

JUDSON COLLEGE



STUDENT HANDBOOK

2005 - 2006

ALMA MATER

Mother Judson, Alma Mater,
We have seen thy gracious light,
Like a beacon on the hilltop,
Burning brightly thru the night.
Guiding, cheering, by its radiance,
Shining far o'er land and sea.
Mother Judson, Alma Mater,
We would aye be led by thee.

Mother Judson, Alma Mater,
We have heard thy summons clear.
Like a bugle call to battle,
Waking echoes far and near,
Calling us to high endeavor,
Lofty thought and noble deed.
Mother Judson, Alma Mater,
We would aye thy summons heed.

Mother Judson, Alma Mater,
We would win life's glorious fight;
We, like thee, would live for service,
Like thee, send forth blessed light.
Gaining courage in thy presence,
Strength to fight the battle thru.
Mother Judson, thou are conquering,
We aye be conquerors, too.

TABLE OF CONTENTS

Vision, Mission and Core Values	7
Student Rights and Responsibilities	8
Honor System	9
Pledge of Honor	9
Honor Code	10
Disciplinary Procedures	12
Honor Council	13
Honor Council Procedures	14
Sanctions	15
Judson Etiquette	17
Standards of Appropriate Dress	17
Academic and Concert Etiquette	18
Recital and Concert Courtesies	18
Dining Courtesies	19
College Policies	20
Automobile Registration	20
Mental and Emotional Health	20
Nondiscrimination	22
Personal Property	22
Safety and Security	22
Alcohol and Drug Prevention Program and Policy	25
Smoking Policy	30
Encounters and AE Program	31
Student Records	33
Academic Probation and Academic Suspension	36
Class Attendance	36
Network Policies and Procedures	37
Withdrawal from the Institution	38
Policy on Sexual Harassment	39
Student Grievance Complaint Process	41
Residence Life	44
Housing Policy	44
Residence Halls	45
Residence Life Staff	45
Residence Life Services	46
Residence Hall Community	46
Closing of Residence Halls	47
Lobbies	47
Rooms	48
Checking In and Out	48
Room Changes and Consolidations	48
Furnishings, Decorating, and Pets	49
Room Checks and Searches	49
Visitation	50
Security, Signing In and Out, Curfew Guidelines	50
Safety Guidelines and Emergency Procedures	52
Fees and Fines	53
Campus Services	53
Campus Facilities	54
Whom to see about	57
Student Organizations and Activities	59
Traditional Activities and Events	65
Student Government Constitution	67

Welcome!



Dear Judson Student:

On behalf of the College, I write to welcome you to the Judson Experience. Judson is a place of challenge for mind and spirit, a place of caring people, and a place of important accomplishment. It is a place devoted to you.

Every community must have rules and regulations by which its citizens live. The Judson Community is no exception. This handbook clearly states the set of rules and regulations which emanate from the lofty ideals of the College. Your adherence to these policies will assure a constructive and rewarding educational experience.

As a Christian college for women, these policies set us apart from the ordinary. Please review the handbook and let us know if you have any questions.

With every good wish for a meaningful and successful academic year, I am

Sincerely yours,

A handwritten signature in black ink, appearing to read "David E. Potts". The signature is fluid and cursive, with a long horizontal stroke at the end.

David E. Potts

Dear Student,

Welcome to Judson College! You have chosen a distinct place that will afford you a great opportunity and exciting challenges. You will find close student/faculty/staff relationships with a personal touch that will heighten your educational experience while here at Judson. We challenge you to get involved and to embrace a standard of excellence in all you do in your class work, student organizations, campus activities, and other commitments.

You are joining a new family composed of your fellow students and the professors, staff, and alumnae of a wonderful college. That closeness and feeling of belonging is an indispensable part of the Judson experience.

Additionally, you have our commitment to assist you as you aspire to reach your academic and personal goals. We encourage you to take full advantage of each opportunity offered through the programs offered at Judson. If you do so, you will find that your days at Judson will do much to prepare you for life as you learn to balance work and recreation.

You are an important member of this community of learning. The Student Handbook is published as a tool to aid you in understanding your role in the college community. The handbook includes information about policies, procedures, services and organizations of the College. You will find the handbook most valuable if you read it first in its entirety and then use it as a reference whenever you have questions.

The Student Life staff is available to help you with any questions or concerns you may have during this year and the years you spend at Judson. We look forward to sharing in your personal development during your college experience.

Yours Sincerely,

The Student Life Staff



Dear Students:

The Student Government Association Executive Council welcomes you to Judson College. As a student at Judson College you are an important member of the Judson community and the Student Government Association. We are very excited about the upcoming year and the many opportunities it holds.

Judson College provides an environment that will help you grow intellectually, socially, and spiritually. Judson College prepares you for the future. Hand in hand with academic challenges come opportunities to serve the community and to form relationships that will last a lifetime.

Our role as the Executive Council is to act as mediators between students and administrators. Students with concerns or suggestions relating to student life may use the executive council as their voice to the administration. Additionally, we seek to provide the student body with opportunities to get involved on campus and in the community at large. SGA is here for you. We look forward to sharing many new experiences with you and challenge you to make the most of your time at Judson. Together we can make a difference. Have a great year!

SGA Executive Council

VISION, MISSION, AND CORE VALUES

VISION STATEMENT

The twenty-first century marks the beginning of Judson's third century of service. We must consider all that is behind us as a preamble to our future. We will endeavor to become the finest Christian liberal arts college for women in America. Our twenty-first century students must be academically prepared for life and learning, always ready to exemplify the life and teachings of Christ.

MISSION STATEMENT

Judson College, a private, undergraduate institution of liberal learning and professional study related to the Alabama Baptist State Convention, offers distinguished student-centered academic programs in a residential single-gender setting and through distance education to both genders. As a caring collegiate community, Judson College is dedicated to maturing its students into well adjusted and productive citizens through the transmission of knowledge, refinement of intellect, the nurturing of faith, and the development of character. Resulting from these efforts, Judson graduates will:

- Know general information common to the educated public and detailed information of an academic discipline;
- Do critical thinking and effective communicating;
- Be persons of enduring faith and character who are eager to serve and to lead.

STATEMENT OF CORE VALUES

Judson College is a purposeful, caring community of students and employees who live, work, and learn together, and who are united by faith in God and adherence to Christian traditions. Based upon the character and teachings of Christ, the Judson community commits itself to "Principles of Light and Truth" that frame our common concerns and core values. Acceptance of these values is a pledge to exercise them consistently in our treatment of others, and to expect to be treated in kind.

As a Christian, liberal arts institution for women, Judson College seeks to adhere to convictions best exemplified in the life and teachings of Jesus Christ.

As a Christian community, the College embraces:

- Faith in God, adherence to Christian traditions, commitment to the ministry and mission of the Christian church;
- The infinite worth of persons and the development of the full potential of each person at every stage in life, and "love of neighbor as one's self;"
- The lifelong pursuit of knowledge and understanding;

- The making of ethical choices based on the life of Jesus Christ, the teachings of the Bible, the well-being of others, and an informed conscience;
- Openness, truthfulness, justice, and fairness to all people regardless of gender, ethnic origin, age, and level of ability; and respect for opinions, convictions and beliefs different from our own;
- The aspiration for personal achievement, economic self-sufficiency, and public usefulness;
- A work ethic characterized by diligence, honesty, stewardship, and a sincere effort to do one's best;
- Service to community and constituency within the College and the wider society.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are expected to know the regulations and policies found in the current College catalog and Student Handbook. Keeping abreast of the College calendar, critical deadlines, and all College mail received in one's College mailbox and/or electronic mail is also the student's responsibility.



ABOUT THIS HANDBOOK

The policies, regulations, and procedures of the College described in this handbook are not to be understood as a contract. The College may utilize other procedures, may modify its regulations, and may change its policies at any time.

Although this handbook intends to reflect currently the policies and rules of Judson College that affect student life and behavior, users are cautioned that changes or additions to such policies and rules may have become ineffective since the publication of this material. Inquiries as to whether the information contained herein is the current policy of the College should be made to the Vice President and Dean of Students.

While the College will seek to provide addenda and updates, students should refer to the Judson College Student Net for the most recent update of the Student Handbook.

THE HONOR SYSTEM

HISTORY AND PURPOSE

Honor is at the very heart of Judson College's character and is vital to maintaining a healthy, Christ-like community. Honor suggests honesty and responsibility, out of which grow trust.

The Judson College Honor System seeks to integrate these qualities of honesty, responsibility and trust into the fabric of the lives of all members of the Judson community. Both individuals and the institution are bound by honor, with students and college in partnership to make the system successful. Qualities of honor include integrity in academic pursuits, adherence to the standards of conduct of the College and the laws of community, state and nation, and taking responsibility for failing to abide by academic integrity and standards of conduct.

An atmosphere of trust pervades the campus because of the Honor System. A Judson woman's word is her bond as she lives with honor and integrity from day to day. Each student is responsible for upholding the Honor System. Further, each member of the Judson College community, including students and employees, is responsible for reporting any violations of the Honor Code to the Vice President and Dean of Students, the Senior Vice President and Dean of the Faculty, or president of the appropriate Honor Council.

The Honor System has been a tradition of Judson College for many years, with the Honor Council established in 1962 as a part of the Student Government Association to involve students directly in holding fellow students to the standard of honor. There have been a number of changes made through the years to better infuse the honor system into the life of the College, but the honor system continues to be integral to the character of Judson College.

THE PLEDGE OF HONOR

On my honor as a member of the Judson College community, I will at all times strive to be honest, to be responsible for my own actions, maintaining my own integrity and the integrity of the College, and to earn the trust of the Community.

THE HONOR CODE

I. The Principle of Honesty – All times and under all circumstances strive to be honest in thought, word and deed.

ts of others to be equal to my own.

Listed below are examples, but not an exhaustive list, of conduct that violates principles of the Honor Code. “Minimum” refers to typical minimum sanctions for first-time offenses with no other disciplinary record. “Maximum” refers to typical maximum sanctions for multiple offenses or aggravating circumstances. These are guidelines for sanctions and may be varied as found appropriate by the administrator or Honor Council determining the sanction.

The Principle of Honesty

- Falsification, Distortion, Misrepresentation – Includes but is not limited to cheating; plagiarism; forgery; alteration, misuse or improper possession of documents; theft of services; electronic tampering; knowingly furnishing false information; failure to divulge to college officials knowledge of violation of College standards of conduct. Minimum: service assignment and disciplinary education. Maximum: probation. (Note: The faculty member and/or academic administrators typically deal with academic dishonesty.)
- Theft – Unauthorized taking or keeping of items or services that are College property, are borrowed, rented or leased by the College, or that belong to students, faculty, staff, or guests of the College. Minimum: probation and restitution. Maximum: expulsion.
- Unauthorized Entry – Entering into any College building, facility or room without authorization of the College and the person(s) assigned to the space; unauthorized possession of keys to college facilities. Minimum: service assignment. Maximum: suspension.
- Theft or other abuse of computer time – Includes but is not limited to unauthorized entry into a file to use, read or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual’s identification and password; use of computing facilities to interfere with the work of another students, faculty member, or College official. Minimum: loss of privilege. Maximum: suspension.

The Principle of Self-Control

- Physical or Sexual Assault – Attempting or committing a violent injury to another person, including sexual assault. Minimum: probation. Maximum: expulsion.
- Consuming, Possessing, Manufacturing, Distributing, or Dispensing Illegal Drugs. Minimum: suspension. Maximum: expulsion.

- Possessing Drug Paraphernalia – Includes but is not limited to pipes, bongos, hypodermic needles for non-medical conditions, rolling papers. Minimum: probation. Maximum: suspension.
- Possessing, Manufacturing, Distributing, Consuming, Dispensing Alcohol, or Being Under the Influence of Alcohol – On campus or off-campus at college-sponsored trips or college social functions, off campus but under college jurisdiction. Minimum: probation and service assignment. Maximum: suspension.
- Possession of Alcohol Paraphernalia – Alcohol paraphernalia and advertisements are prohibited on the campus of Judson College. Minimum: confiscation and warning. Maximum: service assignment.
- Distributing Alcoholic Beverages to an Underage Person by an individual or campus organization. Minimum: suspension. Maximum: expulsion.
- Sexual Misconduct – Includes but is not limited to either heterosexual or homosexual incidents of inappropriate display of affection, sexual relations outside of marriage, and promiscuity. Minimum: disciplinary warning. Maximum: suspension.
- Lewd and Indecent Conduct – Includes but is not limited to lewd, profane, vulgar language (verbal, written, or electronic), including on clothing, musical lyrics, or gestures; possession of pornographic materials, including via computer; voyeurism, indecent exposure, or other inappropriate behavior of a sexual nature not included in Sexual Misconduct. Minimum: disciplinary education. Maximum: probation.
- Gambling – Playing cards or any other game of chance or skill for money or other valuable stakes with the hope of gaining something significant beyond the amount the individual pays. Minimum: service assignment. Maximum: probation.
- Tobacco Use – Prohibited on campus except in the area around the Club House. Minimum: warning. Maximum: probation.
- Excessive Noise – Noise in or around a residence hall or other campus building that disturbs or disrupts normal activity. Minimum: warning. Maximum: service assignment.
- Irresponsible Conduct – Behavior which is offensive or annoying to others, disrupts the rights of others, or poses a potential danger to self, others, or property. Minimum: warning. Maximum: probation.
- Harassment – No student or group of students shall intentionally create a situation or take part in any activity that produces mental or physical discomfort, embarrassment, ridicule or suffering, unduly annoy, alarm or infringe upon the freedom of another to pursue academic and personal goals. Harassment may include but is not limited to insulting, taunting, physically challenging, approaching, making unwelcome advances or requesting sexual favors. **Harassment should be reported directly to the Vice President and Dean of Students.** Minimum: probation. Maximum: expulsion.

The Principle of Heritage

- Hazing – Any intentional, negligent or reckless action, activity or situation that causes another pain, embarrassment, ridicule or harassment, regardless of the individual's willingness to participate. Judson College does not condone hazing by any student or student group, and it will be treated as a serious violation of the Honor Code. Minimum: probation. Maximum: expulsion.

The Principle of Good Citizenship

- Aiding, Abetting or Conspiring – Aiding, abetting or conspiring with another person to become involved in inappropriate behavior. Minimum: corresponds to the sanction for the inappropriate behavior. Maximum: suspension.
- Contempt – Willful disregard or disobedience of a directive issued via a judicial process; failure to complete discipline sanctions by the deadline specified. Minimum: warning. Maximum: suspension.
- Insubordination – Failure to comply with the directives of a College official acting in his or her official capacity. Includes but is not limited to failure to evacuate or otherwise respond to a fire alarm or severe storm alert; refusing to present an ID on request; failure to appear when summoned for an official conference; failure to show respect for College faculty, staff, or guests; failure to comply with College parking/traffic regulations. Minimum: service assignment. Maximum: probation.
- Visitation – Allowing a male to be in the residence hall lobby outside the hours set, or allowing a male to be present in a student's room at any time (except announced open house hours). Minimum: service assignment. Maximum: probation.
- Disruptive Behavior – Obstructing or disrupting teaching, administration, or disciplinary proceedings; riots; unauthorized or unlawful demonstrations. Minimum: probation. Maximum: expulsion.
- Arson and Setting a Fire – Includes deliberately lighting a fire on campus without authorization; setting a fire in an occupied building; and setting a fire with the intention of destroying property. Minimum: Expulsion. Also carries the likelihood of legal action.
- Tampering with Fire and Safety Equipment – Tampering with or removing fire alarms, fire extinguishers, exit signs or other safety equipment, and giving false alarms. Minimum: restitution or fine and service assignment. Maximum: expulsion.
- Computer Tampering – Using computing facilities to interfere with normal operations of the College computing. Minimum: probation. Maximum: expulsion.
- Violation of residence hall regulations or other student behavioral expectations.

DISCIPLINARY PROCEDURES

Complaints

Any member of the College community may report a complaint against a student for misconduct. Complaints should be directed to the Office of Student Life. Violations of the Honor Code shall be reported in two ways:

1. Self-Referral: A student who realizes that she has violated the Honor Code will admit responsibility for her actions and report herself to the appropriate authority;
2. Witness Report: A person who witnesses or has concrete knowledge of a violation will a) confront the student and request that she report herself; or b) if the offender does not report herself, report the violation to the appropriate authority.

Interim Suspension

Though as a general rule the status of a student accused of violations of the College's expectations will not be altered until a final determination has been made in regard to the complaint, summary suspensions may be imposed upon a finding by the appropriate college official that the continued

presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or of any other member of the institution or its guests, of destruction of property, or of substantial disruption of classroom or other activities. In any case of summary suspension, the student shall be given an opportunity at that time or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing by the hearing committee on the suspension as promptly as feasible.

Investigation

Depending on the nature and circumstances of the complaint, the Vice President or his/her designee may conduct an investigation either prior to or following notification of the accused student. The student will be notified in person or in writing, depending on which is quicker and more practical in the situation.

Immediate Dismissal of the Charge

If the investigator deems the charge to be frivolous or without merit, the complaint will be dismissed. The person making the complaint and the accused student will be notified of the action.

Disposition of the Charges

The Vice President or her/his designee will examine incident reports, question witnesses, and hear the statement of the accused student. The Vice President or designee will determine whether to send the case to the Honor Council or have an administrative hearing. If the student admits guilt and a minimum sanction assessed, the student does not have the right to appeal the decision. If the student does not admit guilt or receives a sanction greater than the minimum, she may appeal for review of the decision to the Honor Council (if an administrative decision) or the Appeals Board (see below). A student may request that her incident not be reviewed by the Honor Council, but the ultimate decision rests with the Vice President or designee.

Review of Decisions

An appeal for review of a disciplinary decision must be made by the student in writing within **24 hours** of the notification of decision of the original hearing officer or Honor Council. The appeal must include a written response to the charges. Appeals may be made on the basis of: 1) the student maintains that s/he was incorrectly found guilty; 2) the sanction(s) applied were unreasonable; 3) new evidence has become available since the original hearing.

HONOR COUNCIL

The Honor Council will review disciplinary decisions referred by the Vice President or designee or appeals of decisions made by that person. The Council is charged with examining all the facts and reaching an unbiased decision on whether the Honor Code was violated and, if so, the appropriate sanction in response to that violation. When dealing with matters of academic integrity, the Council is advised by the Senior Vice President and Dean of the Faculty or his/her designee. When dealing with matters of social behavior, the Council is advised by the Vice President and Dean of Students or her/his designee.

Composition of the Honor Council

The Honor Council shall be a standing committee composed as follows: eight student representatives elected by the student body (one from each residence hall, one from each class, a president), three faculty members and two administrative staff members appointed by the President of the College. The administrative assistant of the Vice President and Dean of Students serves as the non-voting secretary of the Council.

Election and Qualifications for Student Members of the Honor Council

Election of student representatives is held by the Student Government Association during its spring elections for the next academic year, beginning in the fall semester. Run-off elections are held according to SGA guidelines. If vacancies occur between semesters, a special election will be held to

fill the vacancy. If a vacancy occurs during a semester, the Vice President and Dean of Students may appoint a temporary replacement if deemed necessary.

Qualifications include:

- A grade point average (GPA) of 2.7 or higher
- Honesty and trustworthiness demonstrated throughout the election process
- Approval of the Vice President and Dean of Students
- The President of the Council must have previously served on the Council for at least one year prior to the election, and must enroll in Short Term during her term of office. She must have at least 86 semester hours of credit and be in her third or fourth year of attendance at Judson College.
- Any member of the Honor Council found to have violated the Honor Code during her term of office, or of revealing confidential information, will immediately be terminated from her position and not become re-eligible for election.

