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SMC

Student

Handbook



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Missionary College
ale, Tennessee

LOCATION

Southern Missionary College is located near Chattanooga, Tennessee, and two and a half miles from Ooltewah, just off Lee Highway, U. S. 11, and Interstate 75. If you arrive in Chattanooga or Ooltewah and need taxi service, call the Dean of Student's office — 396-2111, Ext. 232.

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July, 1972

SOUTHERN MISSIONARY COLLEGE
Collegedale, Tennessee
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Collegedale, TN 37315

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PREFACE

This handbook is prepared to provide a convenient reference to the principles and major policies which characterize campus life at Southern Missionary College. One of the main reasons for its distribution is to assist prospective students in selecting a college which provides the type of social and religious atmosphere in which they wish to pursue a higher education. Since the college seeks only those students who desire a campus experience as outlined herein, when applying to SMC, each student signs a pledge of full cooperation with the policies and regulations governing Southern Missionary College. A majority of these policies and regulations are given in this handbook. However, more specific and complete information concerning academic policies is given in the **College Catalog** and regulations of a more specialized nature are issued by such service areas as the residence halls, student health service, cafeteria and library. Students who do not respect this pledge will be subject to discipline to the extent considered necessary to maintain the unique and distinctive character of the college.

Southern Missionary College is pleased to make its services available to residents of nearby communities and welcomes among its students anyone from these communities who does not interfere with the attainment of the college's objectives and whose conduct while on campus or participating in college-sponsored activities is in accord with the policies and regulations of the college.

Southern Missionary College policies and regulations remain in force at all times and, where applicable, are binding on resident students, non-resident students and guests of campus residents.

ARRIVAL

Before a student takes up residence on the campus, either at the beginning of a school semester or for work prior to attending classes, he must have a letter of acceptance from the Admissions Committee.

Before a housing or room reservation may be made, \$50 of the advance payment as a deposit must be paid. Tentative reservations may be made without a deposit before July 15; however, the deposit must be paid by that date in order to hold the reservation. After July 15, requests for reservations must be accompanied by the \$50 deposit.

On arrival at the campus the student should:

1. Present his official letter of acceptance at the college cashier's office and make arrangements for cafeteria privileges, advance payment (if not paid in advance of arrival) and safekeeping of personal funds.
2. Report to the residence hall (men at Talge Hall)—(women at Thatcher Hall) for room assignments.
3. Consult with the student finance director regarding a work program and/or other financial assistance which may be necessary.

STUDENT EMPLOYMENT SERVICE

Students who accept employment assignments on campus are expected to meet all work appointments with punctuality. To be absent from work appointments without cause or previous arrangements, or notification of illness is sufficient reason for disciplinary action or discharge. Students accepting campus employment are required to maintain their work schedule during the entire semester including examination week.

Residence hall students may not secure off-campus employment without permission of the Dean of Students.

Preference is given to residence hall students for employment by the college or college operated industries.

Excuses for class absences resulting from un-

scheduled or emergency work appointments are available only by previous arrangements with the Academic Dean.

ACADEMIC POLICIES

Class Attendance

The student is responsible for punctual and regular attendance at all classes and laboratories for which he is registered. Missing instruction for any reason may jeopardize one's class standing and course grade. Emergency situations other than personal illness affecting class attendance (See Health Service, p. 19 for absence due to personal illness) should be reported to the Academic Dean's office.

Academic Standards

Satisfactory scholarship is the chief criterion of success in college. The quality of academic work is designated by a system of grades and by grade-point averages.

Withdrawal

A student who contemplates withdrawing from college should obtain counsel from one or more of the following individuals:

Residence Hall Dean	Academic Dean
Registrar	Faculty Counselor
Dean of Students	Chaplain

If, after obtaining counsel, it still seems advisable to withdraw, the following procedure should be carried out:

1. Secure and complete a drop voucher at the Registrar's Office.
2. Obtain signatures as designated on the voucher.
3. Check out with the residence hall dean within 24 hours after steps one and two have been completed.

Until the above steps have been completed, students who have discontinued participation in classroom activities will continue to be charged for tuition and room rent.

RESIDENCE POLICIES

Off-Campus Residence

The college provides residence hall housing for single students and a limited number of apartments for married students. Information concerning the availability of both school-owned and private apartments may be found in the Student Finance Office.

Single students who do not live with parents, close relatives, or legal guardians in the immediate vicinity live in the residence halls. In order to live elsewhere they must present written request to the Student Personnel Committee. The committee will consider such requests if the student is not on citizenship probation, demonstrates definite financial need which off-campus living will correct or other extenuating circumstances making non-dormitory residence necessary. For other than financial reasons the student must be 25 years of age before seeking off-campus residence.

Requests to live outside the residence halls are granted for a single semester only. If the student wishes to continue his off-campus residence for an ensuing semester, he must reapply through the Student Personnel Committee. No change in such off-campus residence is to be made without reapplication to the Student Personnel Committee.

