time – delinquent time results when a student misses work (excused or unexcused) without making it up. **All delinquent time must be removed by the end of each semester. A \$50 fine will be assessed at the end of each semester to any student who has 5 or more hours of delinquent time, without good cause, as will be determined by the Work Director. Any student falling 50 or more hours down, any time throughout the semester, will be**

sent to the appropriate Dean for disciplinary action. All students that fail to work their contracted hours by the end of the semester, must make arrangement to satisfy their delinquent time before a transcript can be released. Students wishing to return to or graduate from Alice Lloyd College may be suspended, expelled, or not allowed to graduate if work issues have not been settled. The Director of the Student Work Program will review each case on an individual basis. The delinquent time must be taken care of before the student will be permitted to enroll for the next semester, get a transcript, or graduate.

C. Fee Payment and Procedures

For most ALC students, the major portion of education costs are paid through the College's Financial Aid Program. Students can prepay their fees in the summer. Students whose financial aid package does not satisfy their Cost of Education (or tuition), room and board, and fees, are required to pay the amount they owe in full at registration. When students register they incur a non-refundable matriculation fee.

Any student not able to pay the full amount at registration must have pre-approval from the Business Office. There is a \$15 service charge on all returned checks.

Pre-registration for Spring Term will take place early in December. Students owing from Fall Term will not be permitted to complete pre-registration. Students owing an outstanding balance may also be prohibited from receiving grades, graduating, or receiving a transcript.

D. Satisfactory Progress for Financial Aid

In order to be eligible to receive Financial Aid, a student must complete a minimum of 24 credit hours in each two-semester and a summer-term sequence and be on schedule to complete their program in 10 full semesters. Students attending less than full-time must adhere to an equivalent rate. If a student has more than two withdrawals from college, they will not be eligible for financial aid. Incompletes will not be considered until credit is recorded on the official academic transcript. Audit of a class cannot be counted in any manner for financial aid purposes.

If a student receives financial aid funds as a full-time student and then drops below full-time status, the student will be treated as a full-time student for purposes of this policy. The student would need to see the Director of Student Work regarding student work completion.

If the student has been denied financial assistance because of failure to make satisfactory progress for financial aid, the student has the right to appeal in writing to the Admission, Scholarship and Financial Aid Committee. The committee will make recommendations to the Dean of the College. Students will be advised promptly of the decision.

E. Withdrawal Liability

Financial aid packages are based on costs for a full academic year, and financial aid awards are allocated on a semester-by-semester basis. Students contemplating leaving school before the end of the semester should keep the following in mind. The College's budget is planned for an entire year. These costs must be met whether or not a student is enrolled for class. Student financial aid helps meet these costs. Therefore, when a student withdraws during a semester he leaves behind financial liability.

The College has an established policy for determining student tuition liability based on a graduated fair and equitable policy adhering to the 1994 federal regulations. Please see the College catalog or the Financial Aid Office for additional information. The cost of books for a student withdrawing after the first week will be assessed at 100%.

F. Refunds for Student Textbooks, Secondary Items

Refunds will be given only when the following conditions apply:

1. The student must have the original sales slip.
2. The item which is being returned is a textbook.
3. It is being returned on or before the Drop/Add date.
4. There are no marks in or damage to the textbook.

If there is sufficient money in the cash drawer, the exchange can be made from there. If this is not possible, the student will be referred to the Business Office, where a refund check will be arranged. Refunds/ Exchanges of secondary items are permitted under the following conditions:

1. The item was damaged upon purchase.
2. Apparel was wrong size.

BUILDING NAMES AND ABBREVIATIONS

Residence Halls:

Carrick Hall	Women's Residence Hall
Howard Memorial Hall	Men's Residence Hall
Berger-Auen Hall	Men's Residence Hall
Lilly Memorial Hall	Women's Residence Hall

Other Major Buildings:

June Buchanan Alumni Center (JBAC)	President's Office, Administration Offices, Printing, Instructor's Offices, Classrooms
Andersen Science Center (ASC)	Classrooms
Eagle's Nest	Radio Station, Marketing Office
Grady Nutt Athletic Center (GNAC)	Gym, Auxillary Gym, Pool
Cushing Hall (CUSH)	Alumni Offices, Miss Irma's Cafe', Auditorium
Brown & Green Building (Brn./Grn.)	Student Work Program, Craft Shop, Christmas Pretties, Pottery Shop
McGaw Library & Learning Resource Center (LCR)	Library, Classrooms, Technology Center, Ralph Edwards Auditorium
Estelle Campbell Center for the Arts (CAC)	Auditorium, Choir Office, Classrooms The June Buchanan School
Commodore Slone Building (CSB)	Business School (Under Renovation)
Davis Student Center (DSC)	Student Services Offices, Post Office, Infirmary, Cafeteria, Bookstore, Classrooms, Fitness Center
Cody Jacobs Maintenance	College Maintenance

City of Pippa Passes

Since July, 1983, the city of Pippa Passes has been incorporated as a sixth class city. As a municipality, Pippa Passes is empowered through its city council to legislate laws and provide for the welfare of its citizens. The Pippa Passes Police Department has jurisdiction within the city limits to enforce laws of the community, state and nation. Students are liable under the civil law as well as well as the regulations established by the College while in the City of Pippa Passes.

Where To Go For:

Appalachia	Library
Books/Magazines	Bookstore, Library
Bookstore	SC (Books, Supplies)
Career Information	Department Heads, Faculty Advisor
Classes – Problems With	Instructor, Tutor, Academic Dean
Community Service Work	Director of Community Programs
Counseling	Director of Counseling
Course Changes	Faculty Advisor – JBAC
Dorm Problems	R.A., Head Resident
Financial Aid Questions	Financial Aid Director – JBAC
Getting Involved	President of Student Body
Health Care Information	Infirmary, Student Life Staff
Homesickness	R.A., Head Resident, Counselor
Leaving School	Registrar's Office
Mail	Post Office 2 nd Floor Student Center
Maintenance Problems in dorms	R.A., Housing Director
Meals/Food	Hunger Din 2 nd Floor Student Center
Breakfast: 7:15 – 8:30 a.m.	Saturday Brunch: 10:30 – 12:00 Noon
Lunch: 11:30 – 1:30 p.m.	Saturday Dinner: 5:30 - 7:00 p.m.
Dinner: 5:30 – 7:00 p.m.	Sunday: 12:00 - 1:30 p.m.
Placement & Job Opportunities	Director of Placement
Parking Regulations	Student Handbook, Printed Regulations
Personal Problems	R.A., Counselor
R.A. – Difficulties with	Head Resident
Recreation	Student Center, Gym
Roommate – Problems with	Student Life Staff
Rules & Regulations	Student Handbook, College Catalog
Study – How to	Tutor, Instructor
Student Government	Student Body President, Director of Student Activities
Theft	Security Officer, Head Resident, R.A.
Tutoring	Coordinator of Tutorial Services
Work Study Checks	Business Office – JBAC
Director of Student Work	Brown & Green Building

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