

# Montreat-Anderson College 1992 - 1993



*"Call upon me and I will answer thee  
and show you great and mighty things,  
which thou knowest not."*

*- Jeremiah 33:3*

# Student Handbook

Montreat, North Carolina



# Montreat-Anderson College Academic Calendar

## Fall Semester - 1992

Student Affairs Workshop	August 16-17, Sun.-Mon.
Student Leadership Workshop	August 17-20, Mon.-Thurs.
Faculty Workshop	August 20-21, Thurs.-Fri.
New Students Arrive	August 22, Sat.
Preregistration & Advising of New Students	August 24, Mon.
Continuing Students Arrive	August 24, Mon.
Drop/Add	August 25, Tues., 3-5 p.m.
Opening Convocation	August 25, Tues., 10 a.m.
Classes Begin	August 25, Tues., 8 a.m.
Last Day to Add A Course	September 8, Tues.
Distinguished Staley Lecture Series	Week of September 14
Last Day to Drop a Course with a "W"	September 22, Tues. (see catalog p. 59)
Homecoming	October 2-4, Fri.-Sun.
Church/College Council	Oct. 5-7, Mon.-Wed.
Midterm	October 14, Wed.
Fall Break Begins After Last Class	October 16, Fri.
Classes Resume	October 21, Wed., 8 a.m.
Board of Trustees Meeting	October 22-23, Thurs.-Fri.
Parents' Weekend	November 6-8, Fri.-Sun.
Advising/Preregistration for Second Sem.	November 9-20, Mon.-Fri.
Prospective Students Visitation Weekend	November 13-14, Fri.-Sat.
Thanksgiving Break Begins After Last Class	November 25, Wed.
Classes Resume	November 30, Mon., 8 a.m.
General Knowledge Competency Testing	December 2, Wed., 3-5 p.m.
Reading Day	December 12, Sat.
Final Examinations begin at 8 a.m.	December 14-17, Mon.-Thurs.
Christmas Vacation Begins After Last Exam	December 17, Thurs.
Residence Halls Close	December 18, Fri.

## Spring Semester - 1993

New Students Arrive	January 3, Sun., 5 p.m.
Advising/Registration of New Students	January 4, Mon.
Continuing Students Arrive	January 4, Mon.
Continuing Students Drop/Add	January 4, Mon., 1-3 p.m.
Classes Begin at 8 a.m.	January 5, Tues.
Opening Convocation	January 5, Tues., 10 a.m.
Last Day to Add a Course	January 12, Tues.
Last Day to Drop a Course with a "W"	February 2, Tues. (see catalog p. 59)
Spiritual Emphasis Week	Week of February 22.
Midterm	March 3, Wed.
Spring Break Begins After Last Class	March 5, Fri.
Classes Resume	March 15, Mon., 8 a.m.
Prospective Students Visitation Weekend	March 19-20, Fri.-Sat.
Advising/Preregistration for Fall Sem. 1993	March 24-April 2, Wed.-Fri.
Board of Visitors Meeting	April 2-3, Fri.-Sat.
Easter Break	April 9-12, Fri.-Mon.
Classes Resume	April 13, Tues.
General Knowledge Competency Testing	April 21, Wed., 3-5 p.m.
Board of Trustees Meeting	April 22-23, Thurs.-Fri.
Reading Day	April 29, Thurs.
Final Examinations begin at 8 a.m.	April 30, May 1,3,4, Fri.-Tues.
Baccalaureate/Commencement	May 8, Sat., 10 a.m.

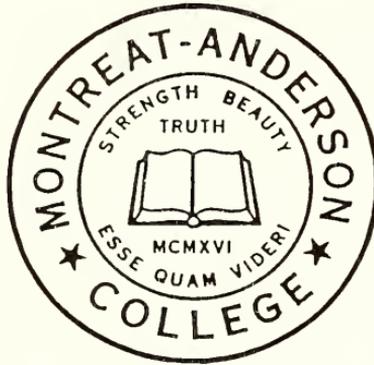
## Summer School - 1993

May 10-June 9	
Preregistration for New Students	July 10, Sat.



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# Montreat-Anderson College



**Montreat, North Carolina**

**1992 - 1993**

All students are asked to bring this book to college with them and will be held responsible for knowledge of its contents.

Montreat-Anderson College does not discriminate in its educational program against any student on the basis of sex, race, religion, nationality, or handicap.

June 1992



Dear Student,

Whether you are entering Montreat-Anderson College for the first time or returning for another year's study, welcome to the M-AC experience! The opportunity for a quality education under the tutelage of a fine faculty awaits you. Here you can continue to acquire ideals, strengthen character and form friendships that will last a lifetime. We believe there is no better place for your college adventure.

A strong institution with an illustrious 76-year heritage, Montreat-Anderson College remains committed to academic excellence and the moral and spiritual principles which have always been among its distinguishing characteristics. Beyond the mastery of thinking skills and the competency required for a career, we desire that you learn service in vocation and discover your own potential for servant leadership. What else sets M-AC apart from many other colleges is its people. Our faculty, administration, and staff are bright, warm, and dedicated to liberal arts education in an environment where Christ is central. We are proud of our graduates, too. M-AC graduates are distinguished in many fields and are making their unique contributions in community, church and throughout the world.

Your acceptance as a student at M-AC is evidence that you have the potential to succeed. In deciding to attend M-AC, you commit yourself to earnest endeavor and accept certain responsibilities. Your success depends upon you. In these pages, I believe you will find much that can help you in your student life.

I urge you to make the most of these years. We are here to help as you prepare for the rest of your life. If you make the most of your opportunities at Montreat-Anderson College, you will look back on your collegiate years as a great experience and among your happiest.

Sincerely,

A handwritten signature in dark ink that reads "William W. Hurt". The signature is written in a cursive style with a large, prominent "W" and "H".

William W. Hurt  
President

June 1992



Dear Student:

Welcome to Montreat-Anderson College! Your quest for new beginnings takes place among those who share with you your highest aspirations. I am glad that you chose to become a part of Montreat-Anderson and it is my desire to always merit your trust and confidence.

Here you will form lifetime friendships and make long-term commitments. The unique adventure and challenge of living in a Christian academic community awaits you. You have new opportunities to grow intellectually, spiritually, socially, emotionally, and physically. Our purpose is to challenge and help students grow towards the persons God intends them to be. It is my hope that you will know and experience Jesus Christ as the source of all truth.

Montreat-Anderson's view of you as a very special and unique person stirs students to develop a keen loyalty to "their" college. People matter at Montreat-Anderson and no one is lost in the crowd. Whether in the residence hall among your friends, or in the classroom with professors, you will sense a spirit of personal involvement from your very first hours on campus.

All college situations can not be thoroughly covered by regulations. It is the use of good judgment and regard for the rights of others at all times which our community strives to incorporate. Please understand that just because some conduct is not covered in this book that the college takes a less severe view of wrong doing.

As you begin your life at Montreat-Anderson, you will find it rich in opportunities for growth. Following a long tradition of service to others, members of the Montreat-Anderson community reach out to support you as you begin your own lifetime journey.

I want to know you personally and invite you to come by and visit. May you enjoy happiness, success and God's richest blessings.

Sincerely,

*Hayward Hargrove, Jr.*

Hayward Hargrove, Jr.  
Dean of Student Affairs

# HISTORY AND PURPOSE

Montreat-Anderson College is a Christ-centered four-year College committed to presenting a liberal arts education with a Christian perspective. The college began in 1916 as Montreat Normal School, an institution founded by The Presbyterian Church, U.S., to prepare young women to become Christian teachers. In 1933 the school became a junior college and was renamed Montreat College; from 1945 to 1959 it was a four-year college for women. In 1959 it became a co-educational junior college and was renamed Montreat-Anderson College. Its founders established the college for the purpose of teaching "the Biblical view of the nature of man and the meaning of life." Today, that commitment to a Christ-centered education continues at Montreat-Anderson College.

In May, 1988, after a 30-year period, Montreat-Anderson College graduated its first seniors in the new four-year program with baccalaureate degrees. This program is designed to meet the needs of current issues.

Currently 55% of the faculty is composed of professors with earned Ph.D's or terminal degrees. State of the art laboratory equipment has been introduced, the library holdings have been increased significantly, and facilities are being upgraded.

The college seeks to educate the whole person--academically, spiritually, physically, and socially. An atmosphere of friendliness and concern for others exists on campus, fostered and growing in commitment to Jesus Christ.

The Presbyterian founders of Montreat-Anderson College were of strong conviction and clarity of purpose. They proposed in their charter "that those attending the college receive a sound and thorough Christian education suitable to their needs." They made it clear that they were establishing a college in which students would receive "instructions in the Holy Bible." Over the years this original purpose of the founders to provide "...a sound and thorough Christian education has been continually affirmed, and the college today prizes its church--relatedness as that which gives it a distinctive stance in the educational world."