Off-campus residence policies apply to all prospective students and to all college enrollees regardless of their class load.

Residence Hall Privacy

The college residence halls are private homes for their occupants. Community students and others may visit in the residence halls during residence hall hours (see p. 8) in accord with the normal proprieties for visiting a private home.

Personal Equipment for Dormitory Rooms

The college residence hall homes are equipped with twin beds, desk space, chairs, drawer space, and window drapes. Residence hall students should provide their own:

Sheets

Bedspread

Pillow
Pillow cases
Blankets

Towels and washcloths
Wastebasket

Room Care and Inspection

Students are expected to keep their rooms clean and orderly. The College reserves the right for the residence dean or his representative to enter and inspect a student's room at any time.

Pictures and other objects placed on the walls must be supported in a manner which will not mar the wall surface.

The \$50 room deposit will be refunded when a student checks out of the residence hall after the first 30 days of residency provided all dormitory obligations have been satisfactorily cared for and the floor, walls, woodwork, and furniture of the room are clean and undamaged. Redecorating is to be done by the College.

Responsibilities of Residence Hall Students

Residence hall students are held responsible for all activities which take place in the room assigned to them.

The College is not responsible for personal property stored in the residence hall, for loss of money or other valuables on the part of students, nor for any damage suffered by motor vehicles on College property. To insure safety, students should deposit all but small amounts of money in a student drawing account at the Business Office or in a bank. Adequate comprehensive insurance coverage for bicycles and motor vehicles should be maintained.

Change of Room Assignment

Any change in residence hall rooms must be approved in advance by the residence hall dean.

Pets

Pets are not permitted in the residence halls.

Baby Sitting

Baby sitting in the residence halls is not permitted.

Firearms and Fireworks

Firearms or pellet guns are not allowed on the campus.

Possession of or exploding fireworks or combustible chemicals in the residence halls or on the campus is expressly prohibited.

Violators of these regulations will be fined and will be subject to suspension or dismissal.

Residence Hall Disturbance

Respect for the rights of others and elementary courtesy as expressed in the golden rule demand that those living in residence halls make no disturbance which would prevent others from getting the most out of the time available for study and sleep. Sound equipment should be operated at a volume level which does not annoy one's roommate or others in the residence hall.

It is expected, in addition, that radio programs and recordings reproduced in the residence halls will conform with the music standards set forth on page 15.

Television sets are not permitted in students' rooms.

Safety Regulations

Candles, open-flame lamps, fire hazards of any nature are not permitted in the residence halls.

Fire Protection Equipment

The misuse of fire extinguishers, fire alarms, or other fire protection equipment will subject a student to a \$50 fine and/or other discipline.

Appliances

Refrigerators of 4.5 cubic feet maximum size are permitted in student rooms. With the exception of electric fans, other household appliances are not permitted in student rooms.

Visiting in Residence Hall Rooms

Mixed groups are not permitted in private residence hall rooms.

Signing Out

Residence hall students are expected to sign out for off-campus activities.

Residence Hall Hours

Residence halls will be open according to the following schedule:

Sunday - Thursday	6:00 a.m. to 10:30 p.m.
Friday	6:00 a.m. to 9:45 p.m.
Sabbath	6:00 a.m. to 11:00 p.m.

Young men may call at the women's residence halls according to the following schedule:

Visiting hours (lounge only)

Sunday-Thursday	7:00 a.m. to 7:00 p.m.
Friday	7:00 a.m. to Sunset

Calling hours (the above plus)

Friday	Sunset to Vespers
Sabbath	7:30 a.m. to 11:00 p.m.

The front porch of the women's residence halls is always off limits for visiting or loitering.

Late Leaves

Saturday night leaves until 12:00 p.m. may be arranged upon request.

Overnight Leaves

Residence hall students are expected to remain in their residence halls between closing time and 6:00 a.m. if they have not arranged an overnight leave with the residence hall dean.

Printed forms for overnight leave requests are available in the residence hall offices. If the period of proposed leave from the campus includes a work appointment, suitable arrangements must be made with the work superintendent.

Women students wishing a campus leave to visit a home other than their own should present a letter of invitation from the hostess and, if under 21 years of age, also authorization from their parents or guardian.

Overnight leaves in the surrounding community (Chattanooga - Collegedale - Cleveland) are not permitted unless the students are accompanied by parents. Overnight leaves are cancelled at any time students are present on campus or in the surrounding community (Chattanooga - Collegedale - Cleveland) during the time of the leave.

If under 21 years of age, freshmen students with less than a 3.00 grade-point average on a minimum of 12 graded semester hours and students who are on scholastic probation are limited to overnight leaves which involve a maximum of eight (8) nights of absence from the campus per semester, excluding vacations. Students on citizenship probation are limited to overnight leaves which involve a maximum of two (2) nights of absence from the campus per calendar month excluding vacations.