In the event of a conflict of interest in a particular case, an appropriate substitute to sit on the Honor Council will be appointed by the Vice President and Dean of Students or his/her designee.

HONOR COUNCIL PROCEDURES

1. A statement and/or summary of the charge(s) will be provided in writing to the members of the Honor Council. Copies of the student's written appeal/response to charges will also be provided. The student charged may reference a copy of these statements and supporting materials while in the hearing room.
2. The Vice President or his/her designee will brief the Council on the specific case, as well as answer any questions on the Council's responsibilities and procedures. This person will be available during the hearing, in or near the hearing room, to answer any procedural or policy questions that may arise during the hearing.
3. The Honor Council will, in private, review the incident reports, statements and supporting materials (review the disciplinary decision, written response, if an appeal). On occasion testimony given in the hearing may be tape-recorded, but the Council's deliberations will not be recorded.
4. The charged student may be accompanied by and assisted in his/her defense by an advisor of his/her choosing from within the College community. The student may consult with the advisor, but the advisor may not speak or otherwise directly participate in the hearing. No person from outside the College community may be present in an Honor Council hearing, including parents, guardians, or attorneys.
5. The student may request witnesses related to the case to be present for the hearing. It is the student's responsibility to request a witness' presence and to notify that witness of the time and place of the hearing. The decision to hear these witnesses is at the discretion of the Honor Council.
6. Students, faculty or staff who have made statements or have material knowledge of the incident may be requested to be present at the hearing or notified that they need to be available on campus during the hearing time. The decision to hear from these witnesses is at the discretion of the Honor Council.
7. The Honor Council will question the student and any witnesses deemed necessary, and determine whether the student has in fact violated College policy, and if an appeal, whether previous sanctions were unreasonable, or whether new evidence changes the conclusion of guilt or degree of sanction.
8. In appeal, the Council may find the student not guilty, uphold the decision of the previous hearing officer, or reduce or increase sanctions as the evidence suggests. With both Honor Council and administrative hearings, the standard of proof for a finding of "guilty" shall be a preponderance

of the evidence. If the Council or administrative hearing officer cannot reach a decision, the student will be considered acquitted.

9. The Council will call the student back into the hearing room and the Council secretary will report the Council's decision(s). The Vice President or his/her designee will write a follow-up letter to the student reporting the Council's decision(s) and will implement any sanctions given or upheld by the Council.

Appeals Board Review

An appeal for review of a decision by the Honor Council must be made by the student in writing within **24 hours** of the notification of decision of the Honor Council. The appeal must include a written response to the charges. Appeals may be made on the basis of: 1) the student maintains that s/he was incorrectly found guilty; 2) the sanction(s) applied were unreasonable; 3) new evidence has become available since the original hearing. The appeal will be submitted to the appropriate Vice President, who will in turn submit it to the Appeals Board for consideration. Voting Members of the Appeals Board include a member of the administration appointed annually, who will serve as chairperson; a faculty member; the Student Government Association President. Non-voting members include the Honor Council president and the respective Vice President involved related to the original hearing. These two persons will serve in an advisory role.

SANCTIONS

The following sanctions may be imposed by individuals or Councils charged with determining Honor Code violations.

1. Notification of parents: The College may notify the student's parents of disciplinary actions and interim suspension with the student's consent and without the student's consent if the student is dependent upon her parents as defined by the Internal Revenue Act.
2. Warning: a verbal or written notice by any College official or Honor Council that the student's behavior is in violation of the College's Honor Code, clarifying expected behavior in the future. Further misconduct may be treated with more serious sanctions
3. Reprimand: A written statement that the student has violated College policy and that further violations within a given time frame will result in more serious sanctions. The reprimand will be included as part of the student's disciplinary record. During the reprimand period, the student may lose the privilege of holding an office in a student organization.
4. Restitution: Payment for damages done or expenses incurred as a result of a student's actions. Restitution may be required to the College, to a specific department, or a specific individual, as deemed appropriate by the hearing officer or Honor Council.
5. Confiscation: Articles or substances (e.g., alcoholic beverages and/or containers, weapons, pornographic materials) that violate the College Honor Code and/or governmental statute may be taken into the custody of the College or turned over to law enforcement authorities as appropriate. The College retains the right to decide whether such articles will be returned to the owner, destroyed by the College, or turned over to law enforcement officials. In the case of stolen property, it will be returned to the person from whom it was stolen if that person can be identified and located.
6. Service Assignment: an assignment to perform a task or service for the College, for a college-sponsored organization, or for an approved community group.
7. Disciplinary Education: Performance of an educational activity in response to a violation of the Honor Code. Educational sanctions may include:
 - A formal apology (in writing or in person)
 - A public presentation on a designated topic (usually 10-15 minutes long)
 - A research paper on a designated topic (usually 7-10 pages)

- Educational dialogs with appropriate College officials. Often there will be a minimum number of sessions stipulated. While the content of the sessions will remain confidential, the College official will provide the appropriate Vice President information on the student's attendance and progress.
 - Enrollment in an off-campus course (e.g., alcohol/drug, anger management)
 - Other
8. Loss of Privileges: Removal of privileges for a designated period of time. Privileges that may be revoked include:
- Living in one's room of choice
 - Living in one's residence hall of choice
 - Living on campus
 - Use of computer labs
 - Holding elective or appointive office in campus organizations
 - Participating in campus organizations
 - Keeping or operating a motor vehicle on campus
 - Keeping a stereo or other equipment on campus
 - Visitation privileges
 - Intramural privileges
 - Participation in intercollegiate athletics
 - Other
9. Fines: Charges payable to the College for selected policy violations.
10. Behavioral Probation: Notice that the student's standing with the College is in jeopardy. May include loss of privilege, service assignment, educational sanctions, tutoring, study hall, or other sanctions.
11. Restrictive Probation: Notice that the student's standing with the College is in severe jeopardy. Loss of all social privileges. Additional policy violations will lead to suspension.
12. Suspension: Separation of the student from the College for a specified period of time.
- Temporary suspension will last a minimum of three days and a maximum of two weeks.
 - Final suspension will last a minimum of the remainder of the current semester, with all academic work forfeited for the semester. The student may reapply for readmission to the College after the suspension period. The reapplication must include a written request to the Vice President and Dean of Students.
 - In either case, the student must vacate campus within 24 hours of the final decision of suspension.
 - A suspended student is prohibited from attendance at any classes, social events, or other functions, or visiting college grounds or buildings. Exceptions may be made for the purpose of carrying out business with the College upon request of and granting of explicit permission from the Vice President and Dean of Students.
 - The parent(s) or guardian of a suspended student will be notified of the suspension within 24 hours by the Vice President and Dean of Students.
13. Expulsion: Permanent separation from Judson College.
- The student must vacate campus within 24 hours of notification of expulsion
 - The student is not eligible for readmission to the College
 - The expulsion will be recorded in both the records of the Office of Student Life and the Office of the Registrar
 - Parents will be notified within 24 hours of the final decision to expel the student
14. Academic Dishonesty sanctions:
- Involuntary withdrawal from the course in which the violation occurred, either with or without receiving course credit
 - Change in grade for the assignment/exam
 - Change in grade for the course
 - Entry into the personal record of the student of the Office of the Registrar
15. Repeat violations: In the case of repeated violations or violations in deliberate disregard of a specific warning, the student will be subject to more serious sanctions.

ELBOWS OFF THE TABLE!

The Judson Woman's Guide to Proper Etiquette

Judson College seeks to prepare her graduates for life, and life often requires more of us than only knowledge acquisition. To help our students be prepared for business luncheons, social occasions, and in general to act acceptably around other human beings, we recommend certain behaviors to allow our students to rehearse for times to come when living within broadly accepted customs of behavior may make the difference in a job offer, a promotion, or being allowed back into Applebee's. Certain standards of etiquette and propriety are required, because we believe they are right and important.

STANDARDS OF APPROPRIATE DRESS

Modesty and appropriateness are central to the dress requirements of Judson College. Consider the following: "Choosing clothes is quite a responsibility, because what you wear says a lot about you. ...What image do you want to portray?"

(www.briomag.com/briomagazine/healthandbeauty/a0005126.html)

The Apostle Paul encouraged his readers in I Corinthians 6:20: "Honor God with your body." It is important for us to ask what message we convey with our clothing selections. The following guidelines should help your decisions:

Never OK On Campus or Representing the College

Clothing items with alcoholic beverage references, profanity, racial slurs, suggestive words or images; strapless shirts, clothing that exposes the midriff or undergarments

Only in Residence Hall Room Areas

Pajamas, slippers, hair rollers, thin or spaghetti straps without over-shirt, bare feet, very short skirts or shorts

In Classes, Offices, Library, and Dining Hall

Applies Monday – Friday, 8:00 AM to 4:30 PM, weekend events not otherwise specified

Any clothing not listed in two previous categories.

In Chapel or Auditorium Programs

Because of the nature of worship and other programs, do not wear hats, caps, visors, or bandanas in these settings.

Business Casual (Sunday lunch, announced events)

Slacks, dress pants, khaki pants, skirts, blouses, sweaters, dresses

Professional Dress (announced events)

Dresses and skirts, coordinated suits (skirt or pant), dress shoes (you can never go wrong with closed-toe pumps), hose or trouser socks

In case it comes up, you should also know:

Semi-formal dress includes short or three-quarter length dresses of an evening fabric, evening shoes.

Formal attire is a floor-length dress of an evening fabric, evening shoes.

ACADEMIC AND CONCERT ETIQUETTE

One of the most basic human values is to treat others with respect. Respect calls us to not talk when others have the floor, are speaking or performing; be on time; not presume on someone else's time. Some useful guidelines:

- ATTEND class, chapel, and required events.
- Be ON TIME for class, chapel, events and appointments.
- Make an APPOINTMENT to see professors or administrators.
- Be PREPARED for classes and appointments.
- Be QUIET when others are talking or performing.
- Show RESPECT to college employees and classmates.
- If you have a conflict with a professor or staff member, first TALK with that person to try to resolve it.
- If you cannot resolve a conflict with a professor or staff member, first talk with that person's SUPERVISOR before going to the president.

RECITAL AND CONCERT COURTESIES

Recitals and concerts have some specific conventions. Several things that will help you show respect to the performer and fellow concert-goers:

- Arrive early enough to be seated before the performance. Allow time to have your attendance checked and still get settled. Turn off electronic devices such as cell phones or pagers.
- In Alumnae Auditorium events, always use the front entrance, never the side doors or stage entrance from Tucker Hall.
- If you are late, wait for a time when the audience is applauding, then enter the auditorium quickly and quietly.
- Refrain from talking or making other noise. (Set those feet down quietly in Alumnae Auditorium – your shoes will “clomp.”)
- Leave all reading and writing materials outside the room. Focus your full attention on the performer.
- If you just have to leave (e.g., coughing, rest room), try to stay at least until the end of the song before you leave. Move quickly and quietly to the foyer to exit the auditorium.
- Applause is typically at the end of a group of compositions, not after each song. When in doubt, watch the music faculty – they know what to do.
- Refrain from whistling and cat-calls in a formal concert. Applause is the way to show your support of the performer.
- Dress appropriately. The Office of Student Life will try to make sure you know the appropriate dress for concerts. If you are not certain, feel free to ask.

DINING COURTESIES

Judson offers a number of different dining experiences, from the multiple buffet lines of the dining hall to formal dinners in Archibald Hall. First, some basics for eating with other people in any setting:

“Sit up straight, do not put your elbows on the table, do not speak with your mouth full, place your hands in your lap when you are not using them, excuse yourself if you hiccup or burp, do not sing at the table [unless participating in a Judson tradition], place your napkin in your lap when eating, do not throw or play with food” (*The Complete Idiot’s Guide to Etiquette*).

Also, turn off your cell phone during the meal, and always treat the servers with respect.

Judson College

The following courtesies and customs are specific to Judson College:

- Books, radios, and other distractions should be left outside the dining hall. Books may be brought in during breakfast.
- Only seniors begin singing or clapping in the dining hall.
- Except for meetings, only seniors may sit in the alcove.
- On weekends, seniors may invite a guest to eat in the alcove.
- Glasses, plates, and/or silverware are NOT to be removed from the dining hall.
- If a resident student is too ill to eat in the dining hall, she must get written permission from a member of the Residence Life staff to receive a sick tray.

Dining Hall

Some things to remember in the dining hall setting:

- Don’t take more than you know you can eat; you may go back for seconds.
- Get your own food, not food for others.
- Use serving utensils provided, and put them back so that the next person can use them without burning herself.
- Return your tray and all dishes, silverware and trash to the Tray Return area.

Formal Dining

When in a formal dining setting, such as Archibald Hall, these are some specifics for you to follow:

- Greet everyone at the table before you sit down; enter your chair from your left.
- Follow the lead of your host/ess throughout the dinner.
- Wait for your host/ess to unfold his/her napkin, putting yours in your lap once s/he has done so.
- Wait for your host/ess to place his/her napkin on the table, signaling the end of the meal. Put your napkin loosely on the table.
- If you leave during the meal, ask to be excused and leave your napkin on your chair.
- As a rule, start with the outside silverware and work in. Each course has a utensil.
- If your bread plate is removed, rest your bread on the edge of your dinner plate.
- Pass the salt and pepper as a set.
- Courses will be served from the left and removed from the right.
- Try to finish each course about the same time as the rest of the table.
- On finishing a course, place the knife and fork in the 10:20 clock position (points at 10, handles at 20), prongs of fork down and blade of knife facing you.

COLLEGE POLICIES

MOTOR VEHICLE REGISTRATION AND OPERATION

Maintaining and/or operating a vehicle on campus are privileges, not rights. Students who bring vehicles to campus assume complete responsibility for the vehicle and its operation on campus. The College is not liable for accidents or violations involving a student vehicle. Judson College reserves the right to revoke a student's privilege of maintaining or operating a vehicle on campus if that privilege is abused.

Parking permits are issued through the Office of Student Life. Each vehicle must be registered and have a parking permit affixed to the windshield on the driver's side. Vehicles that are not registered will incur a fine for the owner.

Few parking spaces on campus are restricted, but students parked in the following areas will receive a fine:

1. In a space reserved for handicap parking
2. In a space reserved for senior faculty, visitors, or others
3. In an area that is not a parking space, including
 - a. yellow, red, or blue lines
 - b. grass
 - c. the brick sidewalk between Jewett and Archibald Halls
4. In an area that blocks another vehicle or a loading zone

Fines are also issued for:

1. Excessive speed on campus
2. Operating a vehicle in an unsafe manner
3. Allowing passengers to ride in an unsafe manner

Fines for motor vehicle offenses are as follows:

First offense: \$10.00

Second offense: \$15.00

Third offense: \$25.00

On the fourth offense, a student will face additional sanctions up to and including the loss of privilege to maintain and/or operate a vehicle on campus.



MENTAL AND EMOTIONAL HEALTH

Judson College is concerned about the well-being of all students. Behavior by a student, including verbal conduct that demonstrates a desire to inflict harm upon herself or others is taken seriously. Such behavior may indicate a mental or emotional disorder that places the safety of the student or others in jeopardy or interferes with the College's mission to educate all students.

A student violates the College's code of conduct when (a) she engages in, or threatens to engage in, behavior that poses a threat of harm to herself or another person, (b) causes a substantial disruption in the academic or other College-related activities of another, or (c) damages or threatens to damage another's property.

A student, faculty member, or staff member who observes such behavior should report it to a Residence Hall Director or the Vice President and Dean of Students, who in turn will report the matter to a group designated as the College's Care Team. If practical, one or more members of the team should meet with the student for non-medical counseling regarding her conduct. If counseling with the student does not resolve the situation, a hearing is normally conducted to determine whether the student has violated the code of conduct and, if so, what sanctions should be imposed.

The College may, if necessary to protect the safety of the student or others, take summary action prior to a hearing. Some examples of summary action include: notifying the student's parent or guardian, removing the student from a College residential facility, notifying police or medical authorities, referring the student for immediate medical assessment, and involuntary administrative withdrawal from the College.

The student will be given prior notice of the hearing such as is reasonable under the circumstances. Unless prohibited by law, the College will normally notify the student's parent or guardian of the hearing. The hearing will be conducted by the Vice President and Dean of Students. If the Vice President determines that the student behavior has violated the College code of conduct, sanctions will be imposed on the student. Sanctions may include:

- A period of probation
- Removal from a College residential facility
- Referral for medical evaluation or counseling
- Involuntary, administrative withdrawal
- Suspension, expulsion, or other disciplinary sanctions

Involuntary administrative withdrawal normally occurs if the Vice President and Dean of Students believes that the student may be suffering from a mental disorder and the student (a) has engaged in, or threatened to engage in, behavior that poses a threat of harm to herself or another person, (b) causes a substantial disruption in the academic or other College-related activities of another, or (c) damages or threatens to damage another's property.

A student who has been administratively withdrawn from the College cannot return to the College's residential facilities or participate in the College's academic and social programs until she has been granted permission to return by the Vice President and Dean of Students. A student applying to return from an involuntary administrative withdrawal must have an assessment conducted by a qualified mental health professional (licensed psychologist or psychiatrist). The student may choose the mental health professional. Cost, if any, for assessment and treatment will be the responsibility of the student.

The student must arrange for the mental health professional who performed the assessment to contact the Vice President and Dean of Students and provide the following information: 1) His or her professional opinion as to the student's readiness to resume living in the College's residential facilities and participate in the College's academic and social programs, and 2) his or her recommendations about what, if any, conditions or restrictions should be imposed on the student's return to college life.

After this information has been furnished, the student must schedule an interview with the Vice President and Dean of Students. Based upon the mental health assessment results, the student's academic situation, and other pertinent information, the Vice President will make a decision as to whether it is appropriate for the student to return to the College's residential facilities and to resume her participation in the College's academic and social programs. The student may appeal this decision to the President in writing. The decision of the President is final.

MENTAL HEALTH RESOURCES

On Campus

Judson College contracts with the *ifoundhope Counseling Center* in Birmingham to provide counseling to students through one of their staff members who is an Alabama Licensed Counselor. The counselor is available from 9:00 AM to 4:00 PM on Wednesdays and Thursdays in room 306 of Jewett Hall. Students may make appointments or leave confidential messages for the counselor by calling **(205) 408-7181**, and may contact the counselor on days she is on campus at **683-5118**.

When the counselor is not on campus, students may talk with members of the Office of Student Life, who will help the student assess her level of distress and make appropriate referrals as indicated.

24-Hour Emergency Service

After Student Life office hours, students experiencing distress may call **1-800-358-3766**, which rings to the Residence Director on Duty.

Community

Cahaba Mental Health Center, Marion:	334-683-9957
Emergency Numbers:	334-875-2109
	800-291-1920

NONDISCRIMINATION

Judson College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Senior Vice President and Dean of the College (334-683-5104) is designated to handle inquiries regarding the nondiscrimination policies.

PERSONAL PROPERTY

The College is not responsible for loss or damage to the personal property of students. Each student is urged to provide for the security of her personal property. Loss of personal property should be reported to Student Life personnel or security personnel immediately.

Each resident is encouraged to protect her personal property by locking her room and carrying personal property insurance. Residents are issued a room key by the residence hall staff during residence hall check-in. If a resident fails to return her room key, she will be assessed a room key replacement fee.

SAFETY AND SECURITY

The safety and security program of Judson College is coordinated by the Director of Facilities Management in cooperation with the Office of Student Life. Security personnel assist with emergency response, perform security patrols, monitor persons on campus and provide other services relevant to the campus community. The College maintains a close working relationship with local law enforcement authorities and other emergency service agencies on matters related to the safety and security of the campus.

While the College strives to maintain a safe and secure atmosphere for its students so that they do not perceive that they are unreasonably impeded in their activities by concerns for personal safety, students should not have the misperception that college campuses are safe havens from the "real world."