# ORGANIZATIONS

1992-93

## STUDENT LEADERS

### Student Government Association

President - Justin P. Ramb

Vice President - Heather Ferguson

Secretary/Treasurer - Heather Housman

Senior Class President - Mark Neil

Junior Class President - Randy Olson

Sophomore Class President - Jeff Reardon

Freshman Class President - Heather Bischoff

### Honor Court

President - Scott Pettit

Vice President - Paulette Mixon

Senior Representative - Mark Jenkins

Junior Representative - Kim Trapnell

Sophomore Representative - Greg Starr

### Student Christian Association

President - Joe Troutman

Off-Campus Coordinator - Andrew McCaskill

On-Campus Coordinator - Tim Hatton, Joanna Knowles

Missions Coordinator - Paulette Mixon

Vespers Coordinator - David Hartman, Bryan Hinkle, Mark Tucker

### Residence Hall Presidents

Davis Hall - Mustafa Aksakal

Howerton Hall - John Harris

McGregor Hall - Daphanie Bousum

Montreat-Anderson Hall - Lindsey Saunders

### Clubs and Interest Groups

Business Club

Intramurals

Drama

Cheerleaders

Fellowship of Christian Athletes

Vespers

Celebration Singers

Alpha Chi

Concert Choir

Dance Team

International Club

Veritas

TNT Adventure Club

### Publications

Yearbook - **Agape'**

Newspaper - **Aletheia**

Literary Magazine - **Logos**

# The Montreat



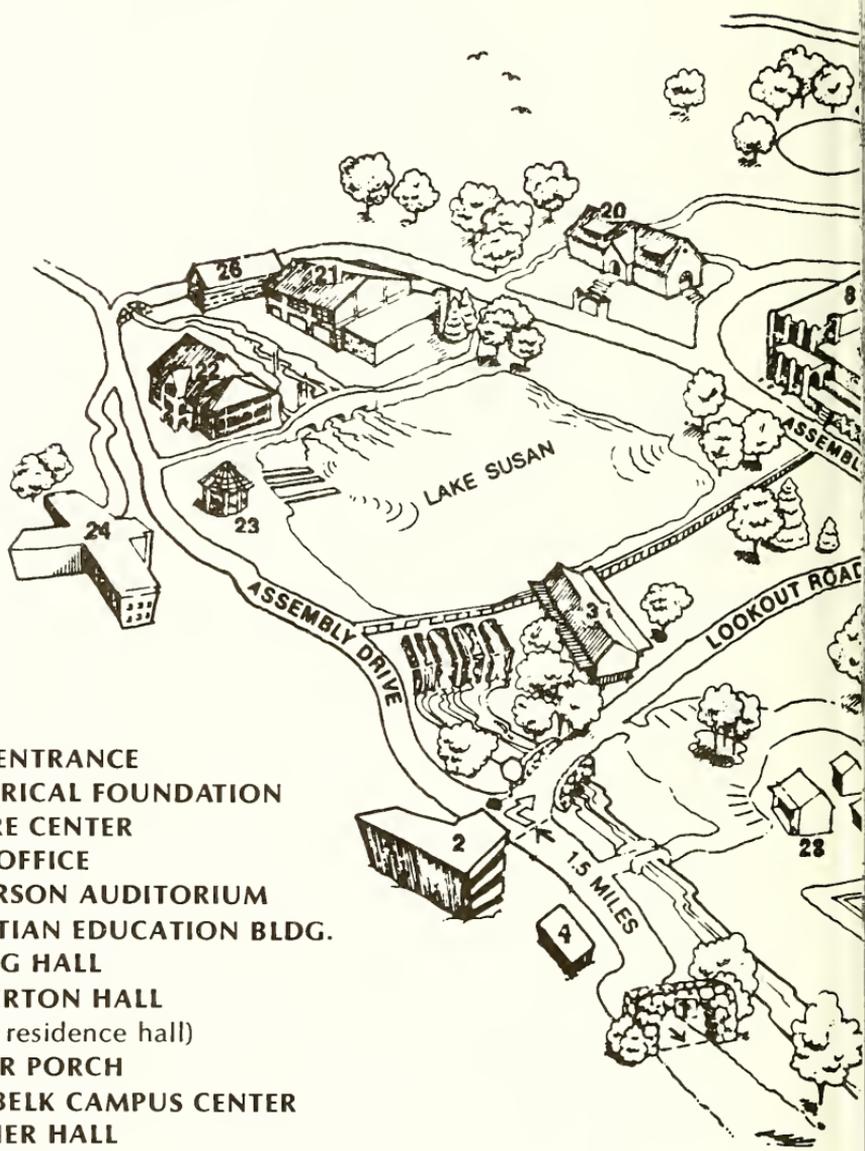
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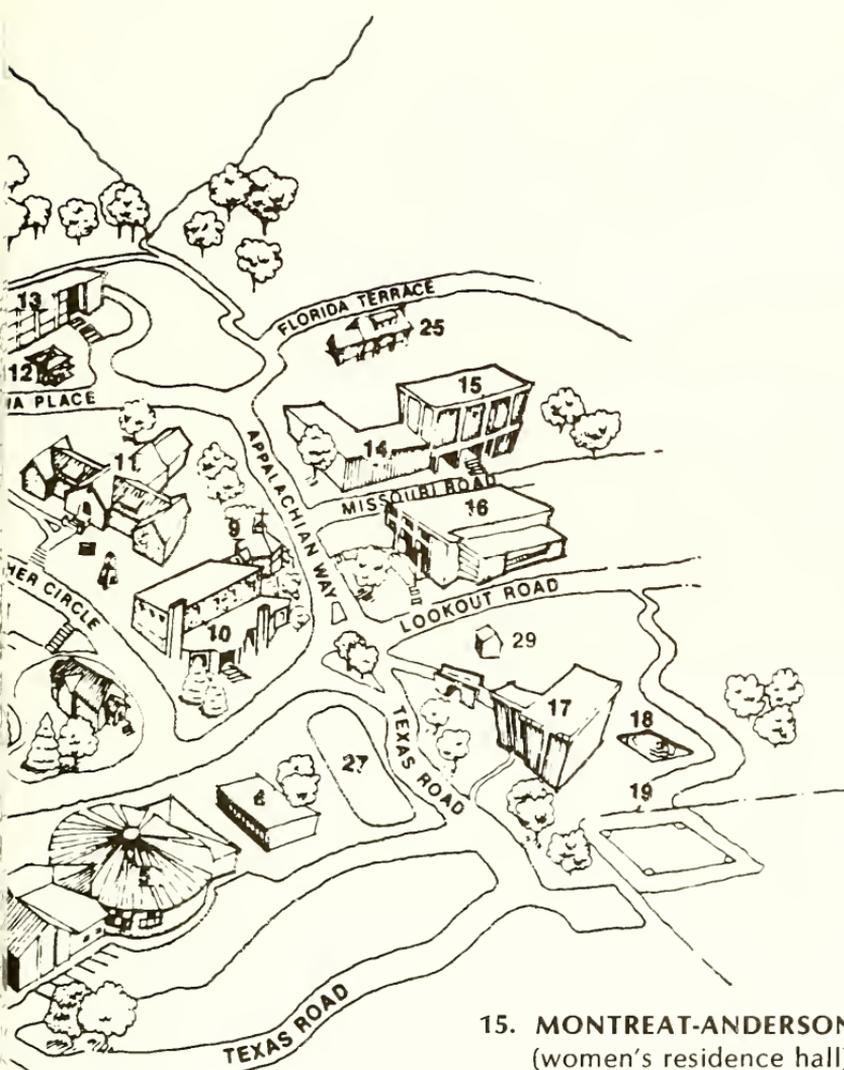
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# MONTREAT-ANDERSON COLLEGE CAMPUS MAP MONTREAT, NC



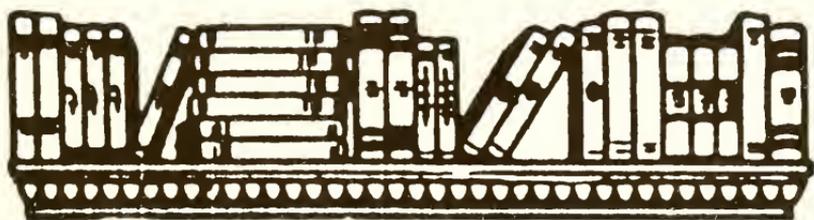
1. GATE ENTRANCE
2. HISTORICAL FOUNDATION
3. MOORE CENTER
4. POST OFFICE
5. ANDERSON AUDITORIUM
6. CHRISTIAN EDUCATION BLDG.
7. DINING HALL
8. HOWERTON HALL  
(men's residence hall)
9. PRAYER PORCH
10. W.H. BELK CAMPUS CENTER
11. GAITHER HALL
12. McLEOD BLDG.  
(faculty offices)
13. DAVIS HALL  
(men's residence hall)
14. MCGREGOR HALL  
(women's residence hall)



- 15. MONTREAT-ANDERSON HALL  
(women's residence hall)
- 16. NELSON BELL LIBRARY
- 17. MORGAN SCIENCE BLDG.
- 18. SWIMMING POOL
- 19. ATHLETIC FIELD
- 20. WINSBOROUGH BLDG.
- 21. McALISTER GYM
- 22. LEFT BANK BLDG.
- 23. GAZEBO
- 24. ASSEMBLY INN &  
CONVOCATION HALL
- 25. PRESIDENT'S HOME
- 26. THE BARN (square dancing)
- 27. VISITOR PARKING
- 28. WALKUP BUILDING &  
BELL BUILDING
- 29. WHITEHAVEN

# General Information





## **BELK CAMPUS CENTER**

The Belk Campus Center is oriented to students' needs--social, academic, and spiritual. Major components of the building directly related to extracurricular activities include a mall, a study lounge, a recreation lounge, a snack bar, a campus bookstore, mailroom, and offices for student organizations and publications. The office of the Vice President/Dean of the College is located on the second floor. Also, in the same location, are the offices of the Dean of Student Affairs and Dean of Academic Affairs.

The Belk Campus Center provides space for art studios, classrooms, and faculty offices. A music/choral classroom, and areas to display the students' talents in drawing and painting, as well as pottery, weaving, and sculpture, are provided.

The students benefit spiritually from the opportunities for individual and small group prayer and meditation provided by the prayer room. Nearby is a prayer porch overlooking a mountain stream.

A patio is located in front of the campus center with a 50-space parking area just across the street.

## **BULLETIN BOARDS**

Announcements are made by means of notices on bulletin boards. Faculty members also use such notices to get in touch with students. Students are responsible for reading notices and should form the habit of checking the main bulletin board in Gaither Hall and Belk Campus Center daily and the boards in the residence halls regularly. Approval to display notices in the Belk Campus Center must be obtained from the Director of Student Activities.

## **CAMPUS BOOKSTORE**

The campus bookstore is located on the first floor of the Belk Campus Center. Textbooks, paperbacks and supplies, etc., can be purchased along with other items of personal interest. Hours to be posted.