In case of an emergency requiring a leave which is not provided for by regular policy, parents should contact the residence hall dean.

Weekend leaves terminate at 10:30 p.m. Sunday. If an emergency situation makes it impossible to return to the residence hall by 10:30 p.m., students have the responsibility of telephoning their residence hall dean to request an extension of time.

RELIGIOUS ACTIVITIES

Southern Missionary College exists for the purpose of promoting symmetrical growth, mentally, socially, physically and spiritually. For this reason, it must have guiding principles for spiritual as well as mental, social and physical activities. The College recognizes that legislation cannot create spirituality, for this results only from intelligent individual choice. The chief function of the College is to provide an educational environment in harmony with Biblical teachings and standards. One does not have to live in this environment or help provide it unless he chooses to become a part of Southern Missionary College. Since environment depends on the people who make up an institution, legislation is necessary to insure the character of this environment.

Southern Missionary College students are not required to be members of the Seventh-day Adventist Church or any other religious organization, but the College administration does insist that no student detract from or weaken the spiritual character of the College or interfere with the benefit which might be received by those who wish to take full advantage of the College's spiritual emphasis.

COLLEGE CONVOCATIONS

In addition to the general assemblies the College requires residence hall students to participate in the evening worship program conducted by the residence hall deans. Students who do not cooperate with the worship program of the residence halls are assumed to have indicated thereby a lack of sufficient interest in the unique characteristic of Southern Missionary College to justify their further continuation as a student of the College.

All students are required to attend the general College convocations, commonly called chapels, which convene twice weekly.

Students are allowed a maximum of two unexcused general assembly (chapel) absences each semester. Residence hall students are allowed a maximum of two unexcused absences a week from the daily convocations.

Those students who accumulate a record of **three** unexcused assembly absences in a given semester or three unexcused residence hall convocations beyond the two absences allowed each week will receive a letter of counsel. Those students who accumulate a record of **four** unexcused assembly absences in a given semester or four unexcused residence hall convocations beyond the two absences allowed each week will receive a letter of advice.

Those students who accumulate a record of **five** unexcused absences from the general assembly convocations or the residence hall convocations beyond those allowed without penalty will receive a letter of warning which automatically places them on citizenship probation.

A student may receive a letter of advice for excessive absences from general College assemblies (chapels) independently of a letter of advice for excessive absences from the daily residence hall convocations. However, only one letter of warning will be issued to a student each semester. Thus, if a student has a letter of warning for excessive absences from either of the two types of convocations and places himself eligible for a letter of warning for the other type of convocation, he will

be eligible for suspension rather than a second letter of warning.

Residence hall students will be notified of the record of their absences following each worship period. Absences which are not satisfactorily cleared with the residence dean will be recorded as unexcused.

The Friday evening Vesper programs and the Sabbath evening Meditation programs in the Colgedale Church are counted for residence hall worship attendance.

During the fall and spring weeks of Religious Emphasis the evening programs are counted for residence hall worship attendance and the morning programs are counted for assembly attendance.

Residence hall students who anticipate conflicts between regular work appointments and the worship schedule are responsible for having a written statement of explanation sent from their employer to their residence hall dean. No excuse will be given for worships missed because of work unless advance arrangements have been made with the residence dean.

Information concerning work appointments which conflict with the assemblies (chapel) schedule should be directed to the Dean of Student's Office.

Prayer Rooms

The intensive pace of College life makes it particularly important for each student to take time for daily prayer and meditation. This will be done most frequently in the environment of the student's own room, but on many occasions added strength and comfort will be found in the use of the prayer rooms provided in the residence halls specifically for personal communion with God.

Sabbath Services

A distinctive practice of Seventh-day Adventists is the observance of the seventh day of the week as the Sabbath. Southern Missionary College expects all students on the campus to respect the sanctity of that day by attending the Friday evening and Sabbath morning services and refraining from all ordinary recreation and labor.

Missionary Volunteer Activities

Since spiritual growth cannot be obtained without exercise, students are urged to participate in the activities provided by the College Missionary Volunteer Society.

Assembly (Chapel) Attendance

Southern Missionary College expects that only individuals who are interested in the full benefits of the experience available on a Christian College campus will seek admission as students. In order to provide the most complete education for the student and to preserve the character of the College, all students are required to maintain satisfactory attendance at general religious and secular assemblies, frequently referred to as chapels.

Individuals who are conspicuously involved in study activities during assembly programs may be counted as absent.

Students entering the Church for assembly programs may not take study materials such as books and notebooks into the sanctuary.

(See "College Convocation," p. 10, for attendance regulations).