Students are encouraged to exercise care for their own safety. Prudent safety measures include locking one's residence hall room and vehicle; avoiding traveling alone, especially at night; being aware of one's surroundings; being cautious of strangers; staying alert to suspicious behavior; knowing whom to contact in the event of an emergency; and immediately reporting all incidents to the proper authorities.

College security officers are on duty Monday through Friday, 4:00 PM to 7:00 AM, and 24 hours per day on Saturdays, Sundays, and holidays. When on duty, they will aid students upon request. The Office of Student Life responds to emergency or other safety/security concerns Monday through Friday 8:00 AM to 4:30 PM. These employees are not law enforcement officers. In the event of an emergency, students should call:

Fire:	334-683-6271
Police:	334-683-9071
Ambulance:	334-683-9071
Poison Control:	1-800-462-0800

Then notify:

(Daytime) Office of Student Life (334-683-5108, or 800-358-3766)

(Nighttime) Resident Director on Duty (800-358-3766) or Campus Security (334-683-5176)

INCIDENT REPORTS AND DISPERSAL OF INFORMATION

Security officers or other college personnel who respond to emergency situations will file incident reports with their supervisors not later than 24 hours after the incident. Appropriate follow-up of the incident will be completed by designated persons within the Student Life and Facilities areas. In the event of criminal activity taking place on campus that potentially threatens the safety or security of persons, employees and students will be notified of the incident within an appropriate time frame.

Each year by October 1, the College publishes and distributes to students the Campus Crime Report, which gives specified campus crime statistics for the previous three calendar years. This is in compliance with the Campus Security Act of 1990. The report shall include 1) crime statistics on campus; 2) crime statistics for areas contiguous to campus; 3) a statement of current campus policies regarding procedures for reporting criminal actions or other emergencies; 4) a statement of current policies concerning security of and access to campus facilities; 5) a statement of policies about campus security enforcement; 6) a description of programs designed to inform students about campus security procedures and the prevention of crimes; 7) a statement regarding campus sexual assault prevention programs and policies; and 8) the source for registered sex offender information.

SAFETY AND EMERGENCY PROCEDURES

The College maintains a close working relationship with local emergency management officials. Security personnel and Student Life personnel will monitor inclement weather conditions and make reasonable effort to inform students and employees when emergency procedures are required. Periodic fire and tornado drills will be conducted by the Office of Student Life to prepare students and employees for potential emergencies. All emergency situations, including medical emergencies which involve students, should be reported to the Office of Student Life (daytime) or the Residence Director on Duty (night).

USE OF CAMPUS FACILITIES

Faculty, staff, and students may use campus facilities from 7:30 AM to 1:00 AM each day. All facilities will be locked by security personnel following supervised activities (e.g., classes, rehearsals, practices. Faculty, staff, and students wishing to use facilities after closing hours may do so by contacting security personnel. Students wishing to use a facility after 1:00 AM must receive approval through the Office of Student Life prior to 4:30 PM, Monday through Friday.

Faculty and staff using facilities after closing hours should notify security upon entering or exiting the facility. Faculty and staff using facilities after closing hours are encouraged not to enter or remain alone in a facility.

The following policy will be enforced by security personnel when admitting students to facilities after closing hours: a student is not to enter a facility alone; a student using a facility must be accompanied by at least one other student; when students are using a facility, the facility will be monitored periodically by security staff; a student is not to remain in a facility alone; the security staff will record the name of the students admitted to a locked facility, as well as the time the students are admitted and the time the students exit the facility. Access procedures for residence halls are outlined in the "Residence Hall Security, Signing In and Out, and Curfew Guidelines" section of the Student Handbook.

PERSONAL SAFETY

The ultimate responsibility for personal security rests with each individual. Each person should be aware of her surroundings and potential risks to personal safety: drive defensively, walk with friends in well lighted areas, and know how to contact security personnel and/or authorities. Campus residents should exercise caution and take responsible actions in order to protect themselves and their property: keep residence halls secure; lock room doors; do not prop open exterior doors; do not walk alone after dark; when exercising, do so in well lighted areas and in groups (the Hockey Field is the recommended exercise area after 5:00 PM); and report suspicious activities or persons to security personnel, residence hall personnel, or Student Life personnel immediately.

Establishments such as lounges, night clubs, or bars, where alcohol is a major component of sales, are all too often unsafe and inappropriate environments for students. Therefore, students are strongly discouraged from going to such establishments.

Student organizations may not maintain an off-campus location for any purpose (e.g., housing, meetings, or social gatherings). Any facility rental agreement made by a student organization must be authorized by the Office of Student Life. Criminal activity occurring during a student organization sponsored event will be reported to the appropriate authorities, and procedures for notification of students and employees will be followed as customary for campus incidents.

Security personnel and Student Life personnel should be notified immediately in the event criminal activity occurs on campus. The appropriate law enforcement officers, as well as emergency medical personnel, will be contacted by security personnel. Extreme care should be taken in preserving all evidence for the proof of a criminal offense. In the event a student is a victim of a crime, Student Life personnel are available to assist the student in contacting appropriate law enforcement authorities and arranging for counseling. The College also will assist the student in adjusting academic or housing assignments if requested by the student and if the request is reasonably available. If the person who committed the crime is a Judson student, appropriate disciplinary action and processes will be followed as outlined in the Student Handbook and/or supplements. Both the accuser and the accused will be informed of the final disciplinary decision with respect to an alleged sex offense.

In compliance with the "Drug Free Schools and Communities Amendments of 1989," the Office of Student Life annually distributes to students and employees the Alcohol and Drug policy of the College. Students may refer to the Student Handbook and employees to the Personnel Manual to reference this policy.

ALCOHOL AND OTHER DRUG PREVENTION PROGRAM AND POLICY

Judson College expects her students to maintain a high standard of conduct that will at all times favorably reflect upon themselves, the Judson community, and the purpose for which the College was founded. It is with such concern and with concern for the spiritual, emotional and physical well-being of students, as well as compliance with the "Drug Free Schools and Communities Amendments of 1989," that Judson College prohibits the possession of, purchase of, consumption or use of, distribution of, sale of, and/or being under the influence of alcohol or illicit drugs while on campus, off campus but under college jurisdiction, on college-sponsored trips or college social functions. Violations of these regulations subject a student to serious disciplinary action by the College. In addition, violation of said policies may result in severe criminal penalties under local, state and federal law. The College reserves the right to use all legal means necessary to enforce its regulations and applicable laws. These means may include breathalyzer testing, drug testing, and involving law enforcement in searches. This action may include completion of an appropriate rehabilitation program, suspension or expulsion from the College, or referral for prosecution. If a student is found in violation of this policy, the student's parent or guardian may be notified of the violation and of the appropriate disciplinary action taken.

Disciplinary Sanctions

Any student found to be in violation of this policy may be subject to required participation in a drug or alcohol treatment or rehabilitation program, and/or disciplinary action up to and including expulsion. In addition, illegal activity involving drugs and alcohol may be referred to law enforcement officials for criminal prosecution.

In accord with changes in the Family Educational Rights and Privacy Act, the College may contact parents when any student violates College alcohol or drug policies or laws and is under age 21 or is still a dependent of her parents as defined in Section 152 of the Internal Revenue Code. The College reserves the right to exercise total discretion in the imposition of disciplinary sanctions.

If there is reasonable cause to believe that illegal drug use and/or abuse is occurring in College facilities, including residence hall rooms, such facilities may be entered for investigation at any time and without notice by an official of Judson College. The College will cooperate with civil authorities in the enforcement of drug laws on and off campus. The College may report to the civil authorities anyone charged with violation of drug laws. When disciplinary action is taken in cases of alleged drug abuse on or off campus, such action may or may not be concurrent with any action pending by the civil authorities.

Criminal Sanctions

The federal government, the state of Alabama, and the city of Marion have laws and ordinances related to the possession, use, and sale of alcohol and other drugs. Information on these statutes and ordinances and legal penalties is outlined below.

Federal Drug Offenses and Penalties Title 21, USC § 841 etc. seq.

§ 841(b)(1)(A) Distribution of 1 kilogram or more of a mixture or substance containing a detectable amount of heroin; 5 kilograms or more containing coca or cocaine; 100 grams or more of PCP; 10 grams or more of LSD; 1,000 kilos of marijuana; or 50 grams or more of amphetamine is a federal crime punishable by not less than 10 years in prison nor more than life in prison; and if death or serious bodily injury results, not less than 20 years and not more than a \$4 million fine.

§ 841(b)(1)(B) In the case of distribution of 50 kilograms or more of marijuana; or 100 or more plants of marijuana; or 100 kilograms or more of hashish; or one gram of hashish oil, one is guilty of a felony and if convicted may be sentenced to not more than 1 year in prison and fined not less than \$1,000 or more than \$2 million.

§ 841(b)(1)(D) If one is found with a quantity of marijuana less than 50 kilograms, one is guilty of a felony and sentenced to not more than 5 years and fined not to exceed \$250,000.

§ 844 It is unlawful for any person to knowingly or intentionally possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription. If convicted of possession, one may be sentenced to not more than 1 year and not less than a \$1,000 or more than a \$5,000 fine.

§ 845 Distribution of controlled substances to persons under 21 years of age may be punishable by twice the above sentences, as may distribution within 1,000 feet of a school, college, or university.

§ 848(b) If one is the head of a “drug ring” of 5 or more persons engaged in a criminal enterprise involving the manufacture, acquisition, transportation, distribution, or sale of illegal substances, one may be sentenced to life in prison.

§ 853(a) All of the above include the possibility of forfeiture of property derived from or used in the distribution of illegal drugs, or used in the manufacture of such drugs.

State of Alabama Offenses and Penalties Code of Alabama 1975

§ 13A-12-202(c) Criminal solicitation to commit a controlled substance crime is punishable to the same extent as the controlled substance crime solicited.

§ 13A-12-203(c) Attempt to commit a controlled substance crime is punishable to the same extent as the controlled substance crime itself.

§ 13A-12-204(c) Criminal conspiracy to commit a controlled substance crime is

punishable the same as the controlled substance crime itself § 13A-12-211 The unlawful distribution of controlled substances, whether sold, furnished, given away, manufactured, delivered, or distributed, is a Class B felony.

§ 13A-12-212 The unlawful possession or receipt of controlled substances is a Class C felony.

§ 13A-12-213 Unlawful possession of marijuana in the first degree results where one possesses marijuana for other than personal use or has been previously convicted of marijuana possession in the second degree, and is a Class C felony.

§ 13A-12-214 Unlawful possession of marijuana in the second degree results where one possesses marijuana for personal use only, and is punishable as a Class A misdemeanor.

§ 13A-12-215 The sale of controlled substances by one over 18 years of age to one under 18 years of age is a Class A felony with no eligibility of suspended sentence or probation.

§ 13A-12-231 One who knowingly sells, manufactures, delivers, or brings into this state cannabis (in any of its forms), cocaine, heroine, morphine, opium, methaqualone, hydromorphine, amphetamine, phencyclidine, lysergic acid diethylamide, methamphetamine, or LSD shall be guilty of a Class A felony, may be fined up to \$500,000, and sentenced for up to life in prison without parole.

§ 13A-12-233 One who engages in a criminal enterprise, in connection with five or more persons, to traffic in illegal drugs shall be sentenced no less than 25 years and no more than life, without eligibility for parole, and fined up to \$500,000. For a second such conviction, a mandatory life imprisonment is required with a fine of not less than \$150,000 or more than \$1 million.

§ 13A-12-250 An additional penalty of 5 years imprisonment is tacked on for the above violation, which occurs within a 3-mile radius of a school, college, or university campus (or housing project; see § 13A-12-270).

§ 13A-12-260 Use, possession, delivery, or sale of drug paraphernalia is a crime punishable as a Class C misdemeanor for possession, a Class C felony for sale, and a Class B felony for sale to one under 18 years of age by one over 18 years of age.

Sentences of Imprisonment in the State of Alabama

§ 13A-5-6 Sentences for felonies shall be for a definite term of imprisonment, which includes hard labor, within the following limitations:

- Class A felony: for life or not more than 99 years or less than 10 years.
- Class B felony: not more than 20 years or less than 2 years.
- Class C felony: not more than 10 years or less than 1 year and a day.

§ 13A-5-7 Sentences for misdemeanors shall be for a definite term of imprisonment in the county jail or of hard labor for the county, within the following limitations: For a Class A misdemeanor, not more than 1 year.

- Class B misdemeanor: not more than 6 months.
- Class C misdemeanor: not more than 3 months.

City of Marion Statutes

The city of Marion does not have any additional statutes regarding alcohol or drug use beyond the federal and state laws, which it enforces.

HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE

Effects of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of becoming alcoholics.

*Effects of Controlled Substances**

Narcotics

Opium

Dependence – high

Duration – 3-6 hours

Possible Effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea.

Effect of Overdose: Slow and shallow breathing, clammy skin, convulsions, coma, possible death.

Morphine

Dependence – high

Duration – 3-6 hours

Possible Effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea.

Effect of Overdose: Slow and shallow breathing, clammy skin, convulsions, coma, possible death.

Codeine

Dependence – moderate

Duration – 3-6 hours

Possible Effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea.

Effect of Overdose: Slow and shallow breathing, clammy skin, convulsions, coma, possible death.

Heroin

Dependence – high

Duration – 3-6 hours

Possible Effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea.

Effect of Overdose: Slow and shallow breathing, clammy skin, convulsions, coma, possible death.

Meperidine

Dependence: high

Duration: 3-6 hours

Possible Effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea.

Effect of Overdose: Slow and shallow breathing, clammy skin, convulsions, coma, possible death.

Methadone

Dependence: high

Duration: 12-24 hours

Possible Effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea.

Effect of Overdose: Slow and shallow breathing, clammy skin, convulsions, coma, possible death.

Depressants

Chloral Hydrate

Dependence: Moderate

Duration: 5-8 hours

Possible Effects: Slurred speech, disorientation, drunken behavior without odor of alcohol.

Effect of Overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death.

Barbiturates

Dependence: High-Moderate

Duration: 1-16 hours

Possible Effects: Slurred speech, disorientation, drunken behavior without odor of alcohol.

Effect of Overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death.

Benzodiazepines

Dependence: Low

Duration: 4-8 hours

Possible Effects: Slurred speech, disorientation, drunken behavior without odor of alcohol.

Effect of Overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death.

Methaqualone

Dependence: high

Duration: 4-8 hours.

Possible Effects: Slurred speech, disorientation, drunken behavior without odor of alcohol.

Effect of Overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death.

Glutethimide

Dependence: high

Duration: 4-8 hours

Possible Effects: Slurred speech, disorientation, drunken behavior without odor of alcohol.

Effect of Overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death.

Stimulants

Cocaine

Dependence: high

Duration: 1-2 hours

Possible Effects: Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite.

Effect of Overdose: Agitation, increase in body temperature, hallucinations, convulsions, possible death.

Amphetamines

Dependence: high/moderate

Duration: 2-4 hours

Possible Effects: Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite.

Effect of Overdose: Agitation, increase in body temperature, hallucinations, convulsions, possible death.

Phenmetrazine

Dependence: high

Duration: 2-4 hours

Possible Effects: Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite.

Effect of Overdose: Agitation, increase in body temperature, hallucinations, convulsions, possible death.

Methylphenidate

Dependence: moderate

Duration: 2-4 hours

Possible Effects: Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite.

Effect of Overdose: Agitation, increase in body temperature, hallucinations, convulsions, possible death.

Hallucinogens

LSD

Dependence: unknown

Duration: 8-12 hours

Possible Effects: Illusions and hallucinations, poor perception of time and distance.

Effect of Overdose: Longer, more intense "trip" episodes, psychosis, possible death.

Mescaline and Peyote

Dependence: unknown

Duration: 8-12 hours

Possible Effects: Illusions and hallucinations, poor perception of time and distance.

Effect of Overdose: Longer, more intense "trip" episodes, psychosis, possible death.

Amphetamine Variants

Dependence: unknown

Duration: 8-12 hours

Possible Effects: Illusions and hallucinations, poor perception of time and distance.

Effect of Overdose: Longer, more intense "trip" episodes, psychosis, possible death.

Phencyclidine (PCP)

Dependence: high

Duration: days

Possible Effects: Illusions and hallucinations, poor perception of time and distance.

Effect of Overdose: Longer, more intense "trip" episodes, psychosis, possible death.

Phencyclidine Analogues

Dependence: high
Duration: days
Possible Effects: Illusions and hallucinations, poor perception of time and distance.
Effect of Overdose: Longer, more intense “trip” episodes, psychosis, possible death.

Cannabis

Marijuana

Dependence: moderate
Duration: 2-4 hours
Possible Effects: Euphoria, relaxed inhibitions, increased appetite, disoriented behavior.
Effect of Overdose: Fatigue, paranoia, possible psychosis.

Tetrahydrocannabinol (THC)

Dependence: moderate
Duration: 2-4 hours
Possible Effects: Euphoria, relaxed inhibitions, increased appetite, disoriented behavior.
Effect of Overdose: Fatigue, paranoia, possible psychosis.

Hashish

Dependence: moderate
Duration: 2-4 hours
Possible Effects: Euphoria, relaxed inhibitions, increased appetite, disoriented behavior.
Effect of Overdose: Fatigue, paranoia, possible psychosis.

Hashish Oil

Dependence: moderate
Duration: 2-4 hours
Possible Effects: Euphoria, relaxed inhibitions, increased appetite, disoriented behavior.
Effect of Overdose: Fatigue, paranoia, possible psychosis.

(*Source: US Department of Justice, DEA/Last update: 2/16/98

DRUG AND ALCOHOL PROGRAMS

The following drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) are available to students:

<i>Counseling Services, Judson College</i>	683-5185
<i>Covenant House</i>	205-967-3575
<i>Crisis Intervention/Treatment Referral</i>	800-SOBER-90
<i>The Bradford Center</i>	205-647-1945

SMOKING POLICY

In recognition of the U.S. Surgeon General's report that smoking is hazardous to an individual's health, smoking is prohibited on the Judson College campus except on the Clubhouse porch. Trash receptacles are placed in this area for use by smokers in maintaining a neat, litter-free environment. Violation of the smoking policy will result in disciplinary action by the College.

ENCOUNTERS AND ATTENDANCE EXPECTED PROGRAM

Because Judson College is committed to providing programs that contribute to the comprehensive education of her students, the ENCOUNTERS and Attendance Expected (AE) program was developed to offer students opportunities for growth in spiritual, cultural, intellectual, and social areas of their lives. Events are designed to allow students (1) to experience the arts, (2) to increase social consciousness, (3) to strengthen faith, and (4) to develop a sense of community.

The ENCOUNTERS and AE program encompasses three areas: Chapel/Assembly, Concert/Lecture and Campus Community. Each event within the ENCOUNTERS program is worth a certain number of points. The points accumulate for achievement of a one hour credit with a letter grade of A, B, C, or F, denoted on the student's transcript and figured into the grade point average. The one hour credit does not have an impact on the academic or financial policies of the College.

The events provide an opportunity for the College community to come together for times of worship, concerts, lectures, and special events. The events encourage spiritual growth by providing shared worship experiences designed to examine the nature and importance of faith in Christ within a diversity of understanding, and they encourage intellectual development by offering cultural enrichment programs and presentations on issues of current interest.

Most programs are held on Tuesday or Thursday, at 11:10 AM in the fall and spring semesters, unless otherwise announced. Each fall and spring semester includes at least one week of special emphasis during which services are held on Wednesday and Thursday as well as the regular Tuesday service. The adjusted Wednesday class schedules for special emphasis weeks are assigned by the Senior Vice President and Dean of the Faculty.

Requirements

During the academic year, over thirty events will be designated as ENCOUNTERS or AE program events. A schedule of events, both ENCOUNTERS and AE, will be distributed at the beginning of each semester. Additional events will occasionally be announced during a term. All events designated as ENCOUNTERS program events will be worth one point.

All full time students (resident and commuter) are expected to fulfill the ENCOUNTERS requirement. These students must accumulate a specific number of points over the course of the semester to earn a grade designation of A, B, C, or F. The requirements for each semester will be given out at the beginning of each semester.

Upon the completion of the required points for each semester, the student will receive a one hour credit with an A, B, or C being noted on her transcript and figured into the student's grade point average. Failure to accumulate ENCOUNTERS points will result in a one hour credit denoted as an "F" figured into the grade point average. Additionally, if a student receives an "F" for two semesters, she will be placed on academic probation. If a student receives an "F" a third semester, she will be suspended from the College. The one hour credit does not have an impact on the academic or financial policies of the College.

Non-residential, full-time students are exempt from evening and weekend events, but are encouraged to attend if possible. Students who do not hold full-time student status are encouraged to fulfill the ENCOUNTERS program requirements and receive academic credit. Non-traditional students enrolled in the Adult Studies Program of the College are encouraged to and may elect to participate and receive academic credit.

Students who participate in an approved international study abroad program will have an "A" denoted on their transcript for each fall and spring semester they are enrolled in the program.

In order to receive points for attending ENCOUNTERS program events, you are expected to:

- Bring your student ID card to have your attendance scanned
- Arrive on time
- Stay for the entire event
- Avoid distracting the speaker or other participants.

Students who fail to comply with these guidelines will lose credit for the event and may have their behavior referred for disciplinary review for the following infractions:

- Studying
- Talking
- Eating and/or drinking
- Leaving early
- Participating in any other distracting activity

Attendance is monitored for each event by Honor Council representatives. *It is the responsibility of each student to record her own attendance.* Records of student ENCOUNTERS and AE program attendance are updated monthly and will be available in the Office of Student Life for review.

ATTENDANCE EXPECTED EVENTS

During each academic year certain events will be designated as "Attendance Expected" (AE) by the Office of Student Life. Students are required to attend each of these events unless otherwise exempted by the Office of Student Life. AE events will be designated on the official college calendar. However, additional events may be announced during a term. Students may expect the following designated AE events:

All Students

- Rose Sunday - rehearsal, ceremony and worship service
- Hockey Day
- Black History Month Program
- Alabama Women's Hall of Fame
- Parents' Day
- Women's Conference

Seniors

- Commencement rehearsal and graduation

Junior/Sophomores

- Judson College/MMI Step Sing/Reception

New Students

- New Student Orientation sessions and events
- Judson College/MMI Picnic/Step Sing/Reception
- President's Reception
- Designated Etiquette Meals

Attendance is monitored for each event by Honor Council representatives. *It is the responsibility of each student to record her own attendance.* Students who are absent without an approved exemption will have two points deducted in the ENCOUNTERS program. A student who misses more than two AE events in one semester without an approved exemption will be referred for disciplinary action.

NOTE: *All co-curricular events given an AE designation must be approved through the Office of Student Life prior to the announcement of the event.*

Absences

Routine medical appointments, job interviews, and other such matters should be scheduled at other times or planned as one of the allowed absences for the semester. An application for an ENCOUNTERS or AE exemption may be obtained in the Office of Student Life and must be approved by the Senior Vice President and Dean of the Faculty and the Vice President and Dean of Students. Applications are considered for the following circumstances:

- Participation in required College activities: Students who must be absent from an ENCOUNTERS or AE event due to required College activities must have their sponsor submit their names to the Office of Student Life no less than 24 hours prior to the event.
- Work conflict due to prescribed hours required by an off-campus employer: Exemption from ENCOUNTERS or AE event attendance for reasons of employment requires a written statement from the employer concerning the nature and the hours of employment submitted to the Vice President and Dean of Students no less than twenty-four hours prior to the event.
- Serious illness of the student or student's immediate family that requires the student to be confined to her room or be away from campus for an extended period of time (2 days or more): Exemption from ENCOUNTERS or AE event attendance will require a written statement from the student's physician or from the parent/guardian in the event of the serious illness of a member of the student's immediate family.

- Participation by a student in a significant activity - one which occurs only once in a lifetime (e.g., wedding of a sibling, the graduation of a sibling, 50th wedding anniversary of her grandparents): Exemption from attending an ENCOUNTERS or AE event will require a written statement from the student with a description of the significant or unusual nature of the activity.
- Excessive requests for excused absence will be evaluated by the Vice President and Dean of Students

NOTE: ENCOUNTERS program credits do not count toward the 128 credit hours necessary for graduation.

STUDENT RECORDS

Judson College preserves and maintains permanent institution records relating to each student. Information contained in these records is made available to authorized persons or institutions as a service to students in accordance with the following policy:

Judson College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which guarantees to students and eligible parents the right to inspect educational records and to limit access to those records by third parties. FERPA states that after a student becomes 18 or attends a post-secondary educational institution all rights of the parents are transferred to the student unless the student is a dependent of her parents as defined in Section 152 of the Internal Revenue Code. The College considers every traditional student as a "dependent" of her parents or guardians until the student specifically informs the College that she is not a dependent and provides proof of non-dependency status. The following rights shall be afforded eligible students and parents:

1. Eligible students and/or parents have the right to inspect and receive virtually all the student's educational records maintained by the College. An eligible student and/or parent may access her education records through the following procedure:

- The student and/or parent shall make a written request to the College custodian of the record.
- The custodian of the record will grant an appointment for the requested examination as soon as is reasonably possible and will not ordinarily exceed five days from the date of the initial request.
- The eligible student and/or parent may not remove any item of information from her file.
- The custodian will provide a copy of the record to the eligible student and/or parent as soon as is reasonably possible and will not exceed more than forty-five days. A minimum charge of \$.10 per page will be made for copies of records, with the exception of a fee of \$5.00 for transcripts. The College reserves the right to deny requests for transcripts or copies of records not required to be made available by FERPA in the following situation:
 - a. the student lives within commuting distance from the College
 - b. the student has an unpaid financial obligation to the College
 - c. there is an unresolved disciplinary action against the student

2. Eligible students and/or parents have the right to request that the College correct records believed to be inaccurate, misleading or in violation of the privacy rights of the student. A written request should be submitted to the appropriate record custodian, clearly identifying the part of the record which they wish to change, and specifying the reason they believe the record is inaccurate, misleading, or in violation of the student's privacy rights. If the College decides that the information is inaccurate, misleading or in violation of the student's privacy rights, the College will amend the record accordingly and inform the student of the amendment in writing. However, if the College determines that a change is not appropriate, the eligible student has the right to place a statement in the records commenting on the contested information in the records, stating the reason she/he disagrees with the decision of the College. This statement will be maintained with the contested part of the record as long as the record is preserved. This procedure will not be used to challenge the

validity of a grade or any other decision given by a professor or administrator of the College. Appeals of grades must be made in accordance with the Student Grievance Compliant Procedure. Appeals of disciplinary decisions must be made with the disciplinary appeals process.

3. Generally, Judson College must have written permission from the eligible students before releasing any information from a student's record; however, FERPA allows the College to disclose records, without consent, to the following parties:

- Officials of the College with a legitimate educational interest (defined as a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted; a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official in performing his/her tasks.)
- Other institutions to which a student seeks or intends to enroll (the College provides such information upon request by the institution without notification of the student)
- Parents (when a student over 18 is still a dependent)
- Certain government officials
- Appropriate parties in connection with financial aid to a student
- Organizations doing certain studies for the College
- Accrediting organizations
- Individuals who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety emergencies
- State and local authorities to whom disclosure is required by state laws adopted prior to November 19, 1974
- An alleged victim of any crime of violence (as defined in section 16 of title 18, United States Code) will be provided the results of any disciplinary proceedings against the alleged perpetrator of the crime with respect to that crime

Academic records are maintained by the Senior Vice President and Dean of the Faculty. The records constitute the student's permanent record, contain only information relevant to academic performance, and are available only to authorized persons.

Disciplinary records contain information relating to student violations of College policy and are kept in the Office of Student Life. These records are kept separate from academic records.

Institutions are able to disclose, without consent, "directory" type information, such as a student's name, address, and telephone number. Judson College has designated the following as directory information:

- Student name
- Address
- Telephone number
- Date and place of birth
- 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
- Most recent previous school attended
- Photograph

An eligible student who does not wish for this information to be released without prior written consent must notify (in writing) the Office of Student Life by the end of September.

The offices in which student records are maintained, along with the College custodian in charge of records, are listed as follows:

Custodian	Records	Location
Registrar	Academic course records, grades, transcripts, test scores	Office of the Registrar- 1 st floor Jewett Hall
Director of Admissions	Admissions applications, test scores, high school transcripts	Office of Admissions 2 nd floor Jewett Hall
Dean of Student Development	Career Counseling - Interest testing, job placement records, resumes, letters of recommendation	Office of Student Development – 2 nd floor Blount Student Union
Vice President and Dean of Students	Disciplinary - Investigative records, ENCOUNTERS attendance	Office of Student Life 1 st floor Blount Student Union
Director of Financial Aid	Financial Aid – Aid applications, financial statements, award letters	Office of Financial Aid – 2 nd floor Jewett Hall
Business Office	Financial – Student billing records, Student payroll records	Business Office – 1 st floor Jewett Hall
Vice President and Dean of Students	Housing Records – Room assignments, Damage assignments	Office of Student Life 1 st floor Blount Student Union
Vice President and Dean of Students	Medical Records - Health Examinations, Medical History	Office of Student Life 1 st floor Blount Student Union
Vice President and Dean of Students	Student Life – Personal Data, Activities	Office of Student Life 1 st floor Blount Student Union

**Upon matriculation, admissions records are transferred to the Office of the Registrar. Records for all applicants who do not matriculate are maintained in the Office of Admissions for a period of one year.*

On occasion, the College or parties acting on its behalf may maintain records that are not included on the above list and may not be found in the usual locations.

The Student Records Policy of Judson College is a written summary of the requirements of FERPA. Excerpts from the policy are published in the Student Handbook and distributed to students annually. A complete copy of the written policy and procedures for the compliance with the FERPA is available from the Office of the Registrar upon request. A student may file a complaint alleging failure by the College to comply with the requirements of FERPA by contacting the *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.*

ACADEMIC PROBATION AND ACADEMIC SUSPENSION

Students at Judson College who are unable to achieve or maintain a minimum grade point average (GPA) are placed on academic probation. This action is designed to provide guidelines to enable students to concentrate on their course work and improve their academic standing.

There are two types of academic probation:

Regular Probation -- A student is placed on regular probation when the overall GPA falls below 1.7 for a freshman or 2.0 for other students.

Strict Probation -- A student is placed on strict probation after two regular semesters of regular probation OR if the overall GPA falls below 1.2.

While on probation, the following restrictions apply:

Academic Restrictions

1. The student is limited to an academic load of thirteen credit hours in a regular semester and six credit hours during short term.
2. Attendance is required in all classes except when confined because of illness. A medical excuse must be provided.

Social Restrictions

1. The student may not hold office in any campus organization.
2. The student may not represent the college in athletic events or public relations events.
3. Curfew privileges are suspended Sunday-Thursday during the time of probation.

A student is removed from probation when she achieves an overall GPA of 2.0.

Suspension. A student is suspended from Judson College for the following:

1. Failure to achieve a semester GPA of 2.2 while on strict probation
2. Failure to indicate ability to achieve an overall GPA of 2.0 by graduation.
3. Violation of curfew or restrictions while on academic probation.

A student who has been suspended for academic reasons may apply for readmission after one full academic semester. Readmission is not automatic but is at the discretion of the Academic Council. Course work taken at another institution during probation or suspension will not transfer to Judson College. Students who are readmitted will be placed on strict probation and be required to achieve a GPA of 2.2 each semester. A student who fails to achieve this GPA will be permanently dismissed.

Probation and Suspension are based on course work taken at Judson College. The overall GPA is calculated by dividing the total number of quality points earned by the number of hours attempted.

CLASS ATTENDANCE

Students are expected to attend regularly and punctually all class meetings and laboratories and are responsible for all course work. An absence is defined as non-attendance for any reason, whether illness, emergency, or official leave. Unexcused absences (cuts) are discouraged. Tardiness and leaving class early are discouraged also; three (3) such instances are considered an absence.

If a student is absent more than twenty-five percent of the total meeting time during a semester or term, she will be assigned a grade of F in the course. The limit of absences before reaching twenty-five percent are ten (10) for a three hour course meeting three times per week and six (6) for a three hour course meeting two times per week. As the maximum allowed absences include both excused and unexcused absences, students are urged not to miss classes without good reason.

A pattern of unexcused absences in two or more classes may subject the student to immediate suspension or expulsion. The class attendance regulations for students admitted to Judson under special programs and for students on academic probation must be observed as long as the student remains in such status.

Attendance is mandatory at all tests announced one week in advance. Instructors may permit deviation from this rule on the grounds of illness necessitating confinement for 24 hours or more, death in the family, or other extreme emergencies. The instructor may request verification of circumstances by a note from the hospital, doctor, nurse, vice president for student services or vice president and dean of the faculty, dormitory director, or parent, as appropriate.

Any probationary or special student absent from a class or study session will be reported to the Senior Vice President and Dean of the Faculty for appropriate action. Unexcused absences on the part of such students will subject them to immediate **SUSPENSION** or **EXPULSION**.

Due to the nature of some courses, individual professors may enforce policies which differ from the above. At the beginning of each semester, the professors will explain the policy regarding absences in each of their classes.

JUDSON COLLEGE NETWORK POLICIES AND PROCEDURES

Policies:

All users of the Judson College network must adhere to the Judson College Computer Network Policies and Procedures regarding the use of College-owned computers, peripherals, software, servers, network storage, the Internet, and Electronic mail (e-mail). Users must also abide by copyright laws as well as state and/or federal laws with regard to software, Internet and e-mail usage. Each user has the responsibility to use the Judson College network in an ethical, lawful, and professional manner. This means that the users agree to abide by the conditions stated in these policies. Consequences resulting from any deviation from these policies include but are not limited to permanent or temporary suspension of user privileges, deletion of files, denial of technical support services, disconnection from the Judson College network, confiscation of unauthorized software and hardware, and referral to applicable student/faculty/staff disciplinary processes. All potentially illegal activities may be reported to local, state, or federal authorities, as appropriate, for investigation and prosecution. This policy provides general guidance and will be supplemented by additional regulations governing particular sub-systems of the college computing environment and network. Ignorance of these policies may not be used as an excuse for actions that violate these policies.

Purpose:

Judson College has provided the systems and networks to support the College's mission of education, and their intended uses are grounded in providing robust and secure services to the entire Judson College user community in pursuit of that mission. The College provides access to students currently registered for classes and maintains computers for staff and faculty with software appropriate to their work-related environment. The computer network is the property of Judson College and is to be used for legitimate business and educational purposes. Access to these services is a privilege and is contingent upon appropriate usage by all users. Inappropriate usage, as is outlined in this Policies and Procedures statement, poses serious risks to the stability and security of the network and is therefore prohibited. To assist all users in understanding and practicing appropriate computer network usage, the following general information and procedures are provided. Additional information specifically related to e-mail, the Internet, and other computer network topics are provided in the remaining Judson College Computer Network Policies and Procedures and should be reviewed and implemented by every user. (HUH?)

General Information

- Because of the rapid evolution of computing and information networks, the College reserves the right to modify the text of this policy. While users will be kept apprised of any changes, it is the user's responsibility to remain aware of current regulations. The most current text of this policy is always available at <http://studentnet.judson.edu/it/it.html>.
- Judson College must ensure that academic work takes precedence at all times over other computing activities in its facilities. In situations of high user demand that may strain available computer resources, Judson College reserves the right to restrict (e.g., specific time of day) or prohibit computer activities such as game-playing, engaging in on-line chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business and/or non-educational related uses of the Internet.
- Users understand that network-based system activity is automatically logged on a continuous basis. These logs do not include private user text, mail contents, or personal data, but do include a record of user process that may be examined by authorized system administrators.
- By accessing and using the College's computer resources, each system user expressly consents to and acknowledges the College's right, when necessary as a function of responsible system management:
 - To monitor any and all aspects of College computing resources (including but not limited to individual user login sessions to determine if a user is acting in violation of College policies or law)
 - To inspect all electronic files and other electronically recorded information within the College's computing resources;
 - To intercept, access, disclose and use electronic communications of any user, whether in transit or storage; and
 - To utilize software that makes it possible to identify and block access to Internet sites and/or e-mail that is deemed inappropriate.

- Students may receive Internet access by connecting personally owned computers to the network in their residence hall rooms, but this privilege may be removed if a student does not adhere to the following rules:
 - Each student will have the College's corporate version of McAfee virus protection loaded on her computer and will keep it up to date. She will also install Microsoft Windows updates on a regular basis.
 - Each student will understand that it is her responsibility to protect her computer from spyware or adware.
 - Judson College is only responsible for the connection to the wall of the room. College personnel are not responsible for student computer repair. Students will make their own arrangements for personal computer repair or maintenance.
 - Each student must understand that her activity on the Internet affects all users of the residence hall network.
 - Each student will understand that while she is connected to the network in her room, Judson College has the right to monitor all and filter some Internet protocols.
 - Each student realizes that peer to peer file sharing, downloading of illegal music, games, and software is prohibited on the Judson College network. If monitoring of the network shows that a student is in non-compliance with this policy, her computer will be immediately disabled from the network.
- Each authorized user may access only the network account that is assigned to her or him. Each user is held responsible for all activity on and information stored in her or his account. Users should take every precaution to protect their account passwords. Attempting to use an account belonging to someone else is prohibited. Illegally obtaining passwords by any method is considered theft.
- Unauthorized attempts to access files (or e-mails) or to modify files (or e-mails) belonging to Judson College or another user are prohibited.
- Users must not allow non-college individuals to use non-public computer resources without authorization from the IT department.
- All users are expected to respect the privacy of others.
- Any attempt to circumvent network security is prohibited.
- Independent commercial activity by users is prohibited except for College-related business.
- Using College-owned resources to store, copy, or distribute pirated material is prohibited.
- Using computer resources irresponsibly or in a manner that adversely affects the work of others is prohibited. This includes recklessly or intentionally 1) damaging any system by introducing computer viruses, worms, or Trojan horses; 2) damaging or violating system information not belonging to the user; or 3) misusing or allowing misuse of computer resources.
- Users at Judson College are to refrain from creating, sending, or storing pornographic, obscene, offensive, harassing, threatening, or disruptive material on the College network. They are not to do anything that is inconsistent with Judson's Statement of Values (<http://judson.edu/values.html>). Displaying or distributing such information will be considered a violation and appropriate action will be taken.
- Tampering with software settings or adding/deleting software from equipment (without consent from the IT Department) will result in a fine plus the cost of the repair.
- Computer systems and components will not be removed from their original location without prior permission from the IT Department.
- Theft of hardware, software, or consumable supplies is prohibited.
- Upon notification by the College of activity or behavior that violates these policies, users must discontinue such activity immediately.
- Each user will use the Judson College e-mail system in an ethical, lawful, and professional manner and will not use the system for purposes inconsistent with the mission of the College

WITHDRAWAL FROM THE INSTITUTION

In order to officially withdraw from an academic session, a student must complete withdrawal forms available in the Office of Student Life. An official withdrawal will be granted upon completion of these procedures. Transcripts will not be released if a student does not complete the withdrawal process.

POLICY ON SEXUAL HARASSMENT AND GUIDELINES AND PROCEDURES FOR REPORTING AND RESOLVING COMPLAINTS

Judson College is committed to the policy that no employee or student shall be subjected to sexual harassment. Inherent in this policy is the commitment to maintaining a positive and productive environment in which the dignity and worth of all members are respected. Sexual harassment is damaging to this environment and will not be tolerated.

Guidelines have been established for defining sexual harassment in the workplace and in the educational setting. Based upon these guidelines, sexual harassment, for the purpose of this policy, is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive learning or employment environment.

Sexual harassment is conduct unacceptable to the College and shall subject the offender to disciplinary action that may include suspension or dismissal.

Guidelines for Reporting Complaints of Sexual Harassment

All administration, faculty and staff are expected to be knowledgeable of the College's policy on sexual harassment. Any employee who is consulted concerning an incident of sexual harassment should be able to assist in determining an appropriate channel for reporting the incident and should encourage the complainant to report the incident.

Reporting Channels

All College employees should know appropriate reporting channels for complaints of sexual harassment. Any College employee or student who believes that he or she is being sexually harassed is encouraged to report the problem to an appropriate administrative official. Reporting channels may differ for students and employees.

Students

Students with complaints of sexual harassment against faculty or staff members or other students should contact the Vice President and Dean of Students. Any student who experiences sexual harassment on campus from a person who is not enrolled as a student and not a college employee should contact the Vice President and Dean of Students.

Employees

Employees should report complaints of sexual harassment to their immediate supervisor or, if necessary, to the next level of supervision. When employees believe they cannot communicate effectively through these reporting channels, the complaint may be reported to the appropriate vice president.

Responsibilities

All members of the Judson College community are expected to conduct themselves in a manner that maintains a positive learning and working environment and respects the rights and dignity of others. Sexual harassment is strictly prohibited, and any individual who engages in sexual harassment may be personally liable for such conduct. Each vice president, division chairman, department head, director and supervisor is responsible for maintaining a work and educational environment free of sexual harassment.

Administrative officials who serve as reporting channels for sexual harassment have several responsibilities. When a complaint of sexual harassment is received, the administrative official shall:

- Listen to the complaint and assist the complainant in assessing his/her experiences and concerns.
- Advise the complainant of possible options, both formal and informal, for resolving problems.
- Assist the complainant to resolve the problem informally if an appropriate informal resolution, satisfactory to the complainant, can be identified.

In all cases, complaints of sexual harassment will be investigated thoroughly and appropriate action will be taken promptly.

Procedures for Informal and Formal Resolution of Sexual Harassment Complaints

When an investigation of a sexual harassment complaint gives reasonable cause to believe sexually offensive or inappropriate behavior on the part of the employee or student has occurred, resolution of the complaint may be achieved through informal or formal procedures. The nature, frequency, and severity of the behaviors involved in sexual harassment complaints are factors which may determine appropriate procedures for resolution of complaints. The Senior Vice President and Dean of the College and the Vice President and Dean of Students, in conjunction with the supervisor, will determine the appropriate procedures for resolution of complaints based on a review of the degree or repetition of the harassment.

Informal Complaint Resolution

Informal resolution of sexual harassment complaints is designed primarily to address personal conduct of employees or students that creates an offensive working or learning environment. The primary purpose of informal resolution is to end the alleged harassment as quickly as possible. The option to seek resolution of a complaint by informal means is provided in the interest of protecting the privacy of both the complainant and the accused and to encourage the reporting of problems involving sexual harassment. No formal investigation and decision is required in informal resolution of a complaint.

Resolution of informal complaints of sexual harassment may be achieved by instructing the alleged offender to cease the offending behavior when the fact of offending behavior is not in question. When an individual is engaged in verbal or physical conduct without realizing that his/her conduct offends the complainant, such notice either by the complainant or by the administrative official, should be sufficient to cause the conduct to cease. Reassignment, agreed to by both parties to eliminate further contact between the parties, may be warranted in certain cases.

If a complaint is resolved informally, no record of the complaint will be entered in the alleged offender's personnel or student file. However, the administrative official receiving the complaint will record the fact of the complaint and the resolution achieved in a file memorandum. A copy of this memorandum will be forwarded to where it will be retained in confidential files.

Formal Complaints of Sexual Harassment

When attempts at informal resolution of complaints are unsuccessful or the conduct precipitating a sexual harassment complaint is of sufficient concern, a formal complaint of sexual harassment may be necessary. Formal complaints require a written, signed statement from the complainant indicating (1) the name of the person(s) involved in harassing the complainant; (2) a description of the harassment, including date(s) and location(s); (3) names of witnesses, if any; (4) actions taken by the complainant, and (5) the resolution sought by the complainant. Administrative officials who serve as reporting channels for sexual harassment complaints may assist complainants in filing formal complaints of sexual harassment or may act as the complainant.

All formal complaints of sexual harassment are submitted to the Vice President and Dean of Students, who is responsible for reviewing the formal complaint and contacting the Senior Vice President and Dean of the College in cases involving academic departments. Responsibilities and procedures for investigating the formal complaint will be determined by the appropriate vice presidents.

The purpose of the investigation is to determine if a reasonable basis exists for the allegation(s) of sexual harassment. The investigation will afford the respondent a full opportunity to address all allegations. Possible outcomes of the investigation are (1) determination that the allegation is

unwarranted; (2) determination that the available evidence is inconclusive; (3) an informal resolution; or (4) initiation of formal disciplinary action. Both complainant and the respondent will be informed of the outcome.

Formal Disciplinary Action and other Policy Provisions

Disciplinary actions taken against individuals who violate the policy on sexual harassment will be consistent with published grievance complaint policies outlined in the *Faculty Handbook*, *Personnel Manual*, and *Student Handbook*. Possible disciplinary action includes but is not limited to oral or written reprimand, demotion, transfer, suspension, or termination of employment.

Retaliation Prohibited

This policy of sexual harassment and procedures for the resolution of sexual harassment complaints intends that students, staff and faculty should express their concerns or complaints freely, responsibly, and in an orderly way. Any restraint, retaliation, harassment, or discrimination against a student or employee for responsibly using the policy and related procedures interferes with this purpose and is a violation of the policy.

Intentionally False or Frivolous Complaints

An intentionally false or frivolous complaint of sexual harassment also interferes with the purpose of this policy and shall be a basis for disciplinary action.

Confidentiality

The right to confidentiality of all parties involved will be respected insofar as it does not interfere with the College's legal obligation to investigate and take appropriate action on allegations of sexual harassment brought to its attention. Information about individual complaints and their disposition is considered confidential.

Dissemination of Information

This statement on sexual harassment will be included in appropriate campus offices, posted on appropriate campus bulletin boards, and included in new student and employee orientation materials. Vice Presidents, division chairmen, department heads, directors and supervisors will receive annually a copy of the policy statement and associated guidelines and procedures for discussion and/or distribution within their areas.

Education and Training

The Academic and Student Life Divisions are responsible for providing educational programs to increase awareness and to promote sensitivity to the problem of sexual harassment. Educational programs also provide information about the procedures for addressing sexual harassment complaints for (a) individuals designated to receive complaints; (b) individuals likely to encounter questions or concerns about sexual harassment, such as residence life staff, counselors, and supervisors; and (c) members of the College community.

STUDENT GRIEVANCE COMPLAINT PROCESS

Judson College is committed to the fair treatment of students in all matters. The College endeavors to maintain a positive and productive environment in which the dignity and worth of all members are respected. The fair treatment of students is important to this productive environment.

If the student believes that she or he has been the victim of illegal discrimination, or has witnessed illegal discrimination, the student is to report that belief to the officer of the College identified under "Reporting Channels" below, who is designated to receive complaints of illegal discrimination. A prompt, thorough, and fair investigation will ensue, and if the College concludes that discrimination has occurred, the College will take immediate and effective action. Furthermore, the College will make every effort to protect the complainant from retaliation for making a complaint. Confidentiality will be maintained to the extent consistent with the College's need and intent to act vigorously to enforce its policy of nondiscrimination.

The following process is for all other grievances:

Guidelines for Reporting Complaints

All administrators, faculty, and staff are available to give assistance to students who have experienced an alleged inequity as a result of the handling of a policy or an action by a group or individual. A student may consult any member of the administration, faculty or staff for assistance in determining an appropriate channel for reporting the complaint.

Reporting Channels

Students with complaints relating to housing, student activities or programs, student organizations, personal counseling, or the actions or practices of a member of the staff, should contact the Vice President and Dean of Students.

Students with complaints relating to student accounts, the employment of students, or financial aid should contact the Vice President for Business Affairs.

Students with complaints related to placement testing, academic advising, course offerings, educational programs and practices of the faculty should contact the Senior Vice President and Dean of the Faculty.

Students with complaints related to admissions practices or recruitment should contact the Vice-President for Institutional Advancement.

Responsibilities

Administrative officials who serve as reporting channels for complaints have several responsibilities. When a complaint is received, the administrative official shall:

- listen to the complaint and assist the student in assessing her experiences and concerns;
- advise the student as to possible options, both formal and informal, for resolving the problem;
- assist the student to resolve the problem informally if an appropriate informal resolution satisfactory to the student can be identified; or
- assist the student in preparing a formal complaint if (a) formal procedures are indicated because of the nature of the alleged inequity, (b) the alleged offender is unwilling to participate in an informal resolution, or (c) the student wishes to file such a complaint.

Complaints will be reviewed thoroughly and appropriate action will be taken promptly.

Procedures for Informal or Formal Resolution of Complaints

When review of a complaint confirms inappropriate handling of a policy or actions by an individual or group, a resolution of the complaint may be achieved through informal or formal procedures. The nature, frequency and severity of the alleged inequity involved in the complaint are factors which may determine appropriate procedures for resolution of complaints. Administrative officials involved in reporting channels for complaints are prepared to offer assistance and advice in determining appropriate procedures for resolution of complaints.

Informal Complaint Resolution

The primary purpose for informal resolution is to correct the alleged inequity as quickly as possible. A formal review and decision is not required in an informal resolution of a complaint.

Formal Complaint Procedures

When attempts at informal resolution of complaints are unsuccessful or inadvisable, a formal complaint may be necessary. Formal complaints require a written, signed statement from the student indicating the name of the individual or group involved in the alleged inequity; a description of the alleged inequity; the name of witnesses; actions taken by the student; and the resolution sought by the student. Administrative officials who serve as reporting channels for complaints may assist students in filing formal complaints.

All formal complaints will be reviewed thoroughly to determine if a reasonable basis exists for the allegations of inequity. The review will afford the respondent a full opportunity to address all allegations. Possible outcomes of the review are determination that the allegation is unwarranted, determination that available evidence is inconclusive, or a determination of action to resolve the inequity. Both the student and the respondent will be informed of the outcome.

Retaliation Prohibited

The policy and procedures for the resolution of complaints are designed for the purpose of encouraging students to express their concerns and complaints freely, responsibly, and in an orderly way. Any restraint, retaliation, harassment, or discrimination against a student for responsibly using the grievance policy and related procedures interferes with this purpose and is a violation of the policy.

Intentionally False or Frivolous Complaints

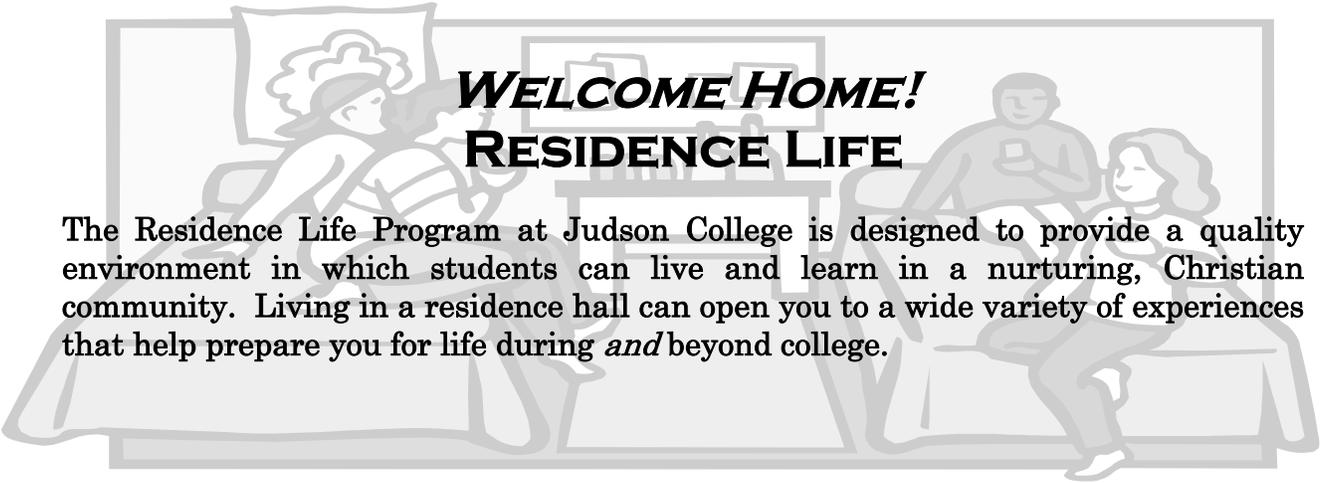
An intentionally false or frivolous complaint also interferes with the purpose of the grievance policy and shall be a basis for disciplinary action.

Confidentiality

The right to confidentiality of all parties involved will be respected insofar as it does not interfere with the College's reviewing of the allegations of inequity brought to its attention and taking appropriate corrective action.

Appeals Procedure

Decisions regarding the resolution of complaints may be appealed to the President of the College.



WELCOME HOME! **RESIDENCE LIFE**

The Residence Life Program at Judson College is designed to provide a quality environment in which students can live and learn in a nurturing, Christian community. Living in a residence hall can open you to a wide variety of experiences that help prepare you for life during *and* beyond college.

Housing Policy

Living in a residence hall provides students with opportunities to learn relationship skills that impact all areas of life and to participate fully in the life of the College. Residential living also provides convenient and cost-effective housing for students. It is one of the most rewarding and important facets of the college educational experience.

In addition, research has shown that students who live in residence halls experience significant benefits from living on campus. For instance, Chickering* (1974) found that residence hall students did better in college, were more likely to succeed, and advanced more quickly. Astin** (1973) found that living in a residence hall had a positive impact on grade point average, completion of the bachelor's degree in a timely manner, student self-image, and satisfaction with living environment.

Judson College is so committed to the value of residential living that **traditional aged, single students are required to live in a residence hall and take their meals in the college dining hall.** Exceptions are made for students living with parent/guardian or spouse within reasonable commuting distance of the college. Since the residence hall program is designed for traditional aged students, the Vice President and Dean of Students reviews requests for residence hall housing by students older than 23 years of age.

Resident students are required to enroll for at least 12 credit hours during Fall and Spring semesters and/or six credit hours during Short Term. The College reserves the right to determine if a student may enroll as a part-time student. Any student residing on campus who reaches the age of 23 during an academic year must complete that year on campus. On-campus housing is not available for married students or for students with children.

Questions regarding this policy should be addressed to the Vice President and Dean of Students prior to the semester in question. This housing policy is subject to modifications based on the availability of on-campus housing. The College reserves the right to deny housing to a student if the student's behavior or academic standing violates the mission or policies of the College.

*Chickering, A. (1974). *Commuting Versus Resident Students*. San Francisco: Jossey-Bass.

**Astin, A. (1973). "The impact of dormitory living on students." *Educational Record*, Summer.

RESIDENCE HALLS

The Residence Halls

All residence halls are in a suite arrangement, with two rooms connected by a bathroom.



Kirtley Residence Hall: Named for Anne Elizabeth Kirtley, this hall houses most first-year students. Miss Kirtley was one of the best-loved teachers in the history of Judson College. She began many of the traditions and gave Judson a number of her art objects.



Barron Residence Hall: Barron Residence Hall is named for Julia Tarrant Barron, one of the founders of Judson College and member of the Alabama Women's Hall of Fame. Barron was completed in 1962, and the lobby has been furnished by Alumnae donations.



Women's Missionary Union (WMU) Residence Hall: WMU is a merger of an original building and a comparatively new wing. The south wing dates to 1925, and at one time was connected by a covered walkway to the old Jewett Hall. The north wing was added in 1958.

THE RESIDENCE LIFE STAFF

Residence Life staff members are eager to assist you in your adjustment to community living in Judson residence halls, in accomplishing your academic goals, and in becoming active in the total life of the College. Contact one of these staff members when you have a need or a problem.

Residence Hall Assistants (RAs) are the first point of contact for residents. These are upperclassmen that live on the hall with the residents. They are responsible for assisting with all aspects of the daily operations of the residence halls.

Residence Directors (RDs) live in the residence halls to coordinate and oversee the work of the RAs. They are responsible for advising and supervising the activities of residents, encouraging residents to achieve their academic and personal goals, and supervising the maintenance of the residence halls. Emergency situations or maintenance problems should be reported immediately to a residence hall director, who will make the appropriate contact to address the situation.

RESIDENCE LIFE SERVICES

Laundry

Each residence hall is furnished with coin operated washers and dryers. Remember that the washers and dryers are used by approximately 100 other students, so be courteous by removing your clothes as soon as they are done. Washers may not be used for dyeing purposes.

For fire safety purposes, do not iron in your room. Ironing boards are available in pressing rooms or in the laundry room. Irons are not provided by the College.

Maintenance

Residents should promptly report any maintenance problems (such as lights, plumbing, and other repairs). Should a request remain outstanding for five working days, let your RD know. In case of an emergency maintenance situation, contact the RD, an RA, or the Office of Student Life (ext. 5108).

Maintenance personnel are in and out of the residence halls during business hours to make necessary repairs. They are required to announce their presence and knock before entering a room or bathroom. They are required to be properly identified by their uniform.

Housekeeping

Housekeeping personnel are responsible for the maintenance and appearance of public areas such as lobbies, halls, and stairwells. Please do not do things to make their job

harder. Housekeeping will pick up trash if it is set in the hall by 7:00 AM.

Ice Machines

Ice machines are located in the basement of each residence hall.

Vending Machines

Each residence hall has a variety of vending machines. Report any problems to the RD.

Microwaves

There are microwaves available for student use on each hall. Remember that the microwave is shared, so clean it up after use. Problems should be reported to the RA or RD.

Storage

Limited summer storage is available in Barron and WMU Residence Halls. Only large items (such as refrigerators or TVs) may be stored. Any items left in storage for more than one academic semester will be removed. A storage agreement, available from the RA or RD, must be signed by the resident storing items; the yellow copy should be taped to the item in storage. The College is not responsible for items left in storage.

Riddle Beach

If you wish to sunbathe in your swimsuits you may do so on *Riddle Beach*, an area next to the gym with a privacy fence. For reasons of safety, residents may not sunbathe anywhere else on campus.

THE RESIDENCE HALL COMMUNITY

Residence halls are more than just places to live -- they are classrooms for learning relational skills. As a resident, you are a member of a small neighborhood within each hall and of the larger community of all who live on campus. As with any community, we have policies and procedures to protect the rights of individuals and to help insure the welfare of the community as a whole. In keeping with the mission and Christian purpose of Judson College, the policies and procedures also reflect the standards that are expected of Judson students. If you treat others and their property with the respect you want to be given, there's a good chance that you'll be acting within most of these policies!

Community Assessment:

In an effort to teach community values and to maintain a safe and attractive living place for *all* residents, community assessment is applied when the person(s) responsible for damage cannot be identified. Community assessment helps control the costs of repair when deliberate damage or negligent care has occurred in public areas. In the event that the individual or group responsible for damage does not come forward, the cost will be prorated among *all* residents.

Study Hours:

Contrary to popular belief, most college students do study and sleep, and some of them prefer to do that at night! In order to ensure that residents have the opportunity to exercise their rights to sleep and study in their rooms, study hours have been established in the residence halls. During study hours noise should be limited to a minimum level so as to not disturb others who may be studying or sleeping. It will help if you keep your door closed during study hours and keep TVs, radios, and stereos at a low volume at all times. (Note: *Study Hours does not mean that you can make all the noise you want at other times; it just sets specific times when you really need to keep it down.*)

If someone else's noise disturbs you, you have both the right and the responsibility to ask them to quiet down. If you experience a noise problem, go to the offender first. If the problem persists, inform the RA or RD.

Study hours:

- 10:00 PM – 8:00 AM Sunday through Thursday
- Midnight – 8:00 AM Friday and Saturday

*During the week of final examinations, 24 hour study hours will be observed.

Tutoring and babysitting:

Residents who tutor non-Judson students should meet and work with their tutees in the lobby. Tutees should not visit in the room of the resident. Residents interested in baby-sitting are encouraged to baby-sit at the employer's home. Baby-sitting in the residence hall is permitted only for brief periods of time. Baby-sitting is not permitted overnight.

CLOSING OF RESIDENCE HALLS

All residence halls are closed and food service is not available during designated holiday periods. Residents may not remain on campus during these periods. Normally these include *Thanksgiving, Christmas, Spring Break, semester break, and summer break*. Residents are expected to vacate the residence hall at the specified time for each closing. The College reserves the right to use the residence hall rooms to house guests during these periods.

Housing for special circumstances may be considered for specific residents who experience difficulties with housing during times when the residence halls are closed. Each student who needs housing during those breaks must apply for such consideration in the Office of Student Life. Students who may be considered for special circumstance housing include:

- International students
- Students from outside the southeastern US who are unable to return home
- Students who have jobs with food services requiring them to stay in Marion (a letter from the student's employer on company letterhead must be attached to the request)
- Student athletes who have games during a college break
- Students participating in college-sponsored mission trips during the break

A written request must be submitted no later than one week prior to the date housing is needed. The College does not provide meal service during these times.

LOBBIES

Conduct:

The main lobby of each residence hall is where visitors (including men) are received. For this reason, you should always be properly dressed while in the lobby during open hours. You should refrain from moving or removing lobby furniture. We greatly prefer that you go to your room if you want to sleep, rather than sleeping in the lobby. And you are old enough to be respectful of common areas, so clean up after yourself and turn off the TV when you leave the lobby and no one else is watching..

Be considerate of others who are visiting or studying in the lobby. Rough and rowdy behavior is not tolerated and noise should be kept to a minimum. Public displays of affection are not permitted in the lobby (or elsewhere on campus). This includes, but is not limited to: kissing, hugging, snuggling, and lying on one another.

Visitation Policy:

Residents should remain with their guests at all times. If a guest is found unattended, he/she may be asked to leave. Male guests must leave each night when the residence hall is secured.

ROOMS

Room Assignments:

As much as possible, requests for a specific residence hall, room and/or roommate are honored. Room assignments are made on the basis of the following criteria, but not necessarily in this order:

- cumulative semester hours
- date of receipt of both reservation form and deposit
- cumulative GPA

Private Rooms

If space is available, a resident may request a double occupancy room as a private room by filling out the proper form (available from the Office of Student Life) and by paying the required additional fee. Private room requests will not be processed until other room requests have been made. Private room status can change if the space becomes needed. RAs and seniors usually have first preference, followed by subsequent classes. Some rooms, due to size, are not available as private rooms.

Checking In and Out

Upon arrival, and each time you move into a new room, you will be given a *Room Analysis Form*. It is critical that you carefully examine the room and furnishings, noting conditions and the absence or presence of furnishings. The signed form is to be returned to the RA or RD *on the day of check in*. This is to protect you! A resident is not held responsible for damages, conditions, or shortages that existed prior to her moving in *if it is noted on the form*.

When you move out of the room, the room will be checked again, changes will be noted, and you must sign the form again. The room cannot be checked until all personal belongings are out of the room. If you do not check out properly, you will assume all damage costs in addition to an improper check-out fine. You will also be charged if the room is left excessively dirty at check out.

Room Changes and Consolidation

- **Room Changes:** Shortly after the beginning of each semester, a time designated by the Office of Student Life is set aside for room changes. During “room change days,” residents may request a room change at no charge. All changes must initiate in the Student Life Office. If you move without authorization, you may be required to return to your original assignment and will be fined.
- **Consolidation:** Occasionally, residents who did not request or want to pay for a private room find themselves without a roommate due to cancellations, withdrawals, and room changes. Residents without roommates are expected to consolidate with another resident or pay the private room fee. In the event that there is only one person without a roommate, the resident may remain in the room alone **ONLY** for the remainder of the semester without paying the private room fee. During that time the room will remain available if needed for another resident.

Furnishings

Every room is provided with single beds, closets, drawer space, desks, chairs, bedside tables, and possibly other furnishings. The provided furnishings become your responsibility while you live in the room. Furniture may not be moved from one room to another or taken apart. Due to a lack of storage space, furniture may not be stored in other locations. Residents who do so may be subject to a fine. Residents may raise their beds for ease of storing things underneath, but not more than eight inches.

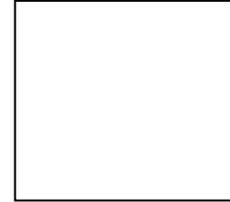
Decorating

Residents are encouraged to decorate their rooms to make them feel more like home. You may hang posters, pictures, and plaques as long as they are in keeping with the Christian purpose of the College. This prohibits the display of sexually suggestive posters or pictures, or advertisements condoning the use of alcoholic beverages or illegal drugs. DOT traffic signs may not be used for decoration and will be turned over to the police by the student or by Student Life. Decorating is limited to residents' rooms and should not overflow into the hallway. Residents may use curtains or valances but may not cover windowpanes or hang signs in the windows.

Because residence hall rooms are used year after year, decorations should be posted in such a way as to avoid damage to walls, doors, and other parts of the room. You *may use* clear packing tape, masking tape, and one to two *small* nails on walls. You are allowed to use two to three *small* nails on the door to hang a message board.

Pets

You may have non-aquarium bowl fish (such as goldfish) but are **not allowed** to have any other animals in the residence hall at any time.



Room Checks and Searches

- **Room Checks:** In order to ensure a clean and safe environment, Residence Life staff will conduct routine health and safety checks announced at least 24 hours in advance. They will check for neatness and orderliness, fire or health hazards, maintenance requirements, and compliance with College regulations. In order for rooms to be in passing condition, they should be neat and orderly--free from trash, dirtiness, and clutter. Two failures will be considered a violation and will result in sanctions. Generally, safety checks are conducted several times each semester. So clean up!
- **Room/Vehicle Searches:** The College respects a student's privacy and guards against arbitrary and unnecessary intrusion. However, the College does reserve the right to conduct searches for the following reasons:
 1. If there is reasonable cause to believe that activities that are detrimental to the health, safety, and welfare of the College community are taking place;
 2. If there is reasonable cause to believe that contraband is present;
 3. If there is reasonable cause to believe that activities are occurring that violate college policies.

Reasonable effort will be made to have an occupant of the room or the person who registered the vehicle present during a search. However, searches may be done without the occupant/owner present. In the event that a search is conducted, the following guidelines will normally apply:

- The search will be approved by the Vice President and Dean of Students or her authorized designee.
- At least two College officials will perform the search, only one of whom may be a student (RA, Honor Council representative).
- All persons involved in the search and any witnesses will sign a list of items taken as a result of the search.
- Contraband that is openly visible may be confiscated by a college official at any time and is not considered a search.

VISITATION

Inter-Residence Hall

An upperclassman resident of one residence hall may visit overnight in another residence hall as long as the hostess and roommate of the hostess are in agreement.

If the number of times a resident stays in another's room is deemed by the Residence Life staff to be excessive, appropriate intervention may be made, including the possibility of charging the resident for occupying two rooms.

Non-resident Female Guests

Non-resident female guests may visit the residence halls. The following guidelines apply:

- A roommate must not be deprived of her privacy, study time, or sleep because of a guest.
- For reasons of security and knowledge of who is in the building in cases of emergency, overnight guests must be registered with the RD.
- Overnight guests must have a hostess present.
- Overnight guests are permitted to stay no more than three nights per semester.
- Guests will be subject to the same housing policies as residents.
- The hostess is responsible for the actions of her guest(s).
- Guests who are not students enrolled at Judson College may not stay overnight during final exams.

Male Guests

To ensure the safety and privacy of residents, male visitors are allowed to visit only in the lobbies of each residence hall. Male guests are not permitted to visit in a resident's room or other non-public areas of the residence halls. Residents with special needs for assistance are honor bound to request permission *in advance* from an RA or RD to have male guests in the room.

Open House

In addition to days when residents move in and out, other special days and hours will be designated when anyone, male or female, can visit in the residence halls. These will be announced and the following guidelines apply:

- Residents should be properly dressed during Open House hours.
- When male guests are in the room, the door *must* remain open.
- Guests will be subject to the same housing policies as residents.
- The hostess is responsible for the actions of her guest(s).

At MMI

Judson students are permitted to visit the Marion Military Institute campus. To stay within MMI's policies and Judson's expectations, visit under the following guidelines:

- The guardhouse should be the point of contact with cadets. Do not go directly to the barracks in order to contact a cadet.
- Cadets are not allowed to be contacted during Confined Quarters (CQ), Sunday through Thursday, 7:30 PM to 10:00 PM.
- Dress appropriately and modestly while visiting the MMI campus.
- The library should be used for study purposes only.
- You may not enter the barracks at any time.

SECURITY, SIGNING IN AND OUT, AND CURFEW GUIDELINES

In order to enhance student safety and accountability and to increase building security, Judson College practices the following sign out, security/access, and curfew policies. You must exercise good judgment and the time-honored rules of safety to protect yourself and your fellow students, particularly when coming and going at night.

Security/Access Policy

Residence halls are locked at all times by the ITI Access System and can only be entered at designated entrances using an access card. Beginning at dusk each day, only campus side lobby entrances are accessible. To maintain this level of security in the residence halls, residents are *honor-bound* to admit only their guests and to refrain from sharing access cards. Residents should NEVER leave their cards outside the building (e.g., under doormats, on window sills). The first offense will result in a \$100 fine. Further offenses will be adjudicated by the Honor Council.

Signing In and Out

Residents with curfew restrictions must sign out using the card provided under the following circumstances:

- Leaving for overnight
- Leaving Marion at any time
- Leaving campus after 7:00 PM

Residents should sign in upon returning.

Bed Checks

When there is some reason to believe that a resident may not be in the residence hall after curfew without special permission, or that an unauthorized person may be present, a bed check may be conducted by the Residence Hall staff or other authorized college representative with the assistance of an RA or Honor Council representative. Reasonable efforts will be made to respect the privacy of each resident and guard against unnecessary intrusion.

CURFEW

trip or has wing

ester hours)

ar; must sign in and out on card; must have *Special Permission* to

Sunday – Thursday

Friday & Saturday *first semester:* 2:00 AM;

icate that she is not in the building, and put card “in” when she returns

ours) – no restrictions

Being away from the Residence Hall Overnight

Students with curfew restrictions needing to be away from the residence hall overnight Sunday through Thursday are permitted to do so by completing an *Overnight Special Permission Form*, available from the RD or Office of Student Life. The form requires that a **parent** or **guardian** call the RD or Office of Student Life and must be completed BEFORE the resident leaves. Therefore, students must plan ahead. If an emergency arises and a resident needs to leave quickly she should contact a College official.

Overnight Special Permission is NOT required under the following circumstances:

- Friday & Saturday nights
- Holidays or extended weekends when ALL classes are OFFICIALLY cancelled
- when a resident is on a college-sponsored trip

SAFETY GUIDELINES AND EMERGENCY PROCEDURES

Appliances

Because of demands on the electrical system and because of fire code regulations, it is critical that all residents comply with the following guidelines:

- No open coil electrical equipment of any sort may be used. Coffee makers and water heaters must be closed-coil, pot type.
- Microwave ovens may not be used in student rooms.
- No individual room air conditioners are allowed in student rooms, other than what the College provides.
- Refrigerators should not exceed 1.8 cubic feet (two per room) or 4.4 cubic feet (one per room). Refrigerators must be plugged directly into a wall outlet or into a UL approved power strip.

Fire Safety

"It is estimated that 1,700 fires hit U.S. college campuses annually." (*On Duty: The Newsletter for Resident Assistants*, March 2000) Fire codes and insurance liability require us to restrict certain objects and activities in residence halls, to protect the safety of all students. The College has thus developed the following guidelines:

- Follow the appliance policy – it is designed to help protect against fire.
- All electrical items should be *Underwriters Laboratory* (UL) approved.
- Do not use normal household extension cords, especially when used with high amperage equipment. Instead, use UL approved power strips with built-in circuit breakers and heavy-duty extension cords with a safety fuse.
- Keep all hallways and exit ways clear of obstructions with complete access available at all times. (This includes the narrow entranceway that some rooms have.)
- All stairwell doors, which act as fire separations, are to be kept closed.
- Students may smoke only on the clubhouse porch – never in or around residence halls.
- Sunlamps, clip-lamps, and halogen lamps are not permitted.
- You may **ONLY** burn self-contained jar candles, and they may **NEVER** be left unattended. All other candles and flame-emitting articles (including incense and paper) and flammable chemicals are prohibited in the residence halls. Seniors may burn their "tradition" candles only during specific traditional activities.
- Do not remove or tamper with smoke detectors--beeping smoke detectors should be reported to the RD.
- It is against the law to activate a fire alarm when there is no fire and/or to disable a smoke alarm system. *To do so will result in disciplinary action.*

Fire and Tornado Evacuation

All residence halls will have a fire and tornado drill at least once per semester. Refusal to participate in a drill will be reported to the Office of Student Life for disciplinary action.

Evacuation procedures are posted on the door of each residence hall room and should be read carefully. An RA will explain the procedures at a hall or floor meeting early in the semester.

In case of an actual fire: If you discover the fire, activate the nearest alarm. Residents should exit the building according to evacuation procedures. All residents must cooperate fully with the City of Marion Fire Department.

Other Safety Related Guidelines

To ensure your safety and that of others, do not:

- interfere or tamper with security systems
- throw, drop, or eject objects from windows
- enter any restricted, locked, or closed spaces on campus
- duplicate or lend room keys
- remove screens from windows



Violations

Violations of residence hall and other college policies will be reported to the Office of Student Life and/or the Honor Council.

FEES, FINES, AND DAMAGE CHARGES

Violations of residence hall and other College policies are reported to the Vice President and Dean of Students, Director of Residence Life, or appropriate Honor Council.

Fees

Key Replacement	\$10.00
Access Card Replacement	\$15.00
Room Change (other than specified time)	\$60.00

Fines

Improper check out	\$ 5.00
Moving or disassembling furniture	\$25.00

Damage Charges

Student Rooms: Damages occurring in student rooms will be charged to the current occupant(s) of the room(s), unless it can be proven that a person other than the occupant caused the damage.

Public Areas: Damages occurring in public areas will be charged on a *pro rata* basis to all residents currently living in the residence hall unless the person(s) responsible can be identified.

A list of specific charges for room damages may be found on the back of the Room Analysis Form.

Note: Other fees, charges, and fines may apply as deemed necessary by College officials or councils.

HOW MAY WE HELP YOU? CAMPUS SERVICES

Career Development

The selection of a career path is one of the most important decisions a student faces. Judson College provides students with information and assistance necessary to make these choices through the Office of Student Development. Career counseling and career inventories (skill and vocational testing) are available to help students focus on their abilities, interests and strengths. Job listings, a career development library, "Job-Search Skills" seminars, and informational career forums are available to aid students in the job search process. Information on graduate schools, graduate school testing and application procedures are available to aid students in the process of continuing their education beyond Judson College. Career development resources are available to students through the Office of Student Development located on the second floor of Blount Student Union.

Personal Counseling

A student's total development is very important. Personal problems, whether from within or beyond the college environment, sometimes divert students from their educational goals. To assist students, counseling services are provided by a licensed counselor from the *ifoundhope Counseling Center*. The counselor is available on Wednesdays and Thursdays from 9:00 AM to 4:00 PM in Jewett Hall 306. On these days the counselor may be contacted at 334-683-5118 and at other times by calling 205-408-7181.

Healthcare Services

The College provides referral service for students with health related problems requiring primary care. The Student Life staff serves as liaisons between students and local physicians, clinics and hospitals. The Student Life staff is also available to assist students during emergency situations.

The College believes students with serious illness or contagious or communicable disease are best served at home or in the hospital. Hospital or quarantine facilities are not available on campus, so students requiring this type of treatment are expected to withdraw from student housing, class attendance and all activities.

The College endeavors to respect the privacy of students in health-related matters. In an effort to ensure that each student receives appropriate medical care, the College requires a medical history and physical record, including immunization records. Also, each student is required to maintain current medical insurance coverage.

Please Note: *All international students are required to have repatriation insurance coverage.*

International Student Services

International students are assisted in their adjustment to Judson College life by the staff of the Office of Student Life. Upon request, the Office of Student Life will assist International students with securing housing accommodations during holiday periods and summer break as well as making travel arrangements. Information regarding Immigration and Naturalization Services is also available through the Office of Student Life.

Dining Room Services

Food service is provided in the dining room of Jewett Hall. Hours of service are posted outside the dining hall. Resident students pay for these meals through the board charge on their bill. Others pay as they go for meals taken in the dining hall.

Telephone Services

Telephone jacks are located in each residence hall room for the convenience of each resident. Residents must supply their own telephone. Long distance calls are not to be charged to the College under any circumstance. Each resident is responsible for obtaining her own long distance. Abuse of the telephone service will result in disciplinary action.

Faith-Based Service and Learning

To fulfill its mandate to serve as Christ's hands and feet in the community in which we live, Judson has established the Office of Faith-Based Service and Learning, funded by a grant from the Christ Is Our Salvation foundation. The Director of this office works with individual students, student organizations, and faculty members to identify and meet needs in the Perry County/Black Belt Region. Our goal is to involve all Judson students and employees in making a difference in the lives of the people of our community.

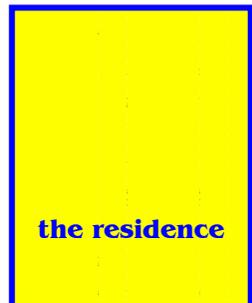
CAMPUS FACILITIES

Facility Reservations

College facilities may be reserved for use by students, faculty, staff, alumnae, and the community, for either College or personal events. All events must be approved and reserved on the College's master calendar before an event is considered an official function and before anyone may utilize campus facilities and services. Facility usage forms (including usage and clean-up fees), as well as facility reservation forms, are available in the Office of Facilities Management.

Access Card Systems

For the security of all members of the campus community, the residence halls and academic buildings are secured by an access card system. Using an access card is the only way to gain access to the residence halls at any time, and to gain access to administrative/academic buildings between 7:00 PM and 7:00 AM. A lost card puts everyone in danger. It is imperative that students know the whereabouts of their card at all times and never loan their card to anyone. If a student's card is lost or stolen, she should contact a member of the residence life staff immediately.



FACILITIES



Alumnae Auditorium

The Alumnae Auditorium, built in 1902, was named in honor of the devoted alumnae who dedicated their energies in raising funds to assist with the construction of the facility. Outstanding concerts, lectures, and plays are presented on the auditorium stage every year.

The auditorium is available for Judson College sponsored events and community sponsored events. The following guidelines help us ensure that adequate resources are provided for a successful event and appropriate care is given to the facility:

1. Facility Reservation Forms for the Alumnae Auditorium may be acquired from the Office of Facilities Management.
2. Sponsors for campus organizations reserving the auditorium must be present for all rehearsals and performances.
3. No food or drinks are allowed in the auditorium at any time. Tucker Hall may be reserved separately. The gallery in Tucker Hall may be used for receptions.
4. No candles or open flames may be used in the auditorium main floor or balcony at any time. Special permission may be requested for use of candles on the stage floor area only.
5. Sound and lighting equipment may be operated only by authorized college personnel. Request for technical services and maintenance personnel may be indicated on the Facility Reservation Form.
6. No physical alterations to furniture or stage apparatus are allowed without prior approval from the Director of Facilities Management. Nothing may be taped, tacked, or attached in any way to walls or ceilings.
7. No construction of sets is allowed in the auditorium. Sets must be portable and may not be attached in any way to walls or ceilings.
8. Reserving organizations are responsible for communicating with Judson Security at the close of the event to ensure that lights are out and the facility is locked and secure.
9. Damages to Alumnae Auditorium will be assessed to the reserving organization.



Blount Student Union

Also known as “the J,” Blount Student Union is a place for students to relax, study, and work in their student organizations. Judson students, their guests, and other members of the College community are allowed use of the facility except when college-related activities are scheduled. The facility includes the following:

Judson Student Bookstore

Students and members of the College community can find a variety of items in the Judson Student Bookstore. From books to Beanie Babies, the bookstore carries an assortment of supplies, gift items, clothing and other Judson specialty items.

Hours of operation: Monday - Friday from 9 AM until 3 PM

Mailroom

The mailroom is located on the first floor of the Student Union. All students are assigned mailboxes by the Office of Student Life. Mail is distributed and a package list is posted once a day. All packages may be picked up in the Bookstore with the exception of C.O.D. packages, which must be picked up at the Marion Post Office. Students should direct any questions concerning the delivery of packages or mail to the Manager of the Bookstore.

The Game Room

The game room is designated as an area for students to relax, play games, pool, and table tennis. It is located in the basement of the Student Union. The game room is provided for Judson College students. Employees of the College may use the game room; however, Judson students have first priority. Employees' children under the age of 16 must be accompanied by a parent or a Judson student. The parent and/or Judson student is responsible for the child's behavior.

Game Room policies:

- All individuals using the game room must sign-in and out at the desk.
- Judson students must accompany all male guests. Only one male guest per Judson student is permitted.
- The behavior and language of students and guests should be in keeping with the Judson College Honor Code.
- Individuals using the game room should be considerate of others. If there are people waiting to play games, please play only one game and then allow the waiting party to have a turn.
- Food and/or drink are not allowed on or near the game tables.
- Place all trash in trash receptacles prior to leaving the game room.
- Individuals who abuse the equipment or the policies of the game room may lose the privileges of using the facility and will be required to pay for any damages incurred.

Please report any violations of these policies immediately to the Office of Student Life or to security personnel.



Bowling Library

Bowling Library, named for the late Dean Robert Bowling, is the center of instructional activities of the College. Students have free access to the book stacks, and most of the books circulate for a period of 14 days. Reference books, equipment, and periodicals do not circulate.

Instruction in the use of the library is available to individual students or class groups. The aim of the librarian and library staff is to give as much individual help as possible. General guidelines for library use are as follows:

- Books may be renewed twice. A charge of 10 cents per day is assessed for overdue books signed out for two weeks. The charge for overdue "reserve" books is fifty cents an hour.
- All materials taken from the library must be properly charged. The taking of materials without signing them out is stealing and will be thus dealt with by the College. Reference materials and periodicals (bound and unbound) do not circulate outside the building.
- All books checked out should be returned when due. If overdue fines and lost book charges are not paid by the end of the semester, final grades and transcripts may be held by the Registrar. Overdue notices and end of the semester reminder of fines due are sent through the post office on campus.
- Food and beverages are not allowed in the library.
- The library is closed during all ENCOUNTERS programs and A.E. events, one hour for lunch and/or dinner and during college holidays.

Library Hours:

Monday-Thursday

8 AM to 6 PM
7 PM to 10 PM

Friday

8 AM to 4 PM

Saturday

10 AM to 12 PM
1 PM to 4 PM

Sunday

6 PM to 10 PM

Clubhouse

The Clubhouse is a campus facility used by students, faculty and staff for informal events. Reservations for these events may be arranged through the Office of Student Life. The Clubhouse may be used as a quiet place to study or relax if it has not been reserved for a special event.

Security personnel should be contacted to unlock the Clubhouse prior to special events. Persons using the Clubhouse are expected to follow these guidelines:

- Lights should remain on in all occupied rooms during evening hours.
- Male guests using the Clubhouse must be accompanied by a Judson student or an employee.
- Upon leaving the Clubhouse, occupants are responsible for notifying security personnel in order that the facility may be secured.



The Judson Wellness and Fitness Center

The Wellness Center is intended to promote health and fitness for the students and employees of the College and the community residents of Perry County. Located in Riddle Gymnasium on the Judson College campus, the Judson Wellness and Fitness Center provides programs and facilities to promote a wellness lifestyle.

A monthly calendar is published and made available at the front desk with the schedule of wellness and fitness programs, as well as the hours the Judson Wellness and Fitness Center is open to members. The Center is open from 6:00 AM to 11:00 PM on Monday through Friday.

Programs of the Judson Wellness and Fitness Center include: water aerobics, a Fit Stop area with weight equipment, jogger treadmill, stair-master steppers, and Airdyne bicycle; tennis courts; gymnasium; and indoor swimming pool.

Persons using the Center are asked to sign-in at the front desk any time they utilize the Wellness Center. The sign-in record is a valuable tool to the Wellness Center personnel in evaluating membership utilization and in planning future programs. The behavior, language and attire of Judson students utilizing the Center should be in keeping with the Judson College Honor Code.

WHOM TO SEE ABOUT . . .

Campus Ministries	Campus Minister	Blount second floor
Campus Security	Facilities	Facilities building
Changing a Course	Registrar's Office	Jewett first floor
Changing a Field of Study	Registrar's Office	Jewett first floor
College Calendar	Student Life Office	Blount first floor
College Catalog	Academic Affairs Office	Jewett first floor
Community Service	Service & Learning Director	Blount first floor
Computer access	Information Technology	Jewett ground floor

Counseling:		
Personal	Office of Student Life	Blount first floor
Career	Dean of Student Development	Blount second floor
Spiritual	Campus Minister	Blount second floor
Dining Hall	Food Services Manager	Jewett dining level
Disability services	Registrar's Office	Jewett first floor
Dropping a Course	Registrar's Office	Jewett first floor
Employment:		
Off Campus	Student Development	Blount second floor
On Campus	Financial Aid Office	Jewett second floor
Financial Aid	Financial Aid Office	Jewett second floor
Graduation Application	Registrar's Office	Jewett first floor
Health Needs	Office of Student Life	Blount first floor
Housing on campus	Office of Student Life	Blount first floor
Identification Cards	Office of Leadership Development	Blount second floor
Lost and Found	Office of Student Life	Blount first floor
Mailboxes	Bookstore	Blount first floor
Motor Vehicle Registration	Student Life Office	Blount first floor
Citations (questions)	Student Life Office	Blount first floor
Citations (payment)	Business Office	Jewett first floor
Records, Academic	Registrar's Office	Jewett first floor
Recreational Facilities	Wellness Center	Riddle Gymnasium
(Swimming pool, tennis courts, etc.)		
Reporting Accidents	Security Officer/RD	Guardhouse/residence hall
Reporting Crime	Security Officer/RD	Guardhouse/residence hall
Reporting Sexual Harassment	VP/Dean of Students	Blount first floor
Residence Hall Maintenance	Residence Director	Residence Hall
Schedule Changes	Registrar's Office	Jewett first floor
Student Activities	Office of Student Activities	Blount second floor
Textbooks	Bookstore	Blount first floor
Withdrawal from College	Registrar's Office	Jewett first floor

STUDENT ORGANIZATIONS AND ACTIVITIES

Co-curricular involvement is an important part of student development. Through all campus organizations, opportunities are provided for students to develop leadership skills and to learn to work cooperatively with others in achieving goals. A variety of organizations are available to students: departmental organizations, honor societies, service organizations, and social organizations.

Student Organizations Policy

Student organizations are chartered through the Office of Student Life, authorized by the administration, and operated under the supervision of faculty advisors or Student Life staff. Student organizations must abide by all conduct regulations of the College Honor Code and act within the mission statement of Judson College. Organizations found to be in violation of the Honor Code and related regulations will face disciplinary action.

Fundraising and Solicitation Policy for Campus Organizations

Fundraising where goods and services (e.g., doughnuts, car washes, ads for student publications) are exchanged for monies and require no receipt for tax deduction purposes must be approved by the appropriate sponsor and the Office of Student Life.

Solicitation for funds and gifts by all campus organizations should be coordinated and approved through the Office of Institutional Advancement. The Institutional Advancement Office should be presented with a written plan in advance of any fund-raising. The plan must include a draft(s) of correspondence to be sent, a list of entities to be solicited, and a timetable for the solicitation. The Institutional Advancement Office will determine the appropriateness of the plan on an individual basis. College-wide appeals must take precedence in timing; mailing lists must be approved by the Institutional Advancement Office, and appeals must be planned well in advance in order for their timing to be coordinated by the Institutional Advancement Office.

All funds given that require a receipt for tax purposes must be processed through the Institutional Advancement Office. Processing includes presenting the original check or cash, documentation and appraisal of in-kind gifts, and full name, address, phone number of donor(s). The Institutional Advancement Office shall be responsible for restricting the gifts to the appropriate organizations or department.

Hazing Policy

Organizations, traditions, and college-wide activities for students at Judson College are intended to support the College and the community and to broaden the individual's educational experiences.

Each student organization is required to inform new members in writing of the specific requirements to complete membership. This information must be part of the organization's charter on file in the Office of Student Life.

All organization activities, college-wide activities and traditions should encourage academic excellence and provide opportunities for personal growth. Therefore, all those in charge of organizational or college-wide activities and traditions shall ensure that students, alumnae, and/or other persons do not participate in any hazing ceremony, activity, or practice. Hazing is defined as any action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, or ridicule. Hazing includes servitude, which is often defined as "personal favors." Specifically, hazing includes, but is not limited to, the following:

- Activities and situations that create excess fatigue.
- Physical abuse and psychological attack.
- Wearing apparel that is conspicuous and not normally in good taste.
- Public stunts, jokes and/or activities.
- Morally degrading, humiliating or embarrassing games, stunts, jokes or activities.
- Activities or requirements that interfere with scholastic activities.
- Any activity that requires an unreasonable or inordinate amount of the individual's time or that impairs the individual's academic efforts.
- The placement of any liquid/alcoholic beverage or solid matter in the mouth or the rapid consumption of food or liquid.
- Any action that would place the individual in immediate danger. Obstructing vision is strictly prohibited.
- Any activity that requires the student to miss class or a work assignment.

- Transporting students in the back of pick-up trucks, automobile trunks, overcrowded vehicles, or other dangerous forms of transport.
- Requirements that compel students to participate in any activity that is illegal, contrary to the student's genuine moral or religious beliefs, or contrary to the mission and policies of Judson College.

Student Performances Policy

Student performances provide opportunity for personal and artistic development and entertainment for the College and the surrounding community. Performances must be socially appropriate and reflect the principles of Judson College as outlined in its Mission Statement and Core Values. Advisors to organizations involved in performances assist in maintaining these principles. All College-related performances (scripts, lyrics, choreography, etc.) must have prior approval from the organization advisor and/or the Office of Student Life.

Student Publications Policy

Student publications enhance the sense of community at Judson College and contribute to the intellectual development of the students. Editors of publications must uphold the standards of fairness, balance, decorum, and excellence in production. Advisors to student publication organizations will assist in the implementation of these standards. Ethical concerns and questions of the publications staff, advisor, or college administration should be presented in writing to the Vice President and Dean of Students, who will make a recommendation to the President of the College as to a responsible solution to the problem.

ATHLETIC ORGANIZATIONS

Athletic Board

Purpose: To provide leadership and support for all athletic events on campus, both intramural and intercollegiate, including:

- Assist with game management for all intercollegiate events
- Oversee and assist with Hockey Day, Parents' Day, staff/faculty vs. student games, and other intramural activities
- Enlist supporters for the "Pep Club", which cheers for athletic teams

Membership: Any person interested in the organization may participate.

Intercollegiate Horse Show Association (IHSA)

Purpose: To provide students in levels of equitation the opportunity to compete in horse shows. Students draw for horses in the IHSA. This allows for an even plane of unfamiliarity in the horses. IHSA promotes growth and learning in students and their riding abilities and skill.

Membership: Full-time students who are enrolled in EQS 209 or above may try out for IHSA.

CAMPUS PUBLICATIONS

Conversationalist

Purpose: To summarize the activities of the year in pictures and text by organizing and producing a yearbook.

Membership: Any interested student should contact the editor or the Office of Student Life. The editor is elected by the yearbook staff based on past experience, dependability and willingness to work.

Scrimshaw

Purpose: A magazine produced by students which contains poetry, prose, art, and photography submitted by students, faculty and staff.

Membership: Based on student interest.

Triangle

Purpose: The College newspaper, *The Triangle*, seeks to inform and entertain the College community while offering students a valuable journalistic experience.

Membership: All interested students

DEPARTMENTAL CLUBS

Art Club

Purpose: To enhance cultural awareness, personal enrichment and appreciation of the Fine Arts by participating in museum tours, guest-artist speakers, films and various projects and field trips.

Membership: All interested students, faculty and staff.

Mathematical Association of America (MAA)

Purpose: To promote interest in mathematics and awareness of mathematical issues through journals, newsletters, and magazines published by the MAA, a national organization of over 28,000 members. The MAA gives student chapter members substantial discounts in membership dues and costs of MAA publications. Each member receives the MAA publication "FOCUS," published six times a year, and a choice of one MAA journal/magazine subscription.

Membership: All calculus students are eligible to join. Student chapter members receive a discount in regular MAA membership fee.

Psych-key

Purpose: To provide psychology majors and minors, as well as other interested students and/or campus personnel, an opportunity to enjoy fellowship with each other, to promote the field of psychology, to investigate graduate school and career options in the field, and to promote helping and service aspects of the discipline.

Membership: Any psychology major or minor, interested students, or other campus personnel.

Science Club

Purpose: To promote student interest in the related fields of science.

Membership: Open to all students

Meetings: Monthly. Consist of presentations by speakers representing the various medical services and professional areas.

Students In Free Enterprise (SIFE)

Purpose: Founded in the United States in 1975 and active on more than 1000 college and university campuses in 25 countries, SIFE is a non-profit organization that works in partnership with business and higher education to provide college students the opportunity to make a difference and to develop leadership, teamwork and communication skills through learning, practicing and teaching the principles of free market economics.

Membership: Primarily made up of business students, but welcomes students of all majors.

Meetings: As needed and announced.

Motto: "Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it's the only thing that ever has." – Margaret Mead

HONORARY ORGANIZATIONS

Alpha Phi Sigma

Purpose: To promote critical thinking, rigorous scholarship, and life long learning; to keep abreast of the advances in scientific research; to elevate the ethical standards of the criminal justice professions and to sustain in the public mind the benefit and necessity of education and professional training.

Membership: Criminal Justice majors and minors who have completed three full semesters with a minimum 3.0 grade point average and 3.2 grade point average in criminal justice courses.

Beta Beta Beta

Purpose: This Kappa Sigma chapter of the Beta Beta Beta National Biological Honor Society recognizes student achievement in Biology and represents respect for the Society's goal of service to the department, the College, and the community.

Membership: Open to Biology majors and minors with a 3.0 grade point average who have completed at least one Biology laboratory course at Judson College.

Delta Omicron

Purpose: To create and foster fellowship through music and the exchange of ideas; to develop character, leadership and scholarship, excellence of individual performance and an appreciation of music; and to give material aid to worthy students.

Membership: A professional fraternity in the field of music based on talent, scholarship, and character.

Jane Jewett Honor Society

Purpose: The highest honor conferred on students at Judson College is membership to the Jane Jewett Honor Society. It is compared to Mortar Board, which exists on large college and university campuses.

Membership: Students must maintain a 3.5 grade point average for five consecutive semesters.

Meetings: Students traditionally offer their services as tutors in different disciplines as needed. Each spring a \$100.00 scholarship is awarded to a deserving freshman.

Dues: \$10.00

Kappa Delta Epsilon

Purpose: To unite education career-bound students to professional educators in an honorary professional organization for campus or community service; to encourage all members in support of and active participation in current educational endeavors; to acquaint members with the history and ethics of teaching profession; to lead members to develop a high level of professional responsibilities; to develop a spirit of mutual understanding, cooperation, and fellowship among its entire membership.

Membership: Students of good character, worthy educational ideals, excellent leadership abilities, superior scholarship, commitment to serving in the teaching profession. In addition, students must have completed 30 semester hours and attained and maintain a 3.0 grade point average.

Meetings: The fourth Thursday at 11:00am during the months of September, November, January, March, and May.

Phi Alpha Theta

Purpose: Phi Alpha Theta is a national history honorary society. Its purpose is to recognize superior scholarship in the field of history; to further study history, creating an interest in our historical heritage; and to aid in the preservation of history.

Membership: Students must maintain a 3.0 grade point average with a 3.20 average in history. They must have completed twelve credit hours in history.

Sigma Beta Delta

Purpose: To encourage and recognize scholarship and accomplishment among students of business, management, and administration; and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind.

Membership: Composed of those persons of high scholarship and good moral character who are enrolled in subject matter areas including business, management, and administrations.

Sigma Tau Delta

Purpose: Membership in the International Honorary Society for English students. The organization publishes Scrimshaw, the student literary magazine.

Membership: For English majors and others interested who maintain a 3.5 grade point average

Who's Who

Purpose: To recognize the merit and accomplishments of outstanding student leaders in over 700 schools and universities in this country and Canada.

Membership: Students are selected by the student body and faculty. Selection is based on excellence of scholarship, leadership, participation in extra-curricular activities, citizenship, service to the school and promise of future usefulness to society.

SERVICE ORGANIZATIONS

Judson Ambassadors

Purpose: To promote better public relations between the general public and Judson College; to help recruit students; to conduct campus tours; to serve as overnight hostesses to guests on campus; to assist in the planning and implementation of freshman orientation; to serve as hostesses for meetings of the Boards of Trustees, Governors, and Advisors; and to promote the College any way possible through high schools, churches and other settings.

Membership: Any Judson student is allowed to serve if she meets the following qualifications:

- She must have completed or be completing two semesters at Judson. Students classified as day students who wish to apply for membership may do so.
- She must be a student in good standing with a minimum 2.0 grade point average.

Meetings: Once a month or as needed.



Cahaba River Society

Purpose: Judson's chapter of the Cahaba River Society was formed in an effort to help preserve the last free-flowing river in Alabama. The Cahaba River flows through Perry County just four miles from the College. This beautiful river has the greatest biological diversity of any river in North America...135 species of fish swim in its waters. The Biology Department at Judson has a long history of working for the protection of the Cahaba River. The Cahaba River Society, which is a state-wide environmental organization stationed in Birmingham, amended its charter and has won prizes in the annual CRS membership drive contest. In 1996, we won a canoe for our efforts to increase membership in the state society. A grant award to the Biology Department by the Birmingham Audubon Society allows our CRS chapter to establish a water monitoring station on the Cahaba River. Several students run the station and their efforts will help preserve the river and will expose them to research and to the skills of technical writing. The student leader in the monitoring project is also paid for her work through a Community Service Program.

Membership: Open to all interested students, faculty and staff. The Society is a state-wide environmental organization.

Meetings: As announced

Advisor: Thomas Wilson

Campus Ministries

Purpose: The Campus Ministries organization strives to lead students to worship God in spirit and in truth and encourages students to share the gospel of Jesus Christ with others.



Membership: The Judson Family (no matter what denomination) is invited to participate. Leadership positions are elected in the spring (see the Campus Ministries Constitution for qualification requirements).

Meetings: "The Core", the weekly worship service, is held on Monday nights at 7:00 p.m. Bible studies, prayer times, and missions outreach opportunities are offered in conjunction with interested students' schedules.

Faith

Purpose: A small vocal ensemble that presents concerts representing the College on and off campus.

Membership: Open to all students by audition. Auditions are normally held in the spring.

Honor Council

Purpose: The Honor Council was established in the 1970s as a student-elected entity to discipline students of the college. All student offenses were brought before the Honor Council to decide punishment, using the Student Handbook as their guide. Today the Honor reviews alleged violations of the Honor Code, academic and non-academic.

Membership: The Honor Council is comprised of student-elected officials. Faculty and staff are also appointed to the Councils.

Residence Hall Council

Purpose: The council plans special activities, programs, and projects which involve all residents and promote a sense of community. They are responsible for helping with Parents' Day activities and will be called on to help with other campus activities throughout the year. They may also be given the responsibility of maintaining the bulletin board in each residence hall.

Membership: Positions are elected by each residence hall. Positions last for one semester, but members may be re-elected.

Student Government Association (SGA)

Purpose: To provide for student academic, cultural, social, and physical welfare; to encourage the recognition of the rights and responsibilities of students to the College and in the decision making process of the College; to develop an appreciation on the part of the individual and the group of the values to be derived from successful, cooperative living; and to encourage students to be active members of the community.

Membership: Upon entering Judson College, all students become members of the SGA. Executive council positions are elected by the student body in March. (See SGA Constitution for qualification requirements.)

Meetings: Weekly, as announced

SOCIAL ORGANIZATIONS

Judson Legacy

Purpose: To recognize the importance family and generational connections play in the continued success of Judson College Alumnae Association and Judson College

Membership: Open to alumnae and current students who are related via marriage or birth to past or current students of Judson College

Meetings: To be announced

Student Activities Committee

Purpose: To plan and carry out student activities and events throughout the year; to serve as the official student hostess organization for social functions such as the Marion Military Institute Step-Sing and Reception, President's Reception and the Christmas Tea

Membership: Composed of an appointed chairperson, one representative from each class, one representative from each residence hall, one non-resident representative, and three members-at-large. Members must meet the qualifications outlined in the distribution of offices section of the SGA constitution.



TRADITIONAL ACTIVITIES AND EVENTS

COLLEGE TRADITIONS

Rose Sunday

Rose Sunday was first observed on September 19, 1915 and from then to the present it has been celebrated on the first Sunday of the fall semester. The entire student body lines up along the front walk and, with seniors leading the way, makes its way to Siloam Baptist Church to pay tribute to the founders of Judson and to emphasize the tie between Siloam Baptist Church and Judson College. Seniors are dressed in their academic regalia and wear Judson's signature flower, the rose.

President's Reception

At the beginning of each year the College president and his wife hold a formal reception for the new students at the President's House. New students are introduced to student leaders, the President and his wife, members of the Cabinet and their spouses, and new faculty members in the receiving line.

Hockey Day

This is the culmination of weeks of intramural field hockey where training and competition prepare each participant for this day. The top players are selected by their peers as All-Stars to compete against a team of Judson College Alumnae. The class competition is a rivalry between the senior class and the underclassmen. The captain of the winning team is crowned Hockey Queen at Wishing Well. A spirit award is given on Hockey Day to the top class based on activities throughout the weekend and on Hockey Day.

Christmas Tea and Vespers

Early in December, a formal tea is held in Jewett Parlors to begin Judson's official celebration of Christmas. The Activities Committee decides on a theme and decorations, which are not disclosed to the student body until the afternoon of the tea. The evening of the Christmas Tea, the Music Department presents a program for Christmas Vespers.

Parents' Day

After weeks of round-robin competition, Residence Hall intramural basketball teams compete in the playoff and championship games in front of invited guests, the family members of students. The "Dorm of the Day" is chosen based on a spirit contest. Other exciting activities are planned to thank family members and to make them feel welcome on campus.

"J" Day

"Judson Day" is homecoming time for alumnae and friends of the College. Highlights of the day include the coronation of the "J" Day Queen and the induction of the senior class into the Alumnae Association.

Senior Tea

This tea, hosted by the wife of the College president, is held for the graduating seniors in the President's House. The Jewett Silver Service is displayed and the seniors are told of its history. A serenade is also part of the tea.

Honors Convocation

Held in April, the purpose of this convocation is to recognize those students who have excelled in academics, leadership, and service. Honor societies, organizations and clubs are also recognized for services rendered during the year

CLASS TRADITIONS

Pageant

The junior-sophomore class presents a pageant signifying the unity of the senior and junior-sophomore classes in sisterly love. The representatives, participants, and theme of the Pageant are kept secret from the seniors, who enjoy trying to discover all about the event.

Big-Little Sister Activities

Members of the junior/sophomore class select little sisters from the freshman class. Big sisters help little sisters become familiar with events, privileges, and responsibilities as an upperclassman. Lasting friendships and many memories are a part of the Judson Big-Little sister tradition.

Step-Sings

On various occasions, the student body gathers on the steps of Jewett foyer to sing college songs directed by the senior class song leader. These songs have been passed down for many years, and it is the responsibility of all students to preserve these songs.

Wishing Well

Part of the Hockey Day Weekend, Wishing Well is a program presented by the senior class on Hockey Day. The queen of Hockey Day is crowned and the seniors review their years at Judson, reflecting on the humorous and the serious side of college life.

Junior-Sophomore Weekend

The senior class gives senior privileges to the junior-sophomores for one weekend. The junior-sophomores enjoy sitting in the Alcove, having senior curfew, singing in the dining room, and serenading in the residence halls on Sunday night. On this weekend, the SGA sponsors a semi-formal dance in honor of the junior-sophomores. A formal lead out is held when the junior-sophomores and their dates are presented to the student body and guests.

Class Day

Near the end of spring semester, Class Day celebrates the importance of sister classes and the passing of senior-hood from those about to graduate to the rising seniors.

Senior Privileges

Senior-hood is a position of honor at Judson. Underclassmen are asked to give appropriate respect to those who have attained this position. Several courtesies are observed in order to show this respect.

These courtesies include:

- a. Opening doors for the seniors.
- b. Allowing them to enter or leave a room first.
- c. Standing when a senior enters a room, especially if she is robed.
- d. Only seniors may sit on the south side (in the "alcove") of the dining room. Seniors may invite underclassmen to sit with them in this area.
- e. Only seniors may sing in the dining room.

SGA CONSTITUTION

Preamble

We, the students of Judson College, in order to effectively represent our collective interests; to provide for student academic, cultural, social, and physical welfare; to encourage the recognition of the rights and responsibilities of students to the College and in the decision making process of the College; to develop an appreciation on the part of the individual and the group of the values to be derived from successful, cooperative living; to encourage students to be active members in the community, do hereby establish this constitution for the Student Government Association of Judson College.

Name

This organization shall be called the Student Government Association of Judson College.

Membership

Upon entering the College each student becomes a member of the Student Government Association.

Article I. Student Government Association Executive Council

This organization shall be governed by a Student Government Association Executive Council consisting of the President, Vice-President of Government, Vice-President of Activities, Secretary, Treasurer, Community Service Coordinator, Publicity Coordinator, Class Representatives, Residence Hall Representatives, and a Non-Resident Representative.

Article II. Qualifications and Duties of Officers and Representatives

Section I. Qualification for SGA members in order of succession:

A. President

1. She shall have upon election and must maintain a 3.0 grade point average.
2. She shall have been on the SGA Executive Council for at least one year.
3. She shall be a student entering her 3rd or 4th year at Judson College with at least 86 hours.
4. She shall be required to present a qualifying speech to the student body at a time scheduled by SGA at least 48 hours in advance of elections. (Exceptions must be approved by the SGA Executive Council.)
5. She shall preside over all meetings of the executive council and student body.
6. She shall call meetings at any time that she deems necessary or upon the written request of not less than ten percent of the student body.
7. She shall, by virtue of her position, serve as a member of the Academic Council and the Appeals Board.
8. She shall appoint, with the approval of the Executive Council, committees to administer the affairs of the SGA.
9. She shall have voting privileges only in the case of a tie.
10. She shall oversee all committee projects by committee heads reporting to her as often as deemed necessary.
11. She shall oversee student leadership meetings at least once during both the fall and spring semesters.
12. She shall be enrolled as a student in both the fall and spring semesters of her term of office.

B. Vice-President of Government

1. She shall have upon election and must maintain a 2.7 grade point average.
2. She shall have completed at least two years at Judson College.
3. She shall have been on the SGA Executive Council for at least one year.
4. She shall fulfill the duties of the president in her absence.
5. She shall be in charge of all government functions pertaining to student representation and the delegation of responsibilities to government officers.
6. She shall prepare an election report to include a blank ballot sheet and a report of the election results.

7. She shall serve as secretary at student leadership meetings by recording the minutes and distributing copies to the presidents of each organization.
8. She, along with the treasurer, shall be responsible for luminaries.
9. She shall be enrolled as a student in both the fall and spring semesters of her term of office.

C. Vice-President of Activities

1. She shall have upon election and must maintain a 2.7 grade point average.
2. She shall have completed at least two years at Judson College.
3. She shall have been on the SGA Executive Council for at least one year.
4. She shall be in charge of all entertainment sponsored by the SGA (i.e. dances, concerts) and the delegation of responsibilities to activity officers.
5. She shall be responsible for communications with other organizations concerning campus activities.
6. She shall be the SGA Representative to the Social Committee.
7. She shall be enrolled as a student in both the fall and spring semesters of her term of office.

D. Secretary

1. She must have upon election and must maintain a 2.7 grade point average.
2. She shall have completed at least one year at Judson College.
3. She shall keep a record of all meetings of the Council and of the student body meetings, from which she will make copies for the Dean of Student Life, SGA Advisor and SGA President within one week.
4. She shall take roll at each meeting and keep an accurate record of all absences.
5. She shall be in charge of all surveys and polls of the student body.
6. She shall be in charge of all correspondence.
7. She shall serve as both an activity and a government officer.
8. She shall be enrolled as a student in both the fall and spring semesters of her term of office.

E. Treasurer

1. She must have upon election and must maintain a 2.7 grade point average.
2. She shall have completed at least one year at Judson College.
3. She shall requisition disbursements or expenditures of the SGA.
4. She shall make a financial report at the end of each semester.
5. She shall be in charge of all orders and sales.
6. She shall be responsible for all fund-raisers.
7. She shall be enrolled as a student in both the fall and spring semesters of her term of office.

F. Community Service Coordinator

1. She shall have upon election and must maintain a 2.7 grade point average.
2. She shall have completed at least one year at Judson College.
3. She shall serve as liaison between the Office of Faith-Based Service and Learning and the SGA, and is responsible for the blood drive and the canned food drive
4. She must coordinate one on-campus community service event per month for both the fall and spring semesters.
5. She must coordinate two off-campus community service events per semester.
6. She shall be responsible for coordinating community service events with other campus clubs and organizations.
7. She shall be an activity officer.
8. She shall be enrolled as a student in both the fall and spring semesters of her term of office.

G. Publications Coordinator

1. She must have upon election and must maintain a 2.7 grade point average.
2. She shall have completed at least one year at Judson College.
3. She shall be responsible for announcing and publicizing upcoming SGA events.
4. She shall coordinate all publicity and the delegation of responsibility as deemed appropriate.
5. She shall be in charge of designing and overseeing SGA bulletin boards as well as coordinating use of all bulletin boards.

6. She shall be responsible for making announcements in the dining room and providing announcements for the weekly calendar.

H. Class Representatives

4+ years Representative

- She must have upon election and must maintain a 2.7 grade point average.
- She shall be responsible for a fall semester graduating senior activity.

3rd Year Representative

- She must have upon election and must maintain a 2.7 grade point average.
- She shall be in charge of Hot Topics

2nd year Representative

- She must have upon election and must maintain a 2.7 grade point average.
- She shall be in charge of the facilities staff appreciation event.

1st year Representative

- She must maintain a 2.7 grade point average.
- 1st year students shall elect two representatives.

I. Residence Hall Representatives

- Each representative must have upon election and must maintain a 2.7 grade point average.
- She shall reside in the residence hall she represents.
- Each representative shall, under the direction of the Publicity Coordinator, be responsible for her residence hall and possible off campus publicity.
- Each representative shall be responsible for promoting and encouraging attendance at Dorm Chats.

J. Non-Resident Student Representative

- She must have upon election and must maintain a 2.7 grade point average.
- She shall be in charge of notifying non-resident students of college events.
- She shall coordinate a Day Student Luncheon with the College president once a year.

Article III. Meetings

There shall be regular business meetings of the Executive Council once per week.

Article IV. Policies and Regulations

Section I.

The Student Government Association Executive Council policies and regulations shall be determined by a majority vote of the Executive Council.

Section II.

SGA Executive Council Members are allowed to miss two meetings and one event per semester. Upon missing the third meeting or second event the member may be asked to resign her position on the SGA Executive Council.

Any activity held during the designated SGA meeting time shall be considered a meeting. Extra activities for council members only shall also be designated as meetings. An event is any activity not held at the designated SGA meeting time in which the student body (and/or general public) is invited to attend.

Article V. Amendments and Revisions

Section I. Amendments

The passing of an amendment to or a revision of the Constitution requires a two-thirds majority vote of the Executive Council.

Section II. Revision

The entire constitution must be revised every five years.

Section III. Last Revision

The most recent revision was done in June 2004.

Article VI. Advisor

The Director of Leadership Education and Student Involvement or her designee shall serve as the Advisor. It shall be the duty of the advisor to certify nominations for elected offices.

Article VII. Distribution of Offices

Co-curricular activities at Judson operate under the system of Distribution of Offices.

Section I. Purpose of the System

- To distribute among students the privileges, honors, and responsibilities of the co-curricular program.
- To protect the individual from engaging in more co-curricular activities than is safe for her studies and health.

Section II. Regulations Governing Distribution of Offices

A. The system shall consist of three types of offices.

- Absolute - a student may hold no other office.
- Major - a student may hold one other Major office or two Minor offices.
- Minor - a maximum of three Minor offices may be held.

B. The VP/Dean of Student Life or her designee is responsible for ensuring that the regulations regarding the Distribution of Offices are upheld.

C. In the case of co-chairwomen or co-editors, an Absolute office would be divided into two Major offices; a Major divided into two Minor offices; and a Minor office would remain the same.

Section III. Distribution of Offices

A. Absolute

- SGA President
- Class Presidents
- Campus Ministries President

B. Major

- Honor Council President
- Athletic Board President
- Ambassador President
- All other elected (campus-wide) offices of SGA
- All other offices of Campus Ministries

C. Minor

- Honor Society Presidents
- Departmental Club Presidents
- Class elected officers (other than President)

Section IV. Qualifications

A. Required of all candidates nominated to office.

1. Absolute nominees must:

- Have a GPA of 3.0 or better.
- Have no record of having served a period of social or academic probation within the preceding academic year.
- Previous honor and disciplinary council offenses are subject to review by the VP/Dean of Student Life, SGA Advisor, SGA President, and SGA Vice-President of Government.

2. Major Nominees must:

- Have a GPA of 2.7 or better.
 - Have no record of being on social probation or academic probation within the preceding academic year.
3. Minor Nominees must:
- Have a GPA of 2.5 or better.
 - Have no record of being on social probation or academic probation within the preceding academic year.

B. Specific Qualifications for Class Officers

- Candidates for Senior Class and Junior-Sophomore Class president must have attended Judson for at least one year
- To qualify for any class office, candidates must have paid class dues for the current year
- Candidates for Senior class officers must have 86 or more credit hours. Candidates for Junior-Sophomore class officers must have 31 to 85 credit hours.

Article VIII. Election Process

Section I. Qualifying

- A meeting of all interested candidates shall be held for the distribution of qualifying papers. The SGA President and Vice President of Government shall review the Distribution of Offices System during this meeting. All interested candidates must attend the meeting in order to obtain qualifying papers. In the fall, first year students will be given qualifying papers at a meeting to be held within the first week of classes.
- Students must, unless otherwise directed, submit qualifying papers to the Office of Student Life according to the announced deadline. Any student who is not qualified to run for an office will be notified by the SGA Advisor. Additional nominations may be made by the Executive Council if an office has no candidates.
- For Honor Council and Disciplinary Council election processes, see the Honor System Constitution.

Section II. Candidates

Names of candidates shall be posted 24 hours in advance of elections in a central location following the qualifying deadline. Elections shall be held the first week in March, unless previously announced. Elections shall be held by secret ballot at a time designated by the Executive Council. Freshmen Class elections must be held prior to the last day of September. The Executive Council reserves the right to change any dates of or relating to elections if deemed necessary, with the stipulation that all elections must be completed prior to the week of final exams in the Spring semester.

Section III. Voting

Names of candidates will appear in alphabetical order on the ballot. Any student who is unable to vote as specified should contact the SGA President or Advisor prior to the day of elections to discuss other arrangements. Members of the Executive Council, not listed on the ballot, will be responsible for staffing the voting area and collecting ballots. Following the scheduled voting time, the Executive Council members will give the ballots to the SGA Advisor or her designee until the votes are tabulated.

Section IV. Determination of Elected Candidates

- Votes shall be tabulated by a committee composed of the SGA President, Vice-President of Government, Secretary, and the SGA Advisor or her designee. If these individuals are on the ballot or unavailable, the SGA Advisor will designate an alternative committee member. Results of elections will be posted via e-mail, in a central location, and in each residence hall within 24 hours of the election.
- The candidate receiving over fifty percent of the votes shall be declared elected. If no candidate receives over fifty percent of the votes during the election, the two candidates receiving the largest number of votes will be in a runoff. All runoff elections will be held within 48 hours following the election. The candidate then receiving the larger number of votes in the runoff will be declared elected.

- All ballots will be secured for a period of two academic days following the election. A recount may be granted within two academic days following the election. If an election remains uncontested for two academic days, the ballots will be destroyed.

Section V. Club and Organization Elections

All other nomination and election process regulations will be left to the individual club, organization, or group provided it adheres to the stipulations of the Distribution of Offices System.

Section VI. Termination of Office

Any individual elected or appointed to office through the election process set forth in this constitution shall be subject to the following stipulations. If placed on academic probation or found guilty of an infraction of the Code of Conduct or college policies that results in being placed on social probation or suspended from the College during her term of office or found to have revealed confidential information, she shall immediately lose her position. She shall not be eligible for re-election during the period of probation and the remainder of that academic year.

Section VII. Installation

All members of the Student Government Association Executive Council shall be installed the second Thursday in April or when deemed appropriate by the Office of Student Life.

Article I X. Vacancies

Section I. Permanent Vacancies

- If for any reason the president (of any organization, class, departmental club, etc.) vacates her office permanently, the vice-president will assume the duties of the president.
- If any other office is permanently vacated, a special election will be held within three weeks to elect a replacement, provided that the remainder of the duration of the office exceeds two months. Should there be less than two months remaining in the term of office, the president may make temporary appointments to fill the vacancy until the regular election, subject to the approval of the members of the organization and the Dean of Student Life.

Section II. Temporary Vacancies

- If for any reason the president of an organization vacates her office temporarily, the line of succession will be followed.
- If for any reason any other member of an organization vacates her office temporarily, the president may make temporary appointments to fill the vacancy.