

STUDENT
HANDBOOK

2013-15



To A. L. C. Students:

Welcome to Alice Lloyd College! We are happy you are here and look forward to helping you succeed.

The Student Handbook is published by the Student Life Department and contains important information. Be sure to read it carefully to be thoroughly familiar with campus life at Alice Lloyd College.

Section one of this handbook focuses on the important rules and policies, which govern student life.

The second section explains residence life requirements. The third and fourth sections offer information about student activities and the various clubs and organizations at A. L. C. The final three sections discuss academic policies, class attendance, student reports, financial aid, the student work program, and student liability.

We look forward to helping you achieve your goals as you travel the Purpose Road. May God bless you throughout the upcoming school year.

The Student Life Staff

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I. GENERAL INFORMATION, GUIDELINES AND RESPONSIBILITIES

A. Student Life Office

As a liberal arts institution, Alice Lloyd College is concerned with the education of the total person. The Student Life 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 a series of activities and services which assists the student's passage through the academic process. The various services and programs provided through the Student Life Office support 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, Dean of Men, Director of Student Development, Director of Career Services, Chief of Police, Intramurals Director, Athletic Director and coaches, Director of Housing, Head Residents, Head Resident Advisors, Resident Advisors, 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) within 24 hours. If a student does not know where to file a written complaint, (he or she) can contact the Student Life Office for directives.

E. Disciplinary Appeals Process

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

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 may contact the Chair of the Disciplinary Committee* to conduct the hearing.

A second 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. The student is not permitted to have off-campus guest 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.

G. Student Incident/Discipline Reports and Monetary Fines

The Student Life 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 Life Office. Monetary fines can be assessed as a result of the inappropriate behavior.

Please note that all fines are payable in the Student Life 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 Life Office.

H. Automobile Regulations

Pippa Passes, Kentucky, is a sixth class city and is authorized through its city council to legislative laws and provide for the safety of its citizens. The Pippa Passes Department of Public Safety 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 annual regular registration fee of \$60.00. ***No refunds will be given after the first full week of classes.***

J. Parking Regulations

The following are parking regulations developed by the Student Life Office and the Pippa Passes Department of Public Safety:

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

Lot B: Library Area

Lot C: Beside Lot X

Lot X: Maintenance Building

Lot D: Carrick

Lot R: Roadside Parking

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 Department of Public Safety and passed a drivers license check are authorized to drive College vehicles.

Vehicles can be checked out only for special occasions and must be approved by the Dean of Students. 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. **All vehicles must be cleaned and properly turned in upon arrival to campus. Keys and travel mileage reports must be turned in upon return to campus. Failure to do so may result in fines and use suspension.**

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 Department of Public Safety. 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 Department of Public Safety immediately. The decal number will then be cancelled and a new one will be issued at the cost of \$10.00.

Violations: Citations for parking violations will be issued beginning the first day of class. Parking violations are \$10.00. Students may have his/her vehicle towed at their own expense: (1) after 3rd parking violation, or (2) parking in an illegal area.

- 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. Parking in an designated Handicap space will result in a \$50.00 fine.
- C. Failure to register a vehicle or falsifying registration shall result in a \$100.00 and/or other disciplinary action.
- 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 Life Office.

Persistent violations of parking regulations will result in the 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.

Note: Campus will be one-way Monday – Friday, 24 hours. Violators are subject to fines and/or other disciplinary actions.

L. Use of Tobacco

Tobacco use of any type is not allowed in any buildings on the Alice Lloyd College campus. *Note: Use is only permitted in designated areas on campus.*

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 and convocations. 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 may 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/softball field and the area between the two stop signs on either end of campus. In the event of suspension, the student risks the possibility of losing all financial aid as outlined by the Free Application for Federal Student Aid (FAFSA).

Students who have been suspended may reapply for admission in the following semester and will be counseled by the Financial Aid Office regarding financial aid.

***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 Life Office.

O. Campus Crime Report

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

P. Search and Seizure Policy

Alice Lloyd College has adopted a search and seizure policy which can be found in the Student Life 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 other deadly weapons/dangerous instruments on campus. Violation of this regulation will result in disciplinary action.