SOCIAL STANDARDS

Southern Missionary College is committed to a concept of positive social development and encourages broadening of the College experience by participation in a varied program of cultural and recreational activity which will provide opportunity for wholesome association and the development of satisfying friendships. A properly coordinated program of formal learning, cultural development and recreational activity, each of which involves wholesome association with the opposite sex, is considered essential preparation for fully successful living.

Chaperonage

All off-campus activities involving mixed groups, not sponsored by a campus organization, require chaperonage and clearance by the residence hall deans. Chaperonage arrangements are made with the dean of women by the men concerned.

Parents and faculty members may serve as chaperones and on certain occasions the Dean of Women may grant approval for chaperonage by married students. It is considered wise that there be one chaperone for every 15-20 students.

Social Privileges — Freshmen

Freshmen students under 21 years of age may double date or arrange for an approved chaperone or an extra lady in the group. Such dating is limited to Saturday nights and special occasions with the approval of a women's residence hall dean.

Trips off campus for shopping, etc., may be made Sunday through Friday until evening worship time with permission of a women's residence hall dean.

Except by special permission of a residence hall dean, freshmen students are to be in the residence hall each evening, Sunday through Thursday, after worship time.

Public Display of Affection

The public expression of affection is in poor taste. Students who do not demonstrate self-respect and self-restraint in this matter are subject to discipline, which may involve their being asked to withdraw from the College. Students can expect members of the College staff to correct those bringing discredit to themselves or to the College through inappropriate display of affection. Being seen in public with arms around one another is inappropriate.

Marriage

Student marriages are not permitted while a school semester or session is in progress. First semester students who will be attending classes during the second semester must receive permission from the Student Affairs Committee to be married during the Christmas vacation.

DRESS AND GROOMING STANDARDS

The faculty of Southern Missionary College believe that every student will benefit from under-

standing the principles and practice of Christian dress, namely, attractive, neat, modest, simple, appropriate, tasteful and healthful attire. We believe that the application of these principles varies from place to place and from age to age. Therefore, we have a responsibility to all associated with the College to interpret these principles for the here and now.

For Men

1. Coat and tie should be worn for Sabbath morning services. Shirt and tie may be appropriate for other Sabbath services.
2. Dress on the non-recreational area of the campus including chapel services may be casual.
3. Casual wear would include the wearing of shoes or sandals with socks. It would include the wearing of slacks or properly fitted neat and clean jeans. Tight fitting or bizarre clothing of any type is unacceptable. Shorts, sleeveless shirts and T-shirts are not acceptable for campus wear. Shirts of sheer material require the wearing of an undergarment.
4. Shirts must be worn in the gymnasium, on the tennis courts, ball fields, etc.
5. Beards are not permitted.
6. The hair is to be kept neatly trimmed and may not extend below a conventional coat collar or over the top of the ears. Extreme or bizarre hair styles are not permitted.
7. Sideburns are to be kept trimmed and neat and may not vary appreciably in width or may not extend appreciably below the bottom of the ear.

For Women

1. Dress on the non-recreational area of the campus must be neat and may not include slacks or similar apparel, including shorts of any type.
2. Hemlines must be of sufficient length to reach a point near the top of the knee while standing.
3. Slacks, pantsuits, bermudas and gym shorts are not acceptable for general campus wear.

Such may be required for certain laboratories designated by teachers, for physical education classes or for outdoor work. They may be worn when involved in the following activities: Recreation, designated physical activities and designated social occasions, traveling on school-sponsored trips and in vacation travel to and from the campus. Other occasions for which this type of apparel is required must be specifically approved by a dean. Slacks must be worn with blouses or tunics and not with sweat-shirts or T-shirts. Jeans, overalls or any tight fitting apparel are not allowed for any occasion.

4. Bermuda or gym shorts may be worn when actively participating in sports events or for P.E. classes. Slacks, pantsuits, bermudas or gym shorts may not be worn to or from campus appointments. Dressing rooms will be provided at appropriate places.
5. Necklaces (including medallions), earrings, bracelets and rings are not allowed.
6. Extreme hair styles and use of cosmetics in such a way as to create an artificial appearance are not allowed.

MOTION PICTURE POLICY

All feature length motion pictures must be cleared by the Faculty Film Preview Committee for showing by a student group either on or off campus. The Student Association is permitted one feature film showing per year for a public benefit program. Campus organizations may be permitted to show a feature film in a program restricted to the membership of the sponsoring group and invited guests. No campus organization will be allowed to show more than one such film during an academic year. Permission for the showing of any feature length film is granted by the Student Affairs Committee.

MUSIC STANDARDS

Music performed or reproduced anywhere on campus is expected to be in harmony with standards of good taste applicable to the occasion and in keeping with the ideals of spiritual commitment

and personal relationship with God to which the College is dedicated. To assist with this responsibility a screening committee is appointed by the College president each year to screen all student programs before they are presented.