## **POST OFFICE**

Students will have a permanent mailing address of:  
Montreat-Anderson College  
Box \_\_\_\_\_,  
Montreat, NC 28757

Student mailboxes are located in the mall area of the Belk Campus Center. Packages, registered mail, and mail orders must be transacted at the main U.S. Post Office on Assembly Drive.

## L. NELSON BELL LIBRARY

The library houses a collection of 60,000 books as well as collections of recordings, filmstrips, college catalogs, and some 400 current periodicals. Library hours will be announced each semester.

## CHECK CASHING SERVICE

Check cashing privileges are available to all students and employees of Montreat-Anderson College. Students are encouraged not to keep extra money in their rooms but rather to open checking accounts locally or from home with established banks. Following are the conditions and limitations for individuals cashing checks at Montreat-Anderson College:

1. The maximum amount permitted for a personal check is \$25. Checks for a higher amount may be accepted for merchandise.
2. The individual's address and telephone number must appear on all checks.

Returned checks will receive a penalty of \$10 and a letter written requesting settlement within three days. If the account is not settled within three days, a hold will be placed on student records until both the check and the penalty have been paid.

Individuals who have two or more returned checks will be identified at all campus check facilities. They will then be instructed not to cash checks for these individuals without special permission from the business manager.

## LAUNDRY

A self-service launderette is located next to the Montreat General Store in the Moore Center and is opened daily during the conference season from 9:00 a.m. until 4:30 p.m. All residence halls have laundry facilities. Launderettes are also located in Black Mountain.



## STUDENT HEALTH SERVICES

The Following Are Located In  
McGregor Hall, 1st Floor,  
North Wing

- (1) The Health Center
- (2) The Counseling Center  
The Career/Placement Office

### The Health Center

**Staff:** Judy Keels, R.N.  
**Hours:** 9:00-3:00  
Monday through  
Thursday  
9:00-1:00 Friday  
**Phone:** 669-8011

Students should come to the health center when ill or injured. Students are requested to come to the clinic during these hours. A nurse can be located in the evenings by contacting the Resident Director or a Resident Assistant. A nurse will visit a student in his/her room when deemed necessary.

Students are expected to and are responsible for maintaining a high level of health while at Montreat-Anderson College. The health center encourages and educates students to practice good health habits and adopt positive lifestyles which will help increase good health. Students are expected to be actively involved in making positive health choices.

No written excuses for classes missed due to illness or injury will be issued by the health center. Students should understand the absence policy set up by their individual professors and should be responsible to them for classes missed. The health center will notify the Office of Student Affairs of the name of a student who has a prolonged illness or requires hospitalization. The excuse for classes missed due to this will be up to the professor.

All appointments with physicians should be made through the health center. The college nurse will refer students to specialists in Asheville when necessary. The student health center will endeavor to help a student make transportation arrangements to a given physician. There is a charge for an office visit and prescription medications.

Any emergency should be handled by the college nurse. She will make arrangements for the student to be taken to the emergency room in Asheville.

There are no regular visiting hours for students admitted in the health center. Roommates may bring mail and other items to the student with permission of the nurse.

Students are encouraged to use great care when using a sunlamp and when sunbathing. Classes missed due to carelessness will not be excused.



## **HEALTH AND IMMUNIZATION REQUIREMENTS FOR ADMISSION OF FRESHMEN AND NEW STUDENTS**

In order to be **registered for classes** upon arrival on campus each student **MUST** have submitted a **MEDICAL EXAMINATION REPORT AND IMMUNIZATION RECORD** filled out in full and signed by a physician! North Carolina law **REQUIRES all students** attending a public or private college or university to submit proof of immunization **PRIOR TO REGISTRATION**. (Exceptions are allowed only for bona fide medical and religious reasons.) All records of immunizations must be certified either by a physician's signature, a Health Department stamp, or a copy of North Carolina School Health Record. **DISMISSAL FROM SCHOOL IS MANDATORY UNDER THE LAW** if these immunization requirements are not met.

### **The Counseling Center**

**Hours:** 9:00 a.m - 4:00 p.m.

**Telephone:** 669-8011

Carmen Copenhaver,  
Director of Counseling  
Beth Wirtjes,  
Career/Placement Coordinator

Individual and group counseling are available for persons who are having difficulty with college adjustment, interpersonal relationships, or for those who have needs of a therapeutic nature. Group therapy is offered, as needed, for a variety of situations. Students have the opportunity to participate in personal growth groups. Support groups for day and older students are also available.

Personal and career counseling is available.

## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

Montreat-Anderson College encourages any student with an alcohol or drug dependency to contact the college nurse, Mrs. Judy Keels for the time and place of a weekly rehabilitation meeting on campus. Non-students from the college community are welcome to attend these confidential meetings.

The college also brings in outside speakers to provide chemical abuse prevention education in Convocation. In addition, community programs are readily available to students, faculty and staff.

### **The Career/Placement Office**

**Staff:** Beth Wirtjes

**Hours:** Students may browse in the Placement Office at their convenience. It is open 9:00-4:00.

**Telephone:** 669-8011

The Career/Placement Office offers guidance through testing, individual counseling, reference/resource materials and special seminars on resumes, job interviews, networking and placement opportunities. In addition to these services, the Career/Placement Office hosts Career Day in the spring. This special event encourages the students to begin the networking process through making contacts, following-up on leads and interacting with successful professionals in their field of study. Placement services include a local job network board, summer job listings and guides to professional career opportunities.

## **ASHEVILLE COMMUNITY CONCERTS AND THEATRE**

Students may purchase season tickets at the beginning of the school year for one or both of these series. The concert series bring five well-known artists or groups to Asheville during the year--orchestras, pianists, dance groups, etc. The theatre presents the same number of plays, using local talent; it is considered an excellent amateur theatrical production. Tickets may be made available through the bookstore periodically at no cost. Contact the Director of Student Activities.

## **COLLEGE LIFE REGULATIONS**

“The Presbyterian Founders of Montreat-Anderson College were men of strong conviction and clarity of purpose. They proposed in their Charter that those attending the college receive a sound and thorough Christian education suitable to their needs.”

You have chosen to attend a church college, established and supported by church people. You have become a citizen in a college community which seeks to live by Christian ideals and moral standards.

## **THE ADMINISTRATIVE COMMITTEE**

This committee is composed of two administrators, two faculty members, two students, and the Vice President/Dean of the College as chairman. Its function is to hear appeals from the Office of Student Affairs and all cases involving the use of illegal drugs and sexual promiscuity.

## **GOVERNANCE**

Responsible student leadership has established a tradition of effective student government at Montreat-Anderson College. The administration is grateful for this valuable contribution to the college community and pledges its support and counsel to those students charged with the responsibility of maintaining this tradition.

When any violation of college or student government regulation occurs, the case is usually considered in one of the student courts, except for those cases reserved for consideration by the administrative committee. Occasionally, however, special circumstances in a disciplinary case warrant action or consideration by the administration.

Generally when a violation has occurred, the first step in the discipline process is the Residence Hall Council. Where the offense carries a two week disciplinary probation, the matter is taken straight to the Dean of Student Affairs or to the Honor Court.

The guidelines for punishment of misbehavior used by the student government are supported by the administration; however, in special cases the administration reserves the right to modify the decision on the disciplinary cases.

In accordance with this statement and because the administration is responsible for every facet of college life, the President of the College, the Vice President/Dean of the College and the Dean of Student Affairs reserve the right to handle special cases of discipline. They reserve the right to review regulation changes made by the student governing council.

# Academic Regulations



# ACADEMIC REGULATIONS OF THE COLLEGE

*(Action by the Vice President/Dean of the College)*

Students are expected to be familiar with all of the academic regulations stated in the college catalogue and are responsible for abiding by them. Other academic regulations may be stated by the Dean of the College or the Academic Affairs Committee.

## TUITION AND FEES

Basic charges and special instructional fees for each semester are due and payable to Montreat-Anderson College on or before the first day of class for each semester. **FINAL ADMISSION AND ENROLLMENT CANNOT BE GRANTED TO A STUDENT UNTIL SATISFACTORY FINANCIAL ARRANGEMENTS HAVE BEEN MADE WITH THE TREASURER OF THE COLLEGE.**

## REGISTRATION

Toward the close of each semester, students in conference with their advisors plan and pre-register for their course program for the following semester. Failure to pre-register at the stated time will mean a possible loss of course selection and a late registration fee of \$10.

Students should become familiar with the requirements of the four year degree program they plan to pursue and choose their courses accordingly. The registrar and faculty advisor assist in arranging programs of studies, but it is the student's responsibility to become familiar with and fulfill all requirements for their degree.

If students attend a course or section for which they are not officially registered, they will not receive credit for the work. If they do not attend a course or section for which they are officially registered and do not officially drop the course through the registrar's office, they will receive a grade of "UF" for that course.

## QUALITY POINT AVERAGE

Montreat Anderson operates on the semester system. The academic proficiency of a student is indicated by the following letter system:

A	- 4.00	C	- 2.00
A-	- 3.66	C-	- 1.66
B+	- 3.33	D+	- 1.33
B	- 3.00	D	- 1.00
B-	- 2.66	D-	- 0.66
C+	- 2.33	F	- 0.00

- I - Indicates incomplete work
  - W - Indicates withdrawal during the first four weeks of the semester, or withdrawal due to certified medical reasons (see 4 below)
  - WF - Indicates withdrawal after first four weeks of the semester with a failing grade given.
  - X - Indicates a course which has been audited and in which attendance requirements have not been met.
- Note concerning grading system:
1. A grade of "I" automatically becomes an "F" if not removed by mid-term of the following semester. No quality points are assigned for an incomplete grade. A course in which the student has earned a grade of "I" is counted when computing the overall QPA.

2. "WF" will become automatic unless the Academic Affairs Committee rules otherwise. A course in which the student has earned a grade of "WF" is counted when computing overall QPA.

3. All grades are final three months after the date of issuance.

4. If a course grade of "F" has been incurred prior to withdrawal, it will not be removed by withdrawal from the course or from the college.