R. Sexual Harassment

Alice Lloyd College has a policy which prohibits sexual harassment. A copy of this policy can be found in the Student Life 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.)/Sexual Conduct

The Alice Lloyd College mission statements supports providing an atmosphere in which Christian principles are maintained, encouraging high personal standards and the development of character. Towards this end, the College does not condone sexual abuse, sexual harassment, sexual assault, sexual misconduct, or possession of pornographic materials. In addition, the College considers indiscreet public display of affection as inappropriate behavior.

Disciplinary action may include dismissal.

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 appropriate personnel.

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: Professional 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, fitness center, and the residence halls.

Note: Professional Dress is defined as attire appropriate for professional business presentation or job interviews.

***Professional Dress for Men* (all items listed together must coordinate) consists of:**

- Business suit, dress shirt (tucked in), tie, belt, dress socks and coordinating dress shoes or boots.
- Sport coat, dress slacks, dress shirt (button-down long/short sleeve, tucked in), belt, tie, dress socks and coordinating dress shoes or boots.

Men's Shoes:

- Polished lace-up or slip on shoes,
- Polished dress boots

Professional Dress for Women (all items listed together must coordinate) consists of:

- Business pants suit (Coordinating jacket/pants), blouse, hosiery/matching trouser socks, and appropriate dress shoes.
- Business skirt suit (Coordinating jacket/skirt), blouse, nylons, and appropriate dress shoes.
- Business dress with sleeves or coordinating jacket, nylons, and appropriate dress shoes.

Women's Shoes:

- Dress shoes with heel no higher than 2"
- Professional open-toed with/without a back strap with heels no higher than 2"
- Knee-length dress boots with heel no higher than 2"

Convocation Dress: In addition to professional day (Tuesday) dress requirement, males and females must keep their suit jackets on during the entire program. 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, sweat suits, and walking shorts (which are past mid-thigh and in good taste).

Notations and Exceptions:

- A. The College requires that all 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 scanned/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 posted in the dining hall.

6. 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 grounds and buildings 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/Fundraising

All solicitation and/or Fundraising (which include selling candy, sundry items or other merchandise) should be cleared through the Student Life Office.

AA. Off-Campus Parties

Off-campus parties must be cleared through the Student Life Office.

BB. Off-Campus Housing

The College requires that full-time students live in authorized campus housing with the following exceptions: students commuting to ALC and living with parents or legal guardians in permanent residence within the following Kentucky counties: Knott, Perry, Floyd, Letcher; students who are parents or legal guardian living with a dependent. All students wishing to commute to Alice Lloyd College must be pre-approved by the Director of Student Housing.

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 Life 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 at various times throughout the 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. This insurance is considered as a secondary insurance to your family/group primary health insurance coverage. Accident insurance forms may be obtained in the Student Life Office.

Parents are advised to check their group/family insurance for coverage of illness, illnesses are not included the College Student Accident Insurance plan.

EE. Spiritual Concerns

Alice Lloyd College was founded on Christian principles and students are encouraged to develop character traits consistent with Christian values. Various Christian courses and convocations are offered and Christian student organizations are sponsored to help meet spiritual needs of 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, graduate resources 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. Tutoring schedules are posted throughout the campus. Students are encouraged to contact their advisor and/or the Coordinator of Tutoring Services for a list of days and times tutoring are offered.

II. Student Work Program

Central to the philosophy of Alice Lloyd College is the College Student Work Program. The opportunity for students to work helps meet economic needs and promotes wholeness in their educational 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

The Alice Lloyd College Caney Convocation program is considered an important educational component.

Attendance at six convocation programs each semester is a requirement for all Alice Lloyd College full-time students to receive academic credit. A student that successfully completes the convocation program will receive .5 credits per semester. Convocation events are generally scheduled on Tuesdays, either at 1:00 p.m. or in the evening. A schedule of the events will be made available to all students. Each event counts as one convocation credit.

Attendance for convocation programs is recorded in the Director of Convocation Office, 2nd floor of the Student Center. Any question concerning attendance at these events may be directed to that office.