Student groups should contact the chairman of the screening committee in ample time before their scheduled performance so that the committee can be called for the screening. Failure to have a program properly screened may cause cancellation of the program and cancellation of any future performance of the group.

A musical group organized by students for public performances must be approved by the Student Affairs Committee. Failure to comply with this requirement will jeopardize the registration of the students involved.

SWIMMING POOL REGULATIONS

Patrons of the College swimming pool should note carefully the regulations posted in the gymnasium.

ORGANIZED SPORTS

The College encourages intramural athletic activities as a means of providing necessary physical exercise and relaxation from mental activity and also as a means of providing experience in team relationships and developing good sportsmanship. Competitive play between a team representing the College and a team representing another institution or organization is considered to be out of harmony with the principles and objectives of Southern Missionary College.

To be eligible to participate in intramural sports a person must meet one of the following stipulations:

For fall and spring semesters:

1. Reside in a college residence hall, or
2. Be currently enrolled for a minimum of eight (8) semester hours.

For summer terms:

1. Reside in a college residence hall, or

2. Be currently enrolled for a minimum of three (3) semester hours, or
3. Be accepted as a student for the fall semester.

STUDENT ACTIVITIES

In accord with its concern for the total development of the individual and the preparation of leaders, Southern Missionary College fosters a broad range of extra-curricular activities. A listing of the various campus clubs and organizations is given in the College Bulletin.

Qualifications of Student Officers

For a student to hold an office in any student organization including a publication staff or a committee or in any non-academic organization which performs publicly on or off campus, he must have a record of good citizenship and a minimum cumulative grade point average of 2.00.

To run for or to hold any elected office in a student organization or to be a member of the volunteer fire department, a student must have a record of good citizenship and a cumulative grade point average of 2.25 or a 2.50 grade point average for the previous semester.

Secondary school grade-point averages will be calculated on major subjects only.

Meetings of Student Organizations

Administrative policy of the College requires that a faculty adviser be present at all meetings of each student organization and at all meetings of major committees serving student organizations.

Student Organization Records

Each student organization is required to place an up-to-date copy of its constitution on file in the Student Affairs Office. Records of organization activities may also be filed in the Student Affairs Office if the organization's leadership so desires.

Organization of New Clubs

Students who wish to organize a new club should first consult with the Dean of Student Affairs. A constitution should then be drawn up and approved by the Student Affairs Com-

mittee. A current copy of the approved constitution must be placed on file in the office of Student Affairs.

Club Activities

All social events sponsored by clubs or other organizations terminate at the beginning of test week at the end of each semester.

Social Functions and Outings

All student organizations planning social or recreational activities off campus must make proper advance arrangements through the Student Affairs Office. Requests, complete with the names of chaperones and the signature of the faculty sponsor, are to be filed by 10 p.m. Wednesday of the week preceding the proposed activity.

Residence hall students expecting to take part in any off-campus social activity must complete the regular residence hall leave form which must be submitted to their respective residence hall dean.

No approval will be given for overnight group activities that are to take place during the final three weeks of each semester.

CAMPUS FACILITIES

Use of campus facilities must be scheduled in the President's Office.

SERVICES

Counseling Service

Southern Missionary College staff members have a personal concern about the progress of their students toward spiritual, intellectual and social goals. In such an atmosphere, informal and unstructured guidance activities are a part of the normal daily contact between instructors and students.

The Director of Student Affairs administers a formal program of counseling through the Testing and Counseling Office. This program provides various aptitude and psychological tests as well as interest and personality inventories which are available for students who wish to gain insight

into various problems which may be associated with their college experience and planning for life. College entrance examination results and other personal data which may assist in counseling and guidance are kept on file in the Testing and Counseling Office.

Because the residence hall deans are counselors as well as administrators and have opportunity to become closely acquainted with students in their dormitories, they are in a position to give particularly helpful counsel. Students are encouraged to take advantage of the counseling skills available to them from the various members of the College staff.

Food Service

In addition to its basic function of making available attractive meals which will provide the best possible nutrition, the College Food Service is equipped and organized to provide specialized food service for lunches, picnics, receptions, luncheons and banquets. While every effort is made to accommodate requests for specialized food service, it must be emphasized that due to the advanced planning often required and to the possibility of conflicting requests, the College Food Service cannot be expected to provide specialized food service unless planning for the occasion has been initiated with the Director at least two weeks in advance.

Mealtimes provide some of the most valuable educational and cultural experience on the college campus. Users of the College Food Service are expected to relate themselves in accord with the cultural standards appropriate to a Christian College.