## **GRADING PERIODS**

The final grade in each course is assigned and recorded at the end of each semester. In addition, midsemester progress reports are made by the faculty; unsatisfactory grades are reported to students. These midsemester reports do not become a part of a student's official record. Teachers of independent study courses may, at their discretion, submit NG (no grade) grades at midsemester.

## **ATTENDANCE POLICY PROCEDURES**

If a student falls below 12 academic hours because of having been dropped from a class for failing to observe attendance regulations, or if a student has been dropped from one of the courses required for remaining in college (Bible 101 and 3 hours from Bible, 102, or 103 until successfully completed; and one-half semester hours of General Studies each semester enrolled) he may appeal in writing to the Academic Affairs Committee of the faculty within 24 hours of receipt of notification for permission to remain in school. Check with the Registrar regarding the regulations on 12 academic hours or less.

## **CLASS ATTENDANCE**

*(Action by the Faculty)*

Each professor will prepare his/her requirements for attendance in his/her classes and will distribute these in writing to the students, to the Dean of Academic Affairs, the Dean of Student Affairs, and to the Academic Affairs Committee at the beginning of each semester. Attendance regulation for General Studies will be posted at the beginning of each semester. It will be the responsibility of the professor to enforce the regulations and to include the manner of enforcement in the written description. Students wishing to obtain written excuses for appearance in court, death in the family, emergency absences, etc., should obtain these from the Office of Student Affairs.

Excused absences for a student involved in any college activity (on or off campus), must be submitted and

approved by the office of the Vice President/Dean of the College from all faculty and staff members.

In no case shall a student have more than 20% absences in any class. More than 20% absences will result in the student being dropped from the class with a grade of F. A student on academic probation shall have no more than three absences (excused and unexcused) in any course. If such a student has a fourth absence, regardless of reason, he will be dropped from the course with a grade of F. Students missing class due to disciplinary suspension will have absences counted, but will not be dropped from that class.

Registration in a course obligates the student to be regular and punctual in class attendance beginning with the first meeting of the class. Absences will be counted from the first day of classes. The responsibility for work missed because of unavoidable absences rests entirely upon the student.

## DAY STUDENTS

*(Action by the Office of Student Affairs)*

When experiencing travel difficulties with breakdowns or bad weather, call the Office of Student Affairs in advance of an absence.

This group shall select a representative to SGA at their first regular meeting in the fall.

## ACADEMIC PROBATION AND SUSPENSION

*(Action by the Faculty)*

### Academic Eligibility

Full-time students are required to maintain a specified quality point average each semester. Failure to meet this standard will result in academic probation and may eventually lead to suspension.

<u>Sem.</u>	<u>Cumulative hrs. attempted</u>	<u>Minimum prev. sem. Q.P.A.</u>
	0-59	1.5
	60-89	1.75
	90-119	1.9
	120-or more	2.0

No student with a QPA of less than 2.00 may enroll in any 300 or 400 level course without permission of the Dean of Academic Affairs.

A student whose quality point average at the end of any semester falls below the required minimum will be placed on academic probation for the next semester. If at the end of that semester the quality point average is still below the required minimum, the student will be placed on final probation for the following semester. If the necessary quality point average has not been achieved by the end of final probation, the student will be suspended.

Students on academic probation must be in their room without visitors from 7:00 p.m. to 9:00 p.m. Monday through Thursday and will not be allowed to participate in any major extracurricular activities, which are defined generally as activities requiring participation more than once a week. Intramural sports are exempted from this regulation with the written permission of the Dean of the College

since this does not involve regular practice. No student on academic probation will be allowed to represent the college in any way. A student on academic probation will not be permitted to loan, borrow, or use a motorized vehicle without a permission slip from the Resident Director. **On no occasion** will the student be allowed to visit the library during study hours while on academic probation.

The first violation of academic probation will result in two nights room restriction (in your room from 7:00 p.m. to 7:00 a.m. without visitors). The second offense will be handled by the Dean of Student Affairs.

The administration reserves the right to suspend or drop a student from the college because of poor academic performance. Any student who fails to meet the requirements of academic probation status will be suspended without refund of fees.

Academic Suspension may occur if:

1. A student on final probation fails to achieve the necessary grade point average.
2. A student fails to meet attendance requirements in General Studies.
3. A student is consistently neglectful of academic responsibilities and/or shows insufficient academic progress.

A student who is suspended by the Dean of the College has the right of appeal to the Academic Affairs Committee; a student who is suspended by the Academic Affairs Committee has the right of appeal to the Dean of the College or to the President. Persons suspended must leave campus within a specified time and not return during the period of suspension without written permission from the Dean of Student Affairs.

Any student who is suspended for academic reasons may seek re-entry by reapplying to the college after one regular semester and if readmitted, may be placed on academic probation. Work undertaken in summer school and averaged into the previous semester's work will be considered in evaluating a student's probationary status.

## **PLAGIARISM**

*(Action by Honor Court)*

Plagiarism is the representation of another's words or ideas as one's own. It applies to verbatim quotations and paraphrases equally. The plagiarized source may be a book, magazine article, or another student's paper, or even his/her ideas.

Plagiarism violates the fundamental trust underlying all academic work, that the work be the product of the student who submitted it. Plagiarism is a serious offense not to be taken lightly, and offenders will receive a maximum penalty of permanent expulsion.

## **REQUIRED COURSES FOR CONTINUING IN SCHOOL**

Full-time students and/or resident students who are not enrolled in the required courses for remaining in college and who have not completed work in them will be subject to suspension from the college.

All full-time students and/or resident students must be registered for the following courses until they have successfully completed the requirements in them: Bible 101 and 3 hours from Bible 102, or 103, and one-half semester hour of General Studies per semester. Students may not withdraw from any of these courses.

## **WITHDRAWAL FROM THE COLLEGE**

A student withdrawing from the college for any reason must obtain a withdrawal form from the Registrar's Office and return it properly completed. If the withdrawing student fails to follow this procedure, he/she will not be entitled to an honorable dismissal. Full charges will be made and no refunds given to students who fail to complete the withdrawal form.

If the withdrawal occurs after the last day for dropping courses, a grade of "WF" will be recorded for each course unless the Academic Affairs Committee rules otherwise or unless the withdrawal is due to certified medical reasons.

Further academic regulations and policies are found in the official academic catalog of the college and students are responsible for complying with these regulations and policies.

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

*(Action by the Office of Student Affairs)*

This act grants to all students in secondary education the right to inspect, to challenge, and to a degree control the release of information about a student in their files.

1. The request must be in writing on forms provided in the Office of Student Affairs. The college has 45 days to comply with each request.
2. Following access, the student (or parent) may request a hearing to challenge the contents of a record. The Dean of Student Affairs will arrange the time and place and notify the student (or parent) of such.

3. Except under court order the information within a student's file will not be released without the written consent of the student. This provision excludes the custodian of the file.
4. Anyone properly looking at a student's file must put a signed explanatory form therein.
5. This Student Handbook, mailed to all students at their homes, complies with the requirement that students (or parents) be duly notified of their rights.

## **STUDENT'S FAILURE TO REPORT TO A SPECIFIC OFFICE ON CAMPUS**

*(Action by the Vice President/Dean of the College and Dean of Student Affairs.)*

1. At first a written request is sent informing the student to report to a specific office. Included is the date and time within which it must be completed. A copy is kept by the sending office to guard against a student suggesting that he or she did not receive the request.
2. A second request, if needed, will inform the student of a second date and time within which the appointment must be carried out and informs him/her that if it is not completed as requested, he/she may be suspended from classes 24 hours after the date listed for completion of request.
3. If the student does not respond properly to the second request, each of his/her professors will receive a notice informing them not to allow that student admittance to class until the student presents a readmittance slip.

## **ATTENDANCE AT COLLEGE FUNCTIONS**

*(Action by Office of Student Affairs)*

The Board of Trustees has passed the following resolutions:

“That the Board of Trustees affirm its conviction that corporate worship is an essential feature of the life of a Christian academic community, that participation in worship is an important element in the student’s educational experience in a church college.”

“That the Board of Trustees instruct the administration and faculty that chapel be conducted each week as an act of corporate worship by the college community. That faculty and staff be urged to attend regularly and that students be required to attend. That faculty, staff, and students be urged to gather for corporate worship on the Lord’s Day.”

Students are urged to regularly attend the church of their choice-- Sunday evening vesper services, and prayer meeting.

As part of the Montreat-Anderson College way of life, all full-time students shall attend General Studies and upon satisfactory completion shall receive one-half credit each semester.

Unless you have successfully completed the minimum requirements of General Studies, you should attend both convocation and chapel regularly until you reach the minimum requirements which are 5 convocations and 5 chapels by mid-term and 20 total by final exams.

- a. Chapel services (as scheduled)
- b. College convocations (as scheduled)

- c. Official college functions (as announced)

Students who overcut will receive written notice and be required to make up absences if appropriate.

Although no excused absences are allowed, a maximum of four absences may be made up prior to the end of the semester.

Freshmen and new students are required to attend scheduled orientation meetings.

## **CHAPEL/CONVOCATION MISCONDUCT**

*(Action by the Vice President/Dean of the College and Dean of Student Affairs)*

In order to hold students accountable for misconduct in chapel or convocation, the following regulations have been established:

1. All staff, faculty, or student leaders have the authority to remove a chapel/convocation slip from a student whose behavior is inappropriate. The student may also be asked to leave if necessary.
2. When a student’s chapel/convocation slip is removed, that chapel or convocation CANNOT be made up. And, the lowering of ONE LETTER GRADE per slip removed will take place at the end of a given semester AFTER the chapel/convocation grade is calculated by the Registrar.
3. At the discretion of the Office of Academic Affairs the student may be permitted to make up 4 missed chapel/convocation periods, NOT due to disciplinary action, as is necessary to fulfill the attendance requirement.

