

All-College Catalog

2011-2012

ADDENDUM 2

(Effective July 1, 2011)

Revisions and/or clarifications have been made to the following:

Credit Hour Definition (page 1)

Notice Regarding Nonimmigrant Students (page 7)

Academic Early Warning (page 14)

Drug and Alcohol Policy: Replaces entire policy (page 29)

Emergency Notification and Procedures: Replaces entire policy (page 29)

Advisory regarding Sexual Harassment Prevention Policy (pages 29-30)

Conference and Auxiliary Services new location and phone number (page 34)

Revisions to policy regarding liability insurance for students (pages 154-155; and page 249)



Prescott College

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2011-2012 All College Catalog: Addendum 2

Page 1: Credit Hour Definition added language

Under College Calendar

Prescott College operates on a semester calendar and awards semester hour credits. **The College uses the Carnegie unit definition of the semester hour.**

Page 7: Notice regarding nonimmigrant students added language

Under International Students, 1st sentence:

Prescott College is authorized under Federal law to enroll nonimmigrant, i.e. international, students.

Page 14: New section added to Academic Standing and Satisfactory Academic Progress

Academic Early Warning [For On-campus Bachelor's Program students]

Attendance and participation in classes are crucial components of student success at Prescott College. Students who fail to attend classes consistently, consistently fail classes. In recognition of this fact, the college has implemented an early intervention strategy. Students who miss two or more sessions of a class within the first two weeks of the semester will be required to attend a mandatory workshop designed to assist them with time management, prioritizing work and school, and other concerns that may be affecting their ability to attend classes. Students who fail to participate in the required workshop will be placed on Academic Early Warning, which is an indicator that they are in danger of failing to receive credit for one or more courses and thus may not achieve Satisfactory Academic Progress in the term. Students placed on Academic Early Warning may, at the discretion of the dean, be required to take an academic success course in the subsequent term.

Page 29: Revised Drug and Alcohol Policy:

REPLACE ENTIRE POLICY WITH THE FOLLOWING:

Drug and Alcohol Policy

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and HEOA Sec. 120(a)(2)(B)-(C) amended effective 8/14/08, the following policies and sanctions are enforced by Prescott College:

State and Federal laws, as well as College policy, prohibit the use of illegal drugs. Possession of illegal substances and drug paraphernalia is prohibited. No illegal drugs may be possessed or used by any participant, student or employee on campus, in a course or field course, field trip, college sponsored event, or in campus housing. Students found responsible for possession or use of any illegal substances, including in campus residence facilities, may be subject to immediate judicial action which may include dismissal from the College and College Housing without refund.

Possession of alcohol or alcohol paraphernalia is prohibited. No alcohol shall be consumed by any student or instructor during any activity required for a course or field course, or at any time that a course is in a remote field setting. Course participants at Prescott College field stations shall comply strictly with all local laws relating to the consumption of alcohol. Group food money and College funds may not be used for the purchase of alcohol.

Students found responsible for possession or use of alcohol in or around campus residence facilities may be subject to immediate judicial action which may include dismissal from the College and College Housing without refund.

The abuse of alcohol as demonstrated by excessive consumption and resulting in intoxication by employees or students on any occasion that involves college sponsorship, on or off campus, or at any time on campus property or facilities could result in sanctions against both the participating employees and students. It is expected that the faculty, staff and/or other course leaders provide a safe and comfortable environment for all students participating in a course or event.

Arizona law has an underage drinking statute (A.R.S. 4-244.40, effective 8/31/02) stating that no person under the age of 21 years is to have any spirituous liquor (i.e. beer, wine, hard alcohol) in their body. This is a Class 2 Misdemeanor with penalties of a \$750.00 fine and up to four months in jail.

Non-compliance with the drug and alcohol policy is grounds for dismissal from a course and may result in loss of course credit without tuition refund, enforced alcohol and drug use evaluation, and/or suspension.

sion or expulsion from the College (for students) and probation, suspension of work without pay, and/or dismissal from the College (for faculty, instructors, course leaders). Students must consider possible sanctions and their impact on their financial aid.

Counseling and referrals for treatment, rehabilitation, and re-entry programs is available for students through Counseling Services located in the Office of Student Life. Employees may access the Employee Assistance Program (EAP) for counseling, treatment, rehabilitation, and re-entry programs. Information about the health risks of drugs and alcohol are available from the offices of Student Life and Human Resources.

Drug and alcohol-related violations and fatalities are reported in accordance with HEA requirements and can be found in the section containing the Annual Crime Statistics on the website. Programs and the consistent enforcement of sanctions are reviewed regularly by the College.

**Page 29: Emergency response & evacuation procedures:
REPLACE ENTIRE POLICY WITH THE FOLLOWING:
Policies Relating to Emergency Response and Evacuation Procedures**

Prescott College has established an Emergency Response Plan designed to effectively coordinate the use of college and community resources to protect life and property in the event of an emergency. The procedures in the Emergency Response Manual are implemented when an emergency affecting the campus cannot be controlled through normal channels and provide protocol for students, faculty, and staff. The primary emergencies may be, but are not limited to the following: chemical spills, bomb threats, civil disturbances, fire, severe weather, flooding, utility failure, and violent or criminal behavior. For details on policies and procedures, refer to the Prescott College Emergency Procedures Manual, located at the following offices:

Auxiliary Services Office at 371 Garden Street, Suite A, Prescott, AZ 86301
President's Office at 220 Grove Prescott, AZ 86301

For assistance contact:

Greg Lazzell – Director of Facilities (928) 308-3557
Carla Rellinger – Campus Risk Manager (928) 499-0781
Campus Security (928) 350-2222
Steve Pace -Director of Risk Management for Field Activities (928) 350-2243
Media: Ashley Mains – Coordinator for Integrated Advancement Communications (982) 350-4506

**Pages 29-30: Advisory regarding Sexual Harassment Prevention Policy
Sexual Harassment and Sexual Misconduct Policy**

This policy is currently undergoing revision and being updated to comply with new Title IX requirements from the Department of Education's Office of Civil Rights. Please consult the 2011-2012 All College Catalog on the Prescott College website for new information as it is revised. For questions, contact Laurie Silver, Vice President, Student Life.

**Page 34: Conference and Auxiliary Services new location and phone number
731 Garden Street; phone: 928-350-2201**

**Pages 154-155, and page 249: Revisions to policy regarding liability insurance for students
Under Internships for Low-residency Bachelor's program**

Students working in placements need liability insurance. The College carries liability insurance to cover students in such field placements. Students may be charged a fee depending on the nature of the internship. Consult your faculty advisor. See also Tuition and Fees for amount.

Under Mandatory Insurance Requirement for Master of Arts Counseling Psychology Students

Counseling Psychology students must maintain malpractice insurance throughout their entire graduate program. The College carries liability insurance to cover students in such field placements. Students pay a fee each term to offset this insurance. See Tuition and Fees for amount.