Throughout each semester special convocations will be required of all students, such as opening convocations, Honor's Day, Work Study Awards Day and other events featuring special guest speakers. The purpose of the opening convocation is to bring the entire academic community together to reaffirm the objectives of Alice Lloyd College. Students will be notified in advance of required convocations/special events. Failure to attend any required convocation 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 accessing to internet pornography. A copy of the College policy on internet usage can be found in the Student Life Office.

LL. e2 Campus Notification

Safety is a priority for Alice Lloyd College; therefore the College has implemented a state-of-the-art early

warning system capable of sending notifications of impending emergency/crisis situations to all registered mobile devices (via SMS/text messaging), Personal Digital Assistance (PDA) device, e-mail addresses, text pagers, and RSS feeds. The registration link can be found by visiting the College website under Student Life.

II. RESIDENCE LIFE

As a residential institution, Alice Lloyd College promotes 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 four dormitory complexes: Howard Hall, Berger-Auen Hall, Carrick Hall, and Lilly Memorial Hall.

B. Residence Hall Staff

The residence hall staff works with the Student Life 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 and remain 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 can result in charges equal to the cost of repair or replacement.

Note: Loss of a room key will result in a \$10.00 charge.

E. Room Assignments

The Student Life Office will arrange room assignments at the beginning of each semester. In order to maintain an updated list, the Student Life Office has adopted a policy on room change. Room changes can be made during the first full week of classes of each semester. Room changes must be approved by the Director of Housing prior to a move taking place. Room changes after the one week deadline can only take place if the Student Life 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 Life 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 Life 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. or their Head Resident check him or her out of the room. A completed check-out form along with all keys must be given to the appropriate R.A. or Head Resident who will then submit to the Student Life 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. 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 Life 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 Life 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 may result in disciplinary action.

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

K. 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 Dorm

Open dorm for the residence halls is periodically scheduled and publicized by the Student Life 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.

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

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

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 Life Office. No hot plates or electrical cooking devices will be permitted, with the exception of a microwave.

P. Pets

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. Guests must pay for meals taken in the dining hall.

5. Guests are limited to 2 nights visitation unless given special permission. Guest registration must be completed in the Student Life Office. **No guests 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 destination, location and phone number..

Overnight forms can be picked up in the Student Life Office or from a resident advisor. The form can be signed by Student Services Staff between 8:00 a.m. and 4:30 p.m. Forms can also be signed by the appropriate head resident, head R.A. or resident advisors Monday through Friday after 4:30 p.m. 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

All dorms are equipped with automated sprinkler systems in the halls and common areas.

In the event of an actual fire, pull the alarm immediately. Notify the R.A. or the head resident and leave the building.

Tampering with or removal of fire safety equipment may result in replacement cost and disciplinary action. 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. All students are required by law to evacuate the building.***

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 Department of Public Safety.

Anyone planning to be out of the dorm past curfew must have an overnight permission form, which must be presented to the Public Safety Officer to gain access into the dorm. All students without an approved form must report to the Student Life Office during the next business day.

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 Life 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. Missing Persons Procedures

Alice Lloyd College resident students who leave his or her residence hall overnight, Sunday through Thursday, are bound by the guidelines as established in the Student Handbook to complete an overnight permission form providing information concerning their destination, location and phone number in case of emergency.

Overnight forms may be picked up in the Student Life Office or from a resident advisor, head resident advisor or head resident. It is assumed that a student not in the dorm on the weekends has gone home or to a destination approved by their parent or guardian. Missing persons procedures policies can be found in the Student Life Office.

W. Laundry Facilities

Each residence hall has laundry facilities for the convenience of student residents. Students can report washers and dryers in need of service to their resident advisor who will notify the Student Life Office.

X. 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 Life Office.

III. STUDENT ACTIVITIES

There are numerous campus activities throughout the year that are directed from the Student Life 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 student lounge, racquetball courts, and fitness center are available for students in the student center.

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 should contact the Humanities Division.

D. Intramurals

A variety of intramural activities are offered each year. Sign-ups are posted throughout each semester for each event. 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), the Kentucky Intercollegiate Athletic Conference (KIAC), and a dual member of the United States Collegiate Athletic Associations (USCAA).

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.

Membership in the NAIA, KIAC and the USCAA provides eligibility for post-season tournaments and promotes inter-conference competition. Non-conference teams are also included in the schedule.

The following is a list of varsity and junior varsity opportunities offered:

Varsity

- Men's Basketball
- Women's Basketball
- Men's Baseball
- Women's Softball
- Men's and Women's Tennis
- Women's Volleyball
- Men's and Women's Cross Country
- Golf
- Cheerleading
- Dance Team

Junior Varsity

- Men's Basketball
- Men's Baseball

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 Baseball Field.
- Lady Eagle's softball park.
- Three championship tennis courts – available for individual play.
- Two racquetball courts – available in the Student Center.
- A state of the art fitness center – third floor of the Student Center.
- A baseball/softball practice facility.

G. Weekly Newsletter

A newsletter, *The Campus Voice*, is published once each week with a variety of announcements, feature stories, and sports news. Newsletters are distributed to all students, faculty and staff through campus email and the College web site.

H. Voter Registration

Alice Lloyd College provides students with voter registration information through hard copies distributed by the College Student Government Association and via email providing links to the federal and state voter registration sites.

I. Dances

Dances are occasionally held on campus throughout the semester for students. Students must present their identification cards at all dances. All guests should be pre-registered with the Student Life 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 June for new students and parents. Parents and students will meet with College faculty and staff members to gain information about college life and to become familiar with College regulations.

K. Fall Orientation

Fall Orientation's primary tasks are to finalize the students' class schedules, to meet with advisors, take placement tests, 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 6.0 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.

The Director of Marketing is responsible for the operation of the station, including its management, public relations and fund raising. A student 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) 368-6150.

IV. STUDENT CLUBS AND ORGANIZATIONS

Students are encouraged to participate in the club(s) of their interest. There are 31 clubs and organizations on campus with a variety of activities plus three honor societies. They are:

- **Resident Advisors**—there are two Head RAs and three Assistant Head RAs and 22 Resident Advisors 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. They are responsible for monitoring student behavior in the dorm and serving as an extension of the Student Services staff. When serving assigned weekend duties, they plan activities for students remaining on campus.
- **Student Government Association**—eleven students serve as officers of the student government association. These eleven student leaders meet once every three to four weeks and plan community service activities such as the Thanksgiving Food Drive. They also participate as student representatives on faculty/staff standing committees.
- **Phi Beta Lambda**—purpose is to provide additional opportunities for college students has a membership

of 25 students and competes statewide and nationally in a variety of events. Several community service projects are planned each year, i.e. a mini habitat for humanity project is planned in April.

- **Talon Yearbook Staff**—the staff consists of six students who meet regularly to plan the yearbook. They complete the yearbook by the end of the semester.
- **Voices of Appalachia**—the choir is composed of students with a faculty director and an assistant director and accompanist. Student members rehearse two days each week throughout the school year. The Christmas Concert is one of the most well attended events during the fall semester.
- **Academic Team**—The academic team members competes statewide with other collegiate teams. Practice sessions are scheduled twice each week throughout the year.
- **Circle K Club**—this collegiate-level service organization meets regularly to organize volunteer activities, providing needed services to families and agencies in the community.
- **ALC Community Service Volunteers**—this open-ended 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.
- **Allied Health Sciences Club**—a group of science majors who have organized to seek information on various health care professions. Meetings are held each month with health care professionals speaking on pharmacy, medicine, dentistry, etc.
- **The Law Society**—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.

- **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 writing. Trips are also scheduled to poetry and fiction readings and other cultural events.
- **Children’s Outreach Club**—this group of students meets to extend services to the children of Knott County who are mentally and physically disabled.
- **Infusion Club**—this club provided learning opportunities for cultural diversity.
- **KEA-SP**—is a professional organization for education majors. Its purpose is to foster development, commitment, and service in the profession of education.
- ***The Purpose***—This journalism group produces the campus newspaper. The student reporters 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*.
- **The Hiking and Camping Club**—group meets to plan outings in various locations.
- **The 71 Club**—this television production group consists of students who videotape interviews or events on campus to broadcast on channel 71 in a creative fashion.
- **Baptist Campus Ministries**—this organization’s primary goal is to promote the spiritual growth of the student body.
- **The Student Activities Board**—The members plan and schedule several activities throughout the school year and assist the resident advisors in weekend activities as well.

- **Better Gaming Guild**-The goal of this club is to provide gaming as an extracurricular activity and to promote a positive interest in the various types of games.
- **The ALC Lion's Club**- A community service club dedicated to preventing blindness, sponsoring drug awareness and educational programs for the world's youth.
- **The ALC Environmental Club**- The goal of this club is to spread knowledge of current environmental issues, such as recycling activities.
- **The Eagle Theatre Club**- Theatre students who meet to discuss various plays and to attend plays whenever possible.
- **Chess Club**- A group of chess players who wish to complete on an intercollegiate level. The club meets to play games against fellow members and to practice their skills.

- **The Impact Club**
- **The Photography Club**
- **The Environmental Club**
- **The French Club**
- **The Caudill Players**
- **The Theatre Club**
- **Sola Gratia**
- **Caney Campus Ministries**

Honor Societies

- **Alpha Chi**
- **The Caney Honor Society**
- **Alpha Kappa Delta**

Special note: Some of the above clubs/organizations may be currently inactive but if there is an interest on the part of the student, they could be reactivated.

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.

Steps for Registration: Locations will be posted for reference.

- 1) Admissions: Verify eligibility to register.
- 2) Meet with Faculty Advisor to finalize schedule.
- 3) Present schedule to the Registration Office.
- 4) Financial Aid: Verify award status.
- 5) Business Office: Pay term bill.
- 6) Student Services: Register vehicle, I.D., Photo, Health Services.
- 7) Student Work Office: Verify labor position.
- 8) Pick up ID card and turn in registration card.

B. Academic Load

A normal full-time student load at Alice Lloyd College is 14 to 18 semester hours. An average load is 16 semester hours each semester for 8 semesters (128 hours are needed for graduation). Students with a GPA of 3.0 or above may

petition the Vice President for Academics/Dean of the College to register for more than 18 hours (an overload) to a maximum of 21 hours. Freshmen may not overload (more than 18 credit hours) during the freshman year.

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(s), Student Work Office and if it is a general education course being dropped, also the Academic Dean, in that order. 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.

Dropping Courses: Please note that request to drop any general education course require the Academic Dean's signature. Students may withdraw from any class a total of two times. Students who withdraw from courses (but not from the College) will have one of the following notations on their permanent record depending upon the time of withdrawal.

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

*Not computed in the student's GPA

D. 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 Office 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 credit hours will 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.

Caney Honors Achievement Program (CHAP): June Buchanan seniors enrolled in ALC coursework.

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

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

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

Senior: A student who has successfully completed a minimum of 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 3.250 - 3.749 grade point average will be placed on the "Dean's List." A student who has completed 15 or more semester hours in a given semester and has earned a 3.750 – 3.999 grade point average will be placed on the "Dean's Distinguished List". A student who has completed 15 or more semester hours in a given semester and has earned a 4.00 GPA will be placed on the "President's List."

(Exceptions 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 or the term GPA falls below 1.50 during enrollment, a student 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 2.00 by the end of the probationary semester,
- 2) If their semester grades for a given semester fall below a 1.25 GPA; or,
- 3) 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 reasonable progress toward the completion of a degree. In addition to the requirements for receiving financial aid, students:

- Must declare a major by the end of the sophomore year.
- Must be accepted into a bachelor's degree program after the fifth semester.
- Must maintain appropriate grades and meet other requirements for their major.

E. Plagiarism

The faculty of ALC has adopted this policy concerning 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.”

“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.”

“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. . . .”

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

VI. CLASS ATTENDANCE, GPA, and STUDENT WITHDRAWAL FROM COLLEGE

A. Class Attendance Policy

Students and faculty 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. Should the occasion arise in which a faculty member is unavoidably detained for a class, students must wait a minimum of 15 minutes before leaving.

If a student finds it necessary to miss a class, it is their responsibility to arrange with the instructor to make up all work missed. Instructors must devise their own attendance

policies, have them approved by the Dean of the College, include them in their course syllabi, and explain them to students.

Continuation in a class for a student, who misses more than 20% of class time during any one semester, whether excused or unexcused, may be possible only after consultation with the faculty member involved and the Dean of the College.

B. Quality Points/Grade Point Average (GPA)

Alice Lloyd College utilizes a four-point system as a weighted accumulative of the grades received.

A is worth 4 quality points per credit hour.

B is worth 3 quality points per credit hour.

C is worth 2 quality points per credit hour.

D is worth 1 quality points per credit hour.

F merits neither quality points nor credit hours.

The Grade Point Average is a cumulative expression of the student's academic performance and is computed by dividing the total number of quality points by the total number of credit hours attempted. Withdrawal grades are not included in grade point computation except in the case of an "F" given when students withdraw from a course after the 11th week.

C. Evaluation of Student Performance

Student achievement in each course is reflected by the following letter grades:

A (Outstanding) – A high degree of excellence in the comprehension and interpretation of the work of the course; an indication of thoroughness, skill, initiative and originality in the application of knowledge gained.

B (Very Good) – Achievement above average in quality and quantity; indicated accuracy of knowledge, sustained and effective use of material in the course and independence in work.

C (Satisfactory) – A basic, average grade; indicates that the student has met the essential requirements of the course in quality and quantity.

D (Passing) – Passing, but below average; achievement inferior to the average in quality or quantity or both, yet sufficient to receive credit. A student may repeat a course in which he/she receives a “D” or “F.” The course may be repeated only once with the student receiving the higher of the two grades.

F (Failure) – Failure to meet the minimum requirements of the course.

W, WP, WF (Withdrawal, Withdrawal Passing, Withdrawal Failing) – These grades are explained in the section concerning dropping and adding classes. These grades are not computed in a student’s GPA.

I (Incomplete) – Temporary notation used only when course requirements have not been completed due to extenuating circumstances. For each grade of Incomplete, the instructor must submit to the Vice President for Academics/Dean of the College an Academic Standing Petition which specifies the work to be done to make up the Incomplete, what method is to be used to determine the final grade, and any additional pertinent information. The Registrar will not accept incomplete grades without an Academic Petition submitted to and approved by the Vice President for Academics/Dean of the College. An incomplete grade must be made up within the first 30 days of the next regularly scheduled term. Failure to make up the incomplete within the required period of item will result in a failing grade.

P (Pass) – Students taking courses that assign Pass/Fail rather than letter grades will receive a grade of P when they reach the necessary level of proficiency in that course, or an F if they fail to do so.

D. 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 chair.

If the disagreement is not resolved in this manner, the student may submit a formal appeal in writing to the Vice President for Academics/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 Vice President for Academics/Dean of the College. Formal appeals must be made within thirty days after receipt of the final grade.

E. Student Withdrawal from College

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. Students withdrawing should personally circulate a withdrawal form, obtained from the Director of Student Development. If the student cannot appear in person, or if the withdrawal occurs when classes are not in session, the Vice President for Student and Community Life/Dean of Students should be notified by letter. Formal withdrawal protects the privilege of re-enrollment or of transfer credit to another college. 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.”

Policies concerning a withdrawing student's financial obligations can be found in the Financial Aid section of the ALC catalog.

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

1st-4th Week

W*

After 4th Week

WP* or WF*

***Not computed in the student's GPA**

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 to amend a record that they believe is 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. Upon request, ALC discloses education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

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, e-mail address, telephone listing, date and place of birth, current class schedules, class, ALC ID number, classification, part-time/full-time status, photograph, 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 Policy 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 Student Work Program. These jobs are varied and all students are paid at the prevailing minimum wage rate.

If a student performs 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:

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

Suspensions will be handled by the appropriate Dean.

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. Any student falling 50 or more hours short at any time throughout the semester (without good cause), 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 an 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 is paid through the College's Financial Aid Program. Students can prepay their fees in the summer.

Students whose financial aid packages do not satisfy their cost of education (tuition), room and board, and fees are required to pay 100% of their total balance at or before registration. Students who owe any balance should make arrangements for payment prior to Preregistration. When students register they incur a non-refundable matriculation fee. Preregistration for Spring Term takes place in November; for Fall Term in late April. There is a \$15 service charge on all returned checks.

Students owing an outstanding balance may be prohibited from receiving grades, graduating, or receiving a transcript.

D. Satisfactory Academic Progress (SAP) Criteria for Financial Aid

Satisfactory Academic Progress (SAP) ensures students are able to complete their academic program in a timely manner while maintaining adequate academic standards. In an age of increasing accountability of the use of federal student aid funds (and other federal, state, and institutional funds), institutions and students must demonstrate financial

aid funds are being used to assist students in completing their academic goals in the most efficient way.

Federal regulations mandate that all students maintain SAP toward a degree in order to receive assistance through Title IV federal financial aid (including, but not limited to, the Pell Grant, Stafford Loan, Parent PLUS, Federal Work-study, Supplemental Educational Opportunity Grant) and need-based state aid (such as the Kentucky Tuition Grant and Kentucky CAP Grant) programs. Students must meet the academic standards as outlined in the SAP policy. These standards are for financial aid purposes only and neither replace nor override academic policies outlined by Alice Lloyd College. The SAP policy applies to all undergraduate students.

Policy Components

There are three components of SAP consisting of quantitative and qualitative measurements. Quantitative measurements evaluate the pace and progress by which a student is working toward the completion of his or her program. This is measured by establishing a required percentage of credit hours that must be passed when attempted and by a maximum time frame in which a student must complete the required coursework. The Qualitative measurement evaluates the quality (GPA and academic standing) of the student's academic work.

Quantitative Requirements:

1. Maximum Time Frame

All students are expected to finish their program within a maximum time frame as determined by the college. All attempted credit hours are considered toward the maximum allowance, regardless of whether or not the student received financial aid.

Undergraduate Students: A student’s total cumulative attempted hours may not exceed 192 hours (150% of the minimum 128 hours required to earn a bachelor’s degree – 128 hours x 150% = 192 hours).

2. Pace

Undergraduate students must be on target to complete their academic program within the set time frame. To determine if a student is meeting this standard, total **cumulative earned** hours are compared to total **cumulative attempted** hours. The result must be 66.66% or greater, which means the student must complete and pass two-thirds of their cumulative attempted hours.

Examples:

Cumulative Earned Hours	Cumulative Attempted Hours	SAP Evaluation
12	24	12/24=50% Does NOT meet SAP
60	75	60/75=80% Does MEET SAP
60	99	60/99=60.61% Does NOT meet SAP

Qualitative Requirements:

3. GPA and Academic Standing

Undergraduate Students: Students must maintain at least a cumulative 2.0 official GPA and be in good

standing, not dismissed nor suspended from their academic program, as determined by the Academic Dean's policies.

Evaluation and Notification

SAP will be reviewed at the end of each academic semester to determine if students meet the requirements. If the student fails to meet SAP after one semester, they will be placed on "Financial Aid Warning". The student will be eligible to receive aid for one semester. At the end of the warning semester, the student will be evaluated again. If the student regains SAP there is no further action and the student will remain eligible for financial aid. Students who fail to regain SAP will be placed on "SAP Suspension" and be ineligible to receive financial aid until SAP is met.

Students who lose eligibility for federal, state, and institutional aid due to not meeting SAP requirements may:

- Earn the necessary GPA or semester hours to meet the minimum requirements while not receiving federal and state need-based financial aid, or
- Submit a SAP appeal.

Unless dismissed due to other circumstances, students denied federal, state, and institutional aid may continue to attend ALC using other aid sources or by funding their education themselves.

It is the student's responsibility to monitor his or her academic progress and to be aware of the requirements of his or her program and SAP standards.

Appeal Process

A student determined ineligible for financial aid for failure to meet the Alice Lloyd College Satisfactory Academic Progress standards has the right to make a written appeal to the Financial Aid Office if he or she can demonstrate:

- Failure to meet the minimum standard was caused by extreme or unusual circumstances beyond his or

her control (natural disaster, family illness, etc.)
Third Party Documentation of circumstances
described in the letter must be included with the
written appeal), and:

- He or she has resolved the issue(s) that caused the deficit, and:
- Issue(s) will not affect his or her performance in the future.

This letter should be sent to the Director of Student
Financial Aid at:

100 Purpose Road
Pippa Passes, KY 41844

If an appeal is approved, the student will be placed on probation. His or her SAP will be evaluated the following semester he or she is enrolled to ensure the student is still meeting the appropriate requirements. If at the time the standards are not met, a SAP hold will be placed back on the student's account and any federal aid and state grant aid in future semesters will be canceled.

Limit of Appeals

A student may appeal only twice during their academic career at ALC.

Notification

All notifications will be sent in two ways: a letter will be sent to the student's home address and an e-mail will be sent to the student's Alice Lloyd College e-mail address.

Other SAP Information

Additional information regarding grades, credits, academic policies and study abroad:

- *Earned Hours*: A, B, C, D, Pass and Transfer Hours accepted by Alice Lloyd College
- *Attempted Hours*: All earned hours, plus W, F, I U (with exceptions listed below)

- *Accepted Transfer Credits:* Count as earned and attempted hours; are not factored into the student's GPA calculation.
- *Repeat Courses:* Courses count as attempted hours each time taken, regardless of whether federal financial aid is received. If the class is passed, it is also counted as earned hours. If a student is using any of his or her three repeat options offered through the Registrar's Office, the initial enrollment in the course (the class which is being replaced) will be included as attempted hours and excluded from earned hours if previously passed (which impacts pace), and it will be excluded in the GPA calculation.
- *Incomplete and Withdrawal Grades:* Count as attempted hours; do not count as earned hours.
- *Audited/Non-Credit Courses:* Excluded from all calculations and will not be considered when determining SAP status.
- *Study Abroad:* Courses accepted by Alice Lloyd College.

E. Withdrawal Liability

The College regards the registration of a student as a binding financial agreement. For this reason, special procedures must be followed in the event a student withdraws from the College. A formal withdrawal petition needs to be circulated, establishing the date of withdrawal and the percent of liability owed to the College for tuition, room, and board. Students who leave school before the end of the semester may owe the College money based on the refund policy, which is federally mandated. Students are no longer eligible for financial aid after withdrawing from Alice Lloyd College twice.

F. Refund Policy

The College has established refund policies for recipients of student financial aid. First-time students receiving Title IV aid are refunded on a prorated basis for tuition, room, board, and fees. Refunds are not granted after 60% of the semester has elapsed. The refunds are applied to the programs in the order listed:

- 1) Federal Direct Loans
- 2) Federal Plus Direct Loans
- 3) Federal Pell Grants
- 4) Federal SEOG Grants
- 5) Other Federal Grants
- 6) KHEAA Grants
- 7) Bagby Loans
- 8) ALC Grants
- 9) Student.

Students cannot graduate nor have transcripts released if they are indebted to the College. Students receiving institutional aid are charged according to the percentage of the semester attended and refunded up to 12 weeks in the semester any overpayments made.

G. 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.

H. 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 Department of Public Safety 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.

BUILDING NAMES AND ABBREVIATIONS

Residence Halls:

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

Other Major Buildings:

June Buchanan Alumni Center (JBAC)	President's Office, Administration Offices, Printing, Instructors Offices, Education Classrooms
Andersen Science Center (ASC)	Instructor's Offices, Classrooms
Grady Nutt Athletic Center (GNAC)	Gym, Auxiliary Gym, Pool, Daycare
Cushing Hall (CUSH)	Café, Alumni Center, Founders Room, Auditorium
Brown & Green Building (B&G)	Work Study Offices, Craft Shop, Christmas Pretties
McGaw Library & Learning Resource Center (LCR)	Library, Classrooms, Technology Center
Ralph Edwards Auditorium (REA)	Interactive Classroom/Auditorium
Estelle Campbell Center for the Arts (CAC)	Auditorium, Choir Classroom, JBS Administration, JBS Classrooms
Commodore Slone Building/Business Center	Instructor's Offices, Classrooms
Davis Student Center (DSC)	Student Life Office, Post Office, Infirmary, Cafeteria, Bookstore, Classrooms, Student and Faculty Lounges, Fitness Center, Racquet ball courts
Cody Jacobs Maintenance	College Maintenance
Eagles Nest	Radio Station, Marketing/PR Office
Houghton House	Department of Public Safety

WHERE TO GO FOR...

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