# Parking Regulations



## CAR REGULATIONS

*(Action by Office of Student Affairs)*

All student automobiles or other motorized vehicles (whether operated by resident or day students) shall be registered with the Office of Student Affairs. Upon registration, the student will be issued a bumper sticker.

Vehicles without a sticker may not park on the college premises. First violations are a \$5.00 fine.

When a student receives a parking permit, the student is required to allow his/her car to be searched by the security officers or by **an authorized officer of the college administration**. Refusal to allow a car to be searched will result in the revocation of the student's right to keep a car on campus.

Students on disciplinary probation may not loan, borrow or use a car or motorized vehicle on campus. Students on academic probation may use vehicles only on weekends beginning after last class on Friday--before first class on Monday.

All other resident students may have a car on campus provided they secure a bumper sticker from the Office of Student Affairs. Any vehicle issued a permit for campus use must be the possession of the student making application or of someone in the immediate family of that student. Once a permit has been issued to a vehicle, that permit may not be transferred to another vehicle.

### Violations

A. Operation of a motor vehicle which causes a disturbance will constitute a violation, and will subject the driver to action by the Dean of Student Affairs.

B. Driving a motor vehicle carelessly or driving under the influence of alcohol will constitute a violation, and will subject the driver to action by the Dean of Student Affairs.

C. Failure to pay fines within three days of receiving a citation will result in an additional \$3.00 penalty. If suitable arrangements to pay, or if the payment has not been made within 15 days, the parking permit of the offender will be revoked.

### Responsibility

A. The person in whose name a vehicle is registered at Montreat-Anderson College will be held responsible for any violation involving the vehicle incurred by the registrant or other operators.

B. Montreat-Anderson College cannot assume responsibility for any motor vehicle or its contents.

### Parking

A. Resident students are to park in spaces designated by the college nearest their residence hall.

B. Faculty, staff and day students are to park in areas so designated.

C. Students are not to park in visitor spaces or on private property.

D. Day students and visitors should park in the area across the street in front of the Belk Campus Center.



## **PARKING REGULATIONS FOR STUDENTS/FACULTY/STAFF**

A registration sticker should be purchased and displayed on the back bumper of the vehicle on the left side (driver's side) where it is clearly visible. All students, faculty and staff must get a new sticker each year. Students must register their cars within two weeks of their arrival on campus. Any vehicle not registered at that time will be required to park off campus in a designated area for a period of time to be determined by the Dean of Student Affairs.

**HOWERTON HALL** - Students may park in the lot in front of the residence hall and between Howerton and the Winsborough Building. If these areas are filled, the lot above Winsborough may be used. Do not park behind the building.

**DAVIS HALL** - Students may park only on the east side of South Carolina Terrace. Students may park in the lot by the front entrance of Davis Hall only where spaces are marked. There is no parking in front of South Carolina Home during the months of September and April. If all spaces are taken, park at the end of Geneva behind Winsborough if not needed for conferences.

**McGREGOR HALL** - Students may park across from the residence hall on Appalachian Way or in front of the library where spaces are marked. **NO PARKING** in the street directly in front of the residence hall. **NO PARKING** next to library. If no spaces are available, park in the lower section of the lot in front of the Belk Campus Center.

**MONTREAT-ANDERSON HALL** - Students may park in the lot immediately in front of the residence hall and behind the library. **NO PARKING OR DRIVING** behind the residence hall. Do not park on the road in front of the residence hall. If these spaces are filled, you may park on the northeast side of the road up Missouri Road above the residence hall. Do not block private driveways. You may also park in spaces in front of the library on Appalachian Way if available. Overflow parking - south end **ONLY** of the Belk Campus Center lot.

**COMMUTING STUDENTS** - Park in the lower section **ONLY** of the Belk Campus Center lot. Upper 2 sections are reserved for faculty/staff and visitors.

**ATHLETIC FIELD** - Park in the lower section of the Belk Campus Center lot and walk to athletic field via Texas Road.

**GAITHER CIRCLE** - (in front of Gaither Hall) - Visitors may park between the steps in front of Gaither Hall. These spaces are clearly marked for visitor parking only. **NO PARKING** on left side of street or behind Howerton Hall. Students are not to park in these areas. Although the cost of parking tickets is \$10.00, students who park in these visitor spaces in front or back of Gaither will be charged \$20.00.

**FACULTY/STAFF** - The parking spaces behind Gaither Chapel and on Geneva Place where spaces are marked are reserved for faculty and staff.

**HOWERTON DINING HALL LOT** - Students may park in this lot between 5:00 p.m. and 8:00 a.m. **ONLY**. Employees of the college and the cafeteria may park in this lot at any time. **NO BLOCKING OF THE CAFETERIA DOORS OR THE DRIVEWAY TO THE DINING HALL LOT.**

Parking is not permitted in front of or on the west side of the Belk Campus Center. Vehicles may not be parked on crosswalks, sidewalks, or blocking crosswalks, sidewalks or entrances to buildings. Parking will not be allowed on the streets or in places marked "NO PARKING". Parking will not be allowed in privately owned driveways without permission from the owner of the property. **NO PARKING, DRIVING, OR WALKING** behind Montreat-Anderson and McGregor Halls. No parking on Chapman Home Road above athletic field or on Yale Road to athletic field.

**OVERFLOW PARKING** - Several parking spaces are available to all resident students at the south end only of the Belk Campus Center lot.

Any student having a visitor with a vehicle on campus must notify the Office of Student Affairs or your Resident Director; otherwise, the vehicle may receive a ticket. A form can be obtained from the Office of Student Affairs which will serve as a temporary parking permit. (During the weekend all visitors to the residence halls must report to the Resident Director of that particular residence hall that they have a car on campus.) there will be no exceptions to these rules. College visitors should park in the lot in front of the Belk Campus Center.

**GYMNASIUM** - Students may park here from 3:00 - 11:00 p.m. on a first-come, first-served basis, but must move vehicles immediately after practice or by 11:00 p.m.

**FOR THE SAKE OF ALL CONCERNED IN THE MONTREAT COMMUNITY, PLEASE ADHERE STRICTLY TO THESE PARKING REGULATIONS. STUDENTS WITH THREE OR MORE VIOLATIONS WILL BE REQUIRED TO PARK OFF CAMPUS FOR THE REMAINDER OF THE SEMESTER.**  
Thank you for your cooperation.

**PARKING FEES:** All Students  
-\$30.00 for entire school year  
Temporary Permits  
(2 weeks or less) - \$5.00

## **COLLEGE VEHICLES**

College vehicles may be used, if available, for the following purposes only:

1. Medical: Take food to health center. Take students to see a physician or to the hospital. (The initial trip for each accident or illness will be provided at no charge to the student.)
2. To obtain keys, all clubs and organizations must secure permission from the Director of Student Activities.
3. Vehicles used for official school functions away from campus must be accompanied by an advisor or instructor. A notice must be sent in advance to the Business Office. Fees for these trips are group rate.)
4. Personal use of college vehicles is prohibited.

# Residence Life



## RESIDENT DIRECTOR

To assist residents in developing healthy self-governance, the college provides each residence hall with a Resident Director along with several Resident Assistants. The RD lives in the apartment located on the first floor and is available for personal counseling as well as consultation in matters pertaining to the operation of the residence hall. His/her selection is based on qualifications that include a model of Christian character, a demonstrated ability to administer organizational programs and a pronounced interest in working with college students.

The RD plays a vital role in the student's residence experience. The RD has been entrusted with the supervision of the residence hall and given the authority by the college administration to enforce the college regulations.

## RESIDENT ASSISTANTS

Resident Assistants are selected each spring to work with students on a given floor in each residence hall for the following year. They have the meaningful challenge of helping to involve fellow students in a variety of activities and experiences designed to make resident living more conducive to healthy growth and development. Therefore, they are selected on the basis of their Christian witness, their ability to manage their own affairs while helping to organize the affairs of the residence hall, and a demonstrated rapport with fellow students. RA's are available to help with personal problems and offer residents guidance and support.

## ISSUANCE OF KEYS

Each student is given a key to his/her room before he/she moves in-

to it. To receive the key, the resident must acknowledge receipt of the key in writing. Failure to return the room key or loss of the key will incur a charge of \$5.00 and the withholding of grades/transcripts until the charge is paid. If a key is lost during the school year, the Resident Director will have it replaced. **Residents should keep their doors locked at all times when they are away from their rooms.** The college cannot be responsible for the loss of students' personal belongings from their rooms.

## ROOM FURNISHINGS

All residence halls are furnished with single beds, chairs, desks, dressers or drawer space, and clothes closets. **Each student must provide his/her own wastebasket, linens, blankets and pillows.** Some students find it desirable to bring with them a bookcase and an additional study lamp. Curtains or blinds are provided in each room.

**Window dimensions are:**

<b>MA Hall</b>	<b>width--97'' and height--57'' closets use long curtain size (approximate size of shower curtain)</b>
<b>McGregor</b>	<b>width--74'' and height--62''</b>
<b>Davis</b>	<b>width--80'' and height--67''</b>
<b>Howerton</b>	<b>width--68'' and height--62''</b>

**All furniture is to remain in each assigned room. No lofts are permitted to be built in residence hall rooms. All beds are to remain on the floor unless they have bunking capabilities.**

## **OCCUPANCY OF ROOMS**

Students are asked to check the college's calendar regarding their dates of arrival on campus. **PLEASE do not arrive early!** There will be a \$25 fine per each day a student arrives early without prior permission. Keys for rooms **will not be issued** prior to the opening of the residence halls.

There are certain college holidays when the residence halls are closed. Prior to the beginning of these holidays, the Director of Residence Life, in consultation with the college administration, will set a time and date when the buildings must be vacated. These college holidays are:

- Fall mid-term break
- Thanksgiving holiday
- Christmas holiday
- Spring mid-term break

During holidays, students may leave their clothes and personal items in the building. Prior to summer school, all personal property must be removed from the building. There are no storage facilities available on campus. The college cannot be responsible for any personal property in the residence halls at any time. The college reserves the right to use the residence halls during college holidays for the purpose of college housing.