Health Service

The Health Service is administered by the Director of Health Service in cooperation with the College Physician. Regular clinic hours are maintained by the staff. After clinic hours a nurse is available at all times for emergencies by calling 396-2111. In order to provide maximum health benefits to students, the following provisions are made:

1. Instruction concerning reporting illness is given to each student at registration.
2. In order to have a class excused because of illness, residence hall students must notify the Health Service prior to missing the class. Village students should notify the Dean of Students Office. Classes are not excused for medical appointments immediately preceding or following vacations.
3. The College Physician makes daily calls at the Health Service, Monday through Friday, for a limited time at approximately 8:00 to 8:30 a.m. Priority is given to bed patients who make previous appointment.
4. An insurance brochure concerning information about insurance coverage and details about how and when to file a claim are given to each student at registration. (All students registered for a minimum of 8 semester hours are covered by student insurance.)

Post Office

Collegedale has a post office which serves the College and community. Mail is picked up from and delivered to each of the residence halls daily.

Mail should be addressed to Talge Hall for men and Thatcher or Jones Hall for women. This campus address should include the residence hall room number. The zip code is 37315.

Student Bank

The Student Bank for safe keeping of students' funds is in the cashier's office in the administration building.

Lost and Found

The lost and found department is in the Service Department located at the rear of Lynn Wood Hall.

College Plaza

The College Plaza is a convenient shopping center for general merchandise, school supplies, books, etc. It also houses the Campus Kitchen where snacks may be obtained. Other facilities,

such as a barber shop, a bank and a beauty shop are available.

Laundry

A laundry serving the students and the community is located in the College Plaza. The laundry also handles dry cleaning and pressing.

Telephones

Pay telephones are installed in the residence halls, in the College Plaza and in the Student Center (when completed). These phones are available to students. Other office, business and residence phones are private installations.

MILITARY SERVICE

Questions or problems dealing with the Selective Service should be referred to the Admissions Office.

PLACEMENT SERVICE

The Dean of Student Affairs operates a placement service which issues announcements concerning employment opportunities and provides potential employers with data on graduates of the College.

The placement service is becoming increasingly effective in assisting students to find satisfactory professional employment. Registration with the placement service is voluntary and should be made at the beginning of the senior year.

STUDENT VEHICLE CODE

The use of motor vehicles is considered to be a privilege rather than a right. Motor vehicle privileges may be suspended at the discretion of the Student Government Committee or the residence hall deans.

All Southern Missionary College students are held responsible for acquainting themselves with and conducting themselves according to the following motor vehicle code:

Section I — Motor Vehicle Privileges

1. Definition of motor vehicle privileges:
Motor vehicle privilege as understood in

this code means the possession or use of a motor vehicle—motor scooters, motor bikes, motorcycles, automobiles.

2. Individuals who have satisfactory citizenship and meet any **one** of the following stipulations qualify for motor vehicle privileges:
 - a. Completion of at least 12-graded semester hours with a grade-point-average of at least 3.00. This GPA must be maintained at the subsequent nine-week grading period.
 - b. Completion of a minimum of 24 semester hours with a grade-point-average of at least 2.00.
 - c. Twenty-one years of age or older.
 - d. Off-campus resident living with parents, guardians or spouse. Other off-campus residents must meet one of the foregoing stipulations.
3. Lending or borrowing of motor vehicles is discouraged.
4. **Disqualified Vehicles:**

Unless previous arrangements have been made with a dean of men or a dean of women, residence hall students who do not qualify for motor vehicle privileges are not permitted to bring a motor vehicle to the College or to the greater Chattanooga-Cleveland area. Students who violate this regulation will be disciplined and may be required to return their vehicle to their home immediately.

Section II — Motor Vehicle Registration

1. Any motor vehicle that is subject to the use of a student must be registered with the College in the student's name at registration time or within 48 hours of its arrival in the vicinity. Provision has been made for registration of motor vehicles without charge during the regular college registration procedures and at the residence halls.

2. Secreting a motor vehicle, undeclared and unregistered with the College, or failure to register one's motor vehicle is considered a serious infraction of College rules.

Section III — Parking

1. For each semester dormitory residents are charged a parking fee of \$10 for automobiles and \$5 for two-wheeled motor vehicles. Students who bring cars during the course of a semester will be charged on a pro-rated basis. No refund on parking fees will be made.
2. Students who live off campus may park vehicles in areas approved for community student use during the school day.

Section IV — Driving

1. Residence hall owners of motor vehicles must sign out in the proper manner for the use of their vehicle.
2. When mixed groups are involved outside the immediate community of Colgedale, it is the obligation of:
 - a. The driver to list the names of all those making the trip on a specific sign-out blank and leave this with his or her dean, and
 - b. Women residents involved as passengers are first to receive approval from a dean of women.
3. A dormitory student must have permission from his residence hall dean for use of a motor vehicle after 7:00 p.m.
4. Motor vehicles are not to be used during Sabbath hours, including Friday evening, unless specific arrangements have been personally made with the driver's residence hall dean.
5. Motor vehicles are not permitted to be driven on lawns, sidewalks or other places not intended for vehicular use.

Section V — Penalties for Violations:

1. Parking violations are subject to a fine of \$2.00 for the first offense, and \$5.00 for each subsequent offense. Failure to pay a fine within the time prescribed on the ticket will result in an additional charge.
2. Violations of the campus traffic code such as speeding and failure to observe stop signs will result in a fine of \$10.00.
3. Secreting or failure to register a motor vehicle with the College will result in a fine and severe disciplinary action.
4. In the event of continued violations of the campus traffic code, the campus security director may refer the case to the Student Affairs Committee for disciplinary action.

Section VI — Out-of-State Vehicles:

A student from a state other than Tennessee should check with the State Highway Patrol in Chattanooga to determine whether the vehicle license issued by his home state is valid in the state of Tennessee. Purchase of a Tennessee State vehicle license is necessary where reciprocity agreements do not exist which validate the home state license during residence in the State of Tennessee.

Section VII — Damage, Loss or Theft:

Southern Missionary College assumes no responsibility for loss resulting from theft or accident, vandalism, fire and other causes for damage of any vehicle or its accessories on College property. Automobile parts or tools left outside of automobiles may be hauled away without notice.

Section VIII — Bicycles:

1. All bicycles should be locked when not in use.
2. Bicycles are not to be ridden on campus sidewalks or on grassed areas of the campus.

CITIZENSHIP STANDARDS AND POLICIES

Attendance at Southern Missionary College is considered to be a privilege granted to those who give satisfactory evidence that they can benefit from the unique features which characterize the College and that their presence among the student body will contribute to the accomplishment of the College's distinctive objectives. The administration reserves the right to require withdrawal of any student who does not give such evidence.

A student's citizenship standing is determined largely by the following criteria: Observance of social regulations; dining room, residence hall and library conduct; attitude toward the religious ideals of the College, attendance of vesper, Sabbath School, church and residence hall worship services; compliance with campus automobile regulations; dress and personal grooming; room cleanliness; faithfulness in meeting appointments; honesty and recreational standards.

A student who finds himself out of harmony with the social policies of the College, who is uncooperative, and whose attitudes give evidence of an unresponsive nature may be advised to withdraw without specific charge.

The citizenship standing of a student who engages in any of the following practices is questionable:

1. Disseminating ideas which undermine the religious ideals of the institution.
2. Displaying a detrimental influence or spirit manifestly out of harmony with the standards or basic philosophy of the school.
3. Using profane language.
4. Possessing or displaying obscene literature or objects; indulging in lewd conduct or suggestions.
5. Drinking or possessing alcoholic beverages, allowing their use in one's room, or frequenting places where such beverages are served.
6. Using tobacco, narcotics, or hallucinogenic drugs in any form, having them in one's possession or allowing their use in one's room.

7. Gambling and possession of playing cards, dice or other gambling devices.

8. Stealing or possession of goods known to have been stolen.

9. Any form of cheating, willful deception or dishonesty.

10. Meeting persons of the opposite sex in a secretive manner.

11. Violating college standards governing social conduct.

12. Immoral behavior.

13. Attending places of questionable amusement including movie and drive-in theatres.

14. Entering or leaving residence halls by any means other than the entrance designated for regular use at the time.

15. Unapproved absence from a residence hall after closing hours.

16. Illegal possession or use of keys.

17. Failing to conform to the stipulations of any disciplinary action.

18. Disruption of either the learning experience on the campus or the normal administrative operation of the College.

Property Rights

Only individuals who have made appropriate previous arrangements with the Administrator in charge of the building involved are permitted access to the roofs of College property.

Anyone responsible for damage to College furnishings and other school property will be obliged to make restitution for the damage and may in addition be subject to discipline.

Distribution of Information

All announcements posted on the College campus and all announcements or materials distributed on the campus must receive prior administrative approval.

Levels of Disciplinary Action

Southern Missionary College recognizes several levels of disciplinary action as indicated below. The administration of discipline does not necessarily begin with the first level and follow consecutively through the various levels as violations may continue. A student whose negative behavior is under consideration is subject to disciplinary action at any level.

1. Counsel — The Chairman of the Student Government Committee or other administrative officers of the College may give a student involved in a minor offense or a relatively small behavioral deviation a written or verbal word or letter of counsel.

2. Advice — The Chairman of the Student Government Committee or other administrative officers of the College may give a letter of advice to a student involved in a more serious offense or behavioral deviation.

3. Warning — The Student Government Committee or its chairman may give a letter of warning to a student involved in a serious offense or behavioral deviation. This letter of warning places a student on citizenship probation. The period of probation may be for a definite or an indefinite period of time.

While he is on probationary status, any additional indication of non-cooperation with College regulations will be sufficient cause for requesting a student to withdraw from college or be subject to formal dismissal. Students who are on citizenship probation have restricted weekend leave privileges and may be denied motor vehicle privileges. They may not hold office in a campus organization, and they are not permitted to participate in off-campus public appearances which represent the College except when involved in class activities. On-campus appearances will be limited to participation as a member of a large organization such as choir, band, orchestra, etc. It is the student's responsibility to report his limited status to those who may request his participation in an activity not allowed by his probationary status.

Citizenship probation is normally a period of at least six weeks duration.

4. Suspension — The Student Government Committee may suspend a student from College for a definite or an indefinite period of time. Students under suspension will leave the campus during the entire period of suspension unless specific arrangements to the contrary have been made with the Committee chairman. A student who has been suspended must submit his request for College readmission to the Dean of Students.

5. Withdrawal — A student who is involved in a single major misbehavior or who has accumulated a series of deviations, or who is insubordinate in his relation to the College authority may be advised by the Student Government Committee to withdraw from the College. A residence hall student who accepts the privilege of withdrawing agrees to move away from the College community; unwillingness to do so may result in formal dismissal. Students who withdraw under counsel for disciplinary reasons will not be considered for readmission to the College for at least one full semester.

6. Dismissal or expulsion — In severe cases of discipline the Student Government Committee may expel a student from College. Such action may result from a student's being involved in any of the three situations listed above under "withdrawal." Expelled students will not be eligible for readmission to Southern Missionary College.

Schedule of Fines

1. Campus buildings, being present on top of or in other unauthorized places	\$25.00
2. Tampering with Fire Fighting Equipment	50.00
3. Firearms or pellet guns, possession of	25.00
4. Fireworks and Combustible Chemicals, possession of or exploding	25.00

5. Television, possession in residence hall room	25.00
6. Property, willful destruction of (fine plus payment of damages)	25.00
7. Motor Vehicle:	
Failure to register a motor vehicle	25.00
Parking violations	
First offense	2.00
Each subsequent offense	5.00
Surcharge for non-payment within prescribed time	2.00
Surcharge for charge to account as a result of non-payment . .	3.00
Reckless Driving	10.00
Secreting unauthorized vehicle .	25.00
Speeding	10.00
Stop sign violation	10.00
Driving on lawns and in other unauthorized places	10.00

Government Policy

All regulations adopted by the faculty or Administrative Council and announced to the students have the same force as those published in the annual bulletin or in the **STUDENT HANDBOOK**. Students and student employees living in the residence halls or in the community must conduct themselves in harmony with these regulations which are binding upon them from the time they reach Collegedale to begin their program of study or work, and until they withdraw permanently from the College and leave Collegedale.

A student who is considered for discipline which may involve suspension, advice to withdraw, or dismissal, has the privilege of appearing in person before the Student Government Committee and also of having another person accompany him.

Any student under official college discipline will be so informed by letter from the Chairman of the Student Government Committee. A copy of the official statement of disciplinary action will be

filed in the student's personal folder in the Student Affairs Office and additional copies will be sent to the student's parents and to the Dean of Men or the Dean of Women if the student is a residence hall student.

WHOM TO CONSULT

- Absence from General Assembly
Dean of Student's Office
- Absence from Classes
Academic Dean's Office
- Accounts, State of
Student Finance Office
- Administrative Policies
President
- Admissions
Academic Dean's Office
Registrar
- Automobile Registration
Residence Deans
(Residence Hall Students)
Dean of Students
(Community Students)
- Books and Supplies
College Bookstore
- Calendar of College Events
Dean of Student's Office
- Change of Registration
Faculty Counselor
Registrar
Academic Dean's Office
- Chaperonage
Dean of Women
- Employment
Student Finance Office
- Excuse from Assembly Attendance Requirement
Dean of Student's Office
- Government
Dean of Student's Office
Residence Deans

Grades	Class Instructor Registrar
Illness	Health Center
Immigration	Registrar
Improvements for Campus or Campus Life	Dean of Student's Office
Leave of Absence Permits Involving Classes	Academic Dean's Office
Loans and Scholarships	Student Finance Office
Lost and Found	Service Department
News	Public Relations Office Southern Accent Office
Problems of Students	Counselor, Deans, Dean of Student's Office
Promotion Trips	Public Relations Office
Psychological Testing	Testing and Counseling Office
Registration Problems	Counselor, Registrar, Academic Dean's Office
Residence Hall Arrangements	Residence Hall Deans
Residence, Off-Campus	Dean of Student's Office Residence Deans
Schedule of Classes	Academic Dean's Office Registrar

Scholastic Problems

Academic Dean's Office
Registrar's Office
Dean of Student's Office

Selective Service Matters

Registrar's Office

Social Affairs Clearance

Residence Deans
Dean of Student's Office

Sports

Physical Education Director
Sports Coordinator — Student
Association Recreational
Committee Chairman

Student Affairs

Dean of Student's Office

Student Class Schedules

Registrar's Office

Traffic Violations (campus)

Dean of Student's Office

Use of College Facilities

President's Office

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