## **PRIVATE ROOMS**

Private rooms will cost \$347.50 per semester above the normal rate for a regular room. A private room is available only on the basis that such rooms exist after all students have been housed. Should a double room lose one of its occupants during a

semester, he/she will be asked to consolidate within two weeks or pay the additional charge for a private room. This creates a standard of equity for students already renting private rooms. If a student resides in a private room, a private room form needs to be completed and handed in to the Business Office.

## **ROOM CHANGES AND CONSOLIDATION OF ROOMS**

No person may take up residence without having been assigned a room. Failure to abide by this rule will result in a \$20 fine. Room changes are discouraged but may be permitted after two full weeks of a semester have elapsed. A "Resident Hall Room Change Request" form from the Director of Residence Life is required before the new room assignment is effective. The resident will be notified by his/her Resident Director of the decision concerning the room change.

## **RENTER'S INSURANCE**

Some students' valuables and belongings are covered for loss and theft by their families' homeowner's insurance policy. It is advised that each student inquire as to whether he/she is covered by such a policy. If not, it is highly recommended that a "renter's insurance policy" be purchased through a local insurance company or before he/she arrives on campus. Such a policy can be purchased for a reasonable amount.

## ROOM SAFETY AND APPLIANCES

Due to health and safety regulations, no multiple electrical outlets may be added to existing sockets. Only the thick orange extension cords may be used. The cheap thin brown cords are dangerous and are not to be used. Residents may use hot pots, popcorn poppers and compact microwaves, but no ovens or hot plates may be used for cooking. Refrigerators must be disconnected during vacation periods and **all** food must be removed. No other cooking is allowed in residence hall rooms.

If students desire to supplement heat in rooms, consult the Resident Director for permission.

## ROOM DECORATIONS

*(Action by Dorm Council)*

It is expected that the student will display on the walls of their rooms, the doors, and the hallways only such pictures and decorations as are in accord with the ideals and moral standards of the college. Therefore, offensive pictures or decorations such as nudity, sexually provocative, illegal drugs, alcoholic beverages, satanic decorations or official street signs may not be displayed within the room or in the window. Such observations should be reported to the Resident Director of the particular residence hall. R.D's and R.A.'s reserve the right to confiscate inappropriate material.

## ROOM CLEANLINESS

Room inspections are held periodically.

It is expected that residents clean their rooms regularly. Do not sweep trash into the hall and leave it there. If a student's room fails to pass room inspection, he/she is given 24 hours to make it acceptable or receive room restriction until it is acceptable.

Food stored in a room should be kept in a tightly-closed container.

The janitorial staff is responsible only for the public restroom facilities, lobby and public areas of the residence halls. Private and semi-private baths must be cleaned at least **weekly** by students.

## ROOM DAMAGES

Occupants of residence hall rooms will be responsible for the condition of the room and its contents, including furniture, floors, walls, windows, doors, closets, carpet, etc.

Do not place posters on the walls with nails, glue, double stick foam or putty. **USE ONLY MASKING TAPE.** No nails are to be driven in the walls or woodwork for any reason. Do not write or draw on college property. Any damage to school property will result in a fine and possibly disciplinary action.

**No furniture is to be moved out of the residence hall rooms.** Also, furniture in your room which is bolted or secured to walls or floors is not to be moved out of its original position.



## ROOM ENTRY

The college reserves the right to enter a student's room for purposes of housekeeping inspection or for making repairs. When authorized personnel do enter a student's room, every attempt will be made to contact the occupants to enable them to be present at the time of entry. This right does not include the privilege of searching the student's room *unless* the student gives permission, **or** unless a member of the administration or their representative is present.

## ROOM SEARCH AND SEIZURE

*(Action by the Dean of Student Affairs)*

The administration reserves the right to allow Deans, Resident Directors, Resident Assistants and other designated personnel to enter any residence hall room, whether occupied or not. The above mentioned employees can enter a student's room without invitation. Rooms must be inspected regularly to assess their cleanliness and other health standards established by law. No room will be searched or any materials seized except illegal goods or stolen property without the presence of a member of the administration or their representative present, or without the consent of the occupants(s).

## TELEVISION

Use care and judgment in regulating the television set. **Priority for control is given to the residents of that residence hall.** Show consideration in adjusting the volume so that noise does not become a problem to others who choose not to watch TV. Please respect the wishes and rights of others in the lounge--both TV viewers and non-viewers.

## SMOKING POLICIES

*(Action by Office of Student Affairs)*

Although there is strong evidence that smoking is hazardous to one's health, the college allows individuals to decide for themselves whether or not to smoke. These smoking policies include all forms of use of tobacco. There are certain places, and under certain circumstances, that tobacco shall be regulated.

Smoking and the use of chewing tobacco are **PROHIBITED** in the following areas: Belk Campus Center, ALL Classrooms, Library, Science Building, Gymnasium, Student Health Center, Cafeteria, Elevators, Residence Hall Lobbies, entrance ways to these buildings and the steps of Gaither Chapel.

There will be no tobacco use permitted in the Residence Halls EXCEPT 3rd floor of Davis Hall and 5th floor of M-A Hall with the consent of the smoker's roommate.

Students, staff and faculty are asked to refrain from smoking in the lobby and halls of Gaither. In addition, smokers should consistently be aware of the rights of non-smokers so as not to cause irritation, discomfort, or a health hazard.

## NOISE LEVELS

Residence halls are to be reasonably quiet at all times; very quiet during study hours Monday through Thursday and after 11:00 p.m. to 8:00 a.m. Excessive noise during these hours will result in disciplinary action. Students should honor the request of other students or staff to turn down their stereos. After the first request, further action will be taken by the Resident Director or Resident Assistant.

## TELEPHONES

All of the floors in the residence halls have public pay phones. Phone numbers are listed on the last page of this handbook.

All calls should be held to a minimum out of consideration for others. Failure to observe this limit may result in Dorm Council action.

Residents are permitted telephone installations in their own rooms at the resident's expense. The Resident Director must be notified before the telephone is installed and number submitted to the Resident Director.

## BULLETIN BOARDS

The Resident Director has the responsibility of determining what items are appropriate to be placed on the residence hall bulletin boards.

## PETS

Pets of all descriptions are prohibited from the residence halls except fish with a maximum 10-gallon aquarium.

## KITCHEN

If you plan to use the kitchen in MA Hall, Davis or McGregor Hall, please clean it thoroughly when you are finished. You are responsible for cleaning and storing the pots and pans you use. **If kitchens are not kept clean, they will have to be closed and locked.**

## QUIET HOURS

Quiet hours are from 7:00 to 9:00 p.m. Monday through Thursday and from 11:00 p.m. to 7:00 a.m. nightly. To set aside the Sabbath as a day of Worship, Sunday will have all day quiet hours.

## STUDY HALL

Study Hall is observed from 7:00 p.m. to 9:00 p.m. Monday through Thursday in the student's room. A student who is required to observe Study Hall may not visit the library during Study Hall hours. All first-semester freshmen and students on academic probation must observe Study Hall and curfew until mid-term grades are determined. Curfew, however must be observed for the entire semester.

## CURFEW

Curfew is as follows:

Sunday - Thursday  
12:00 midnight

Friday & Saturday  
1:00 a.m.

Students wishing to take late permissions must arrange this in advance with their Resident Director. No late permission shall be granted for the night when the request comes after 11:00 p.m. unless it is an unavoidable emergency. Students on academic and/or disciplinary probation may not have late permissions.

The residence halls will be locked after the latest curfew. Freshmen, unless they have late permission or permission to be out overnight, are required to be in before the doors are locked and to remain in the residence hall until 7:00 a.m.

Freshmen who exceed the curfew time stated above are subject to punishment for excessive late minutes. Names will be reported to the Dean of Student Affairs.

## LOCKING UP

Each Residence Hall will be locked and secured at the time of curfew.

## **OPEN HOUSE RULES**

(9:00-11:00 p.m.)

1. Visitor must sign in at the front desk and turn in school ID.
2. The visitor must realize that all parties are responsible for the conduct in the room they are visiting.
3. Door must be kept wide open at all times.
4. The noise level should be kept at a minimum.
5. There will be student leaders or RA's on duty at all times--one on each hall and one sitting desk.
6. The visitor may **only** enter through the front entrance.

## **VISITING IN RESIDENCE HALLS**

All residence halls at Montreat-Anderson College are single-sex except for lobbies. The floors are off-limits to members of the opposite sex except during official open houses or by special permission of the Resident Director.

Visitors are to observe regulations for visiting hours in each residence hall. Proper entrance is through the front door leading to the lobby. Fire escapes and/or windows may not be used except for emergencies.

The lobbies in the residence halls are open from 10:00 a.m. to 12 midnight Sunday-Thursday and 10:00 a.m. to 1:00 a.m. Friday and Saturday. Exception is made when dates wish to meet for church on Sunday morning.

Students are to call for their dates in the lobby of the residence hall. All residence halls have an intercom system - except for Davis Hall. Students are expected to use discretion and good taste in their dating

conduct in the public areas of residence halls as well as on the campus.

## **OVERNIGHT GUESTS POLICY**

All guests who stay overnight on campus must register with the Resident Director and/or Residence Hall President in the residence hall where they plan to stay. Each guest will fill out a registration card. If the guest has a car it should be registered with the Resident Director of that residence hall. The resident is responsible for his/her guest as long as he/she is staying with the resident.

Any student who houses a guest and fails to have them register is subject to receiving a fine. All guests must conduct themselves in accordance with the college regulations.

Having overnight guests during the week is discouraged. However, if a resident wishes to have a guest during the week, permission must be obtained from the Resident Director.

## **FRESHMEN OVERNIGHT RESTRICTION**

During the first three weeks of the orientation period at the beginning of the college year, freshmen are not allowed to leave for an overnight. After the first three weeks of the orientation period, students may use their discretion in choosing the number of weekends spent away from the campus.

## **OVERNIGHTS**

Students on academic probation and first semester freshmen shall not take overnights Sunday-Thursday. Exceptions must be approved by the Dean of Student Affairs. Students are not allowed Sunday through Thurs-

day to spend the night in another residence hall without permission from the Resident Director or Resident Assistant. Overnight permissions, except as previously restricted, are managed on an individual basis between the Resident Director and students through forms mailed home during the summer whereby a policy is established with the parents' written permission. Generally, overnight permission should be limited to once per week excluding weekends. Freshmen may not sign out overnight for the first three weeks.

False information or failure to sign out for overnight departure will result in disciplinary action.

## **SIGNING IN AND OUT**

Any freshman or student on academic probation anticipating being off campus in the late evening must sign out with an RA before leaving. When returning to the residence hall, the student should sign in the time of return. If tardiness is unavoidable, the student must call the Resident Director prior to curfew time to make arrangements to be let in late.

Freshmen students may not sign in until their dates have left the residence hall. Any lateness beyond the curfew hour (by the clock in the lobby) will be recorded and will result in disciplinary action when more than 15 minutes have been accumulated during one semester. Late minutes do not carry over from one semester to the next.

## **INVENTORY CHECKLIST**

**The residents of each room are responsible for filling out a room checklist immediately after moving**

**into their room.** Any damage or missing furniture not indicated on this form will be chargeable to the room occupants at the time of room change or final checkout.

Rooms must be left clean at the beginning of vacations and at the end of the year when students checkout. Failure to do so will result in a fine.

## **ROOM CHARGE REFUND**

After registration, room charges for residence halls will not be refunded.

## **ROOM DEPOSITS**

All receipts apply to any existing balance a student may have. A room deposit can only be made **after** the student is fully paid.

## **RESIDENCE HALL CHECK-OUT PROCEDURES**

All non-graduating students must check out of their residence hall room within 24 hours of their last exam. The residence halls will officially close at noon the day following the final day of exam week. Graduating seniors and commencement marshals may remain in the residence halls until 5:00 p.m. on the day of commencement.

### **To Check Out:**

1. Each resident, including graduating seniors, must schedule an appointment with the Resident Director a week prior to the first day of exam week. Appointment sheets will be available with the RD at this time. Residents who do not sign up for an appointment will be charged a \$25 improper check-out fine!
2. Prepare room for check-out by removing all stickers, posters, and adhesive particles from doors, walls, windows, and furnishings. Rearrange

room furniture so that beds are returned to their original locations and dressers are not stacked. All furnishings and closet doors must be assembled and in the condition they were found at the beginning of the year. All personal belongings must be removed from the room prior to being checked out. Sweep or vacuum room, dust furniture and place all trash in proper receptacles.

3. All damages assessed during the check-out process must be paid at the time of check-out in order to clear the resident's records and grade reports and to avoid cancellation of the resident's housing request for the following year.

4. All outstanding damages and fines must be paid by check or cash at time of check-out. There is no appeal for outstanding fines issued prior to check-out. Failure to pay will result in a \$25 improper check-out fine.

5. Roommates should discuss prior to checking out, who is responsible for any damages. Otherwise, the damages will be divided between the roommates. If one roommate has already checked out, and the damage was not discovered then, the remaining roommate will be charged the full amount.

6. Report to the Resident Director's apartment at the time of the scheduled check-out appointment. Please be prompt and ready to be checked out. Failure to appear at the appointed time will result in a \$15 delay charge. The Resident Director will inspect the room, collect the key, complete necessary paperwork, and make charges for any damages to the room or common area.

### Important Notes

1. Students will not be allowed access to their rooms once they have checked out.

2. A \$25 fine will be assessed to any student who fails to complete all of the check-out procedures.

3. Graduating seniors and Commencement Marshals must vacate their rooms and be ready to check out immediately following commencement, no later than 5:00 p.m.

4. Failure to return the room key at the time of check-out will result in a \$35 lock replacement charge.

5. Summer storage will not be available in the residence halls. Students attending summer school may contact the Director of Residence Life to determine what may be done with a resident's possessions. Note that items stored between spring semester and summer school are stored at the student's own risk. The college is not liable for lost, damaged or stolen items left in rooms.

6. Collection boxes will be available on the floors for food and clothing the residents no longer wish to keep. These items will be collected and delivered to local charities. Boxes will also be available for any college dining supplies (plates, utensils, etc.) which may be found in the halls. If there are any questions about check-out, please ask the Resident Director.



## UPPER CLASS HOUSING

### *McGregor/3rd Floor Howerton*

**Qualifications:** In order to be considered for upper class housing, one must:

- 1) Be a junior or senior with credit hours and junior or senior class status, as stated in the college catalogue.
- 2) Be of age 21 or over regardless of class status.

**Exception (women only):** The exception is if Montreat-Anderson Hall is near capacity and there is need for additional space for underclassmen on the second floor of McGregor Hall.

#### **Stipulations:**

- 1) One must be a sophomore having attended M-AC at least two semesters.
- 2) Must be approved by: the Dean of Student Affairs, the Director of Residence Life, and the Resident Director of Upperclass Housing.
- 3) Priority to live in upper class housing will be given to upperclassmen and students 21 and older prior to the beginning of each semester.
- 4) All sophomore residents are under the same rules and regulations as sophomores in the other residence halls.
- 5) Among sophomore residents priority will be granted to those with longest residency.

**Signing In and Out:** Overnight departures can be arranged seven days a week but must be approved and signed out for by the Resident Director or Resident Assistant **no later than 11:00 p.m.** This is to ensure the college's ability to locate and contact a student in the event of an emergency.

False information or failure to sign out for an overnight will result in disciplinary action. Juniors and seniors will be expected to uphold Christian ethics and model such before their peers.

It shall be required that all upperclassmen in McGregor and 3rd floor Howerton keep a message board on his/her room door and leave information as to his/her whereabouts when leaving campus. The purpose for this requirement is to keep adequate communication among the hall residents.

**Quiet Hours:** In order to maintain an atmosphere conducive to study, quiet hours will be observed Sunday through Thursday evenings from 7:00 p.m. until 7: a.m. with the exception of open house. Open house shall not be scheduled more frequently than once per week and not prior to exams.\*

Study hall hours are not required of upperclassmen except for those on academic probation, disciplinary probation, or are a first semester student.

**\*Open House:** Upperclassmen may schedule one open house per week on an evening which the majority of the residence hall selects. The hours shall be from 9:00 to 11:00 p.m. and regular "open house" rules apply.

## OFF-CAMPUS HOUSING

*(Action by Office of Student Affairs)*

All students under the age of 21 are required to register as residence hall residents unless they are married or commuting students living with their parents or legal guardians, or when because of special circumstances, some other arrangement has been made with Office of Student Affairs. Students who turn 21 before mid-term (a date will be determined each semester) will be permitted to live off campus.

Members of the opposite sex shall

be allowed to visit students off campus, as long as they comply with **all** other rules in the handbook. Day students' housing shall not be used as a substitute for a motel, nor shall it be used as a residence where students may engage in **any** activity which would be detrimental to the school or the school's character. Students may not camp out with members of the opposite sex without a faculty/staff advisor present. Any breach of this shall result in immediate disciplinary action by the Dean of Student Affairs.



# Student Activities



## **EXTRACURRICULAR PARTICIPATION**

*(Action by the Dean of Student Affairs)*

All students in good standing are permitted to participate in extracurricular activities. Students on academic probation or disciplinary probation may not participate in major extracurricular activities if they require participation more than once a week. Intramural sports are exempt from this regulation. The National Christian Collegiate Athletic Association (NCCAA) and the National Association of Intercollegiate Athletics (NAIA) standard for eligibility to participate in athletics shall be followed for all varsity sports.

Membership in clubs and organizations varies depending upon the type of activity. The eligibility requirements for participation in each of these is established by an advisor or coach at the beginning of each year or season. Generally, tryouts are conducted where talent is a prerequisite.

## **ELECTION OF OFFICERS**

*(Action by the Dean of Student Affairs)*

Student leaders are encouraged to campaign actively and seek election of office in campus clubs and organizations. Students are discouraged from holding more than one major office on campus. This policy helps protect the student's academic pursuits and participation in other activities.

## **ACADEMIC QUALIFICATIONS FOR STUDENT LEADERS**

*(Action by the Dean of Student Affairs and Faculty)*

It is required that all students holding major offices have a 2.75 QPA for the preceding two semesters excluding freshmen. All minor offices are required to have a 2.5 QPA at the time of the election and maintain it until the end of their term of office. Resident Assistants should have a 2.5 QPA but will be considered with a minimum of a 2.25 QPA.

No student can remain in office who is placed on academic probation or disciplinary probation. Exceptions to this provision shall be made only by the Dean of Student Affairs.

## **NEW ORGANIZATIONS**

*(Action by the Office of Student Affairs)*

The college does not approve of secret organizations, social fraternities, or sororities of any kind or of special groups whose membership is limited other than by interest.

A new organization (i.e. one not included in the list of clubs and organizations) may be authorized provided correct procedures are followed as established by the Office of Student Affairs.

## **MEETINGS**

All meetings are encouraged to be conducted by parliamentary procedure.

Because of the importance of full student participation and the difficulty of group planning with only partial membership present, attendance will be required at official college convocations and residence hall meetings. Failure to attend residence hall meetings will result in two nights of room restriction for the first offense and Residence Hall Council thereafter.

## **INTRAMURAL/VARSITY SPORTS OPPORTUNITIES**

Montreat-Anderson attempts to provide extracurricular sporting opportunities for all students. M-AC sponsors a number of varsity sports which include soccer, women's volleyball, men's and women's tennis and basketball, softball, and baseball. All M-AC students are welcome to try-out for any of these teams. In addition to varsity sports the Intramural department offers sports ranging from ping-pong and billiards to softball and basketball, any of which may be co-ed. The Intramural department is open to suggestions and will offer additional activities when enough interest is shown.

## **STUDENT ACTIVITIES COMMITTEE**

The Student Activities Committee meets once a week and is open to all interested students. This committee plans and implements a wide variety of student activities which includes movie nights, dances, the annual fall harvest festival concerts, talent show, off-campus trips, etc. All students are encouraged to share ideas and become a part of the Student Activities Committee.



# Campus Life



## **ALCOHOLIC BEVERAGES**

It has been determined that the consumption of alcohol and/or drugs, impairs the ability to drive a motor vehicle or operate machinery, and can be dangerous to your health.

The North Carolina Safe Roads Act prohibits students under age 21 from the purchasing, possessing or consumption (which includes being under the influence) of alcoholic beverages.

Montreat-Anderson College is opposed as a matter of principle to the use of alcoholic beverages by students.

There are students who struggle with substance abuse and addiction; and, because M-AC student leaders must model unquestionable behavior before their peers, the college administration expects that all student leaders refrain from using alcohol even if 21 years or older while a student at Montreat-Anderson College.

Drinking or being in the possession of alcoholic beverages in the residence halls, on campus, or being under the influence on campus will result in a minimum of disciplinary probation or a maximum of expulsion. In addition, several hours of community service may be required as determined by the Dean of Student Affairs.

Off-campus consumption of alcohol that adversely reflects upon the college will result in disciplinary action. This regulation applies equally to day students.

Students are responsible for seeing that their guests and/or dates abide by the regulations.

## **POSSESSION OR USE OF ILLEGAL DRUGS**

*(Action by the Administrative Committee)*

Students who possess, consume, or sell any drug, on or off campus, are in serious violation of college regulations. Such persons denying charges will be tried by the administrative committee. The administrative committee will have the responsibility to review all cases concerning drugs. Burning of incense in the residence halls is prohibited. Action will range from rehabilitative consultation to expulsion.

## **WEAPONS AND EXPLOSIVES**

*(Action by Office of Student Affairs)*

The possession of firearms, BB guns, bows, pellet guns, air guns, knives, butterfly knives, firecrackers, or explosives of any kind is prohibited on campus. ALL hunting guns and bow and arrows MUST be checked in with the Resident Director at the beginning of each semester.

## **PORNOGRAPHIC MATERIAL**

The possession of any pornographic material by students is prohibited (including posters and such magazines as, e.g., "Playboy", "Playgirl", etc).

## **HAZING**

*(Action by Honor Court)*

Any type of physical (fighting) or verbal abuse, violence, punishment, humiliation, or intimidation by any student of another is forbidden! It is also understood that abusive and profane language is not permitted and will result in disciplinary action which may include suspension from college.

## **GAMBLING**

*(Action by Honor Court)*

All forms of gambling by students is forbidden.

## **FIRE EQUIPMENT**

*(Action by the Office of Student Affairs)*

Fire alarms and fire extinguishers are placed throughout the college buildings for the security of the community and in order to meet insurance regulations. The Dean of Student Affairs will impose severe discipline on any student who makes unauthorized use of or interferes in any way with the efficient functioning of this equipment, the result of which could jeopardize the safety and lives of other students.

## **BUILDING ROOFTOPS**

*(Action by the Office of Student Affairs)*

All campus building rooftops are strictly off limits to all students. Students found on rooftops for ANY unauthorized purpose will be immediately fined \$50.00 payable to the Business Office.

## **DISCIPLINARY PROBATION**

Disciplinary probation will vary in the number of days depending upon the violation. The conditions are:

1. You must remain in your room from 7:00 p.m. to 7:00 a.m. without visitors.
2. You may take no overnight permissions.
3. You may not use, loan, or borrow a motorized vehicle.
4. You may not represent the college in any activity.
5. Disciplinary probation cannot be appealed.

## **ROOM RESTRICTION**

1. Must be in your room from 7:00 p.m. to 7:00 a.m.
2. No visitors are allowed in your room.

## **DISCIPLINARY SUSPENSION**

*(Action by the Dean of Student Affairs)*

The administration seeks to handle student misconduct in a redemptive manner where possible. The goal is for the student to learn from his/her mistakes and reconcile behavior with the college's expectations.

The administration reserves the right to suspend or require students to withdraw from Montreat-Anderson College for reasons of serious misconduct or failure to comply with the basic principles and purposes of the college. The administration further reserves the right to suspend students whose character and morals are not in keeping with the ideals of a Christian college or whose influence is detrimental to it. The duration of suspension may range from one week for lesser violations to permanent expulsion for major offenses. There will be no refund when dismissed for disciplinary reasons.

## **OFF-CAMPUS CONVICTIONS**

*(Action by Administrative Committee)*

Any student convicted in public court of law will be subject to investigation and possible disciplinary action.

## **SEXUAL BEHAVIOR**

*(Action by the Dean of Student Affairs)*

As a Christian institution, Montreat-Anderson College seeks to stand for and continually encourage Biblical guidelines for sexual behavior. Extramarital intercourse and homosexual activity clearly violate God's standards and therefore are considered unacceptable behavior. Alleged violations will be heard by the Dean of Student Affairs. Violators may be suspended from the college.

Appeals submitted within 24 hours to the chair of the Administrative Committee will be considered.

Appropriate limits on public behavior should be made out of respect for others. Therefore, any display of affection should not become passionate expressions that might embarrass oneself and possibly offend others. Behavior in a public place between couples should be such that the couple always appear approachable, rather than seclusive. Sitting or lying in each other's laps, and prolonged hugs or kissing are examples of unacceptable behavior. Alleged violations will be heard by the Dean of Student Affairs. First offenders can be placed on disciplinary probation; second offenses may result in suspension from the college.

Montreat-Anderson College purposes to be supportive of its students in all aspects of college life. Counseling will be made available to any student experiencing problems regarding their sexuality.

### **DATE RAPE**

Date and acquaintance rape (sexual aggression) is contrary to God's teachings and is a violent crime,

punishable by federal law. Sexual aggression is defined as an act that is offensive and displeasing to the respondent, and reacted to with resistance. Such resistance may consist of saying "No," arguing, fighting, pleading, screaming, crying, or other behaviors that indicate the respondent is clearly saying "No!"

Date rape will not be tolerated at Montreat-Anderson College. An alleged act of sexual aggression will be taken seriously, investigated thoroughly by the crisis management team, and will be reported to the local authorities. If found guilty, the perpetrator will be dismissed from the college and may be incarcerated.

Measures you may take to prevent date rape include: being selective in relationships, being alert to the environment, trusting your instincts if you feel you are in danger, being responsible to dress in a non-provocative way, recognizing your right to clearly express your feelings, being assertive and communicating both verbally and non-verbally that "No" means "No", and recognizing that alcohol or substance use may weaken resistance and resolve.

Should an attack occur, the following reporting procedure should be followed. **DO NOT** bathe or change clothes; evidence of the attack must be documented. Report immediately to the Resident Director, who will communicate with the proper authorities.

### **OFF-CAMPUS REGULATIONS**

*(Action by the Dean of Student Affairs)*

Resident students under the age of 21 are not permitted to sign out to a private or public accommoda-

tion unless circumstances require, in any case written permission must be secured from the Resident Director and from parents at least 24 hours before time of departure.

In no cases may students take an overnight nor host unchaperoned parties in accommodations (e.g. motels, hotels, apartments or camping out). Married students are also not to host such parties and include unmarried students of either sex at off-campus accommodations or facilities such as motels, hotels, apartments or camping out.

## **PROHIBITED AREAS**

The road and area immediately behind Davis, McGregor, and Montreat-Anderson residence halls are off limits to members of the opposite sex at all times. Vehicle traffic is prohibited in the area behind McGregor and MA-Hall.

## **LAKE SUSAN**

This small lake located in the center of campus is primarily a beauty spot and used for boating and fishing only. Swimming and sunbathing are not allowed at the lake. Students must also stay off the lake when frozen. Students must not engage in throwing one another in the lake. Disciplinary action may be necessary in order to avoid injuries.

## **SUNBATHING**

Sunbathing is permitted at the swimming pool and on the athletic field. It is not allowed on the roofs of any buildings.

## **DRESS REGULATION**

The Student Government Association does not feel that it should regulate individual modes of dress. However, reasonable discretion in

clothing and appearance is required of all students. Appropriate attire is recommended to show due respect for those guests coming on campus and dining in the cafeteria.

Students are to refrain from wearing clothing that advertises offensive products, alcoholic beverages, drugs, or offensive slogans.

By action of the faculty, 'bermuda-type' shorts **may** be worn to class but **not** to chapel, convocation, or to a designated official college function.

Caps, ripped jeans, and mini skirts are not allowed in class, chapel, convocation or to a designated college function.

Weather permitting, students may go barefoot on campus, with the exception of classes, Gaither Hall, and the Dining Hall.

Bathing suits may be worn only in designated areas for swimming or sunbathing.

## **DAMAGE TO COLLEGE PROPERTY**

*(See College Regulations, Respect for Property)*

Resident students are held responsible for any damage to their room or residence hall, and damage charges will be made to the occupant(s) involved.

All students are responsible for college property and will be held accountable. When moving out or changing rooms the student is required to check out with the Resident Director. Failure to do so will result in a fine.

Littering of the campus is not allowed. This includes cigarette butts and throwing items out of windows. Disciplinary action will be administered to offenders.

## **RESPECT FOR PROPERTY**

*(Action by the Administration Committee)*

It is expected that each student will keep the room he/she occupies clean and orderly. Upon written notice, students with unclean rooms will be given 24 hours to remedy the situation. Rooms will be inspected regularly by the Resident Director and the Resident Assistant(s) and a report made to the Director of Residence Life of students who are habitual offenders. Habitual offenders will be reported to the Dean of Student Affairs for further disciplinary action.

Any damage to a room or its furnishings will be paid by the student involved, if known, or by the students occupying the room.

Damage to any part of one of the college residence halls (other than the individual student rooms) must be shared equally by all residents of the particular residence hall involved when the responsible party or parties are not apprehended. The proportionate share shall be the total cost of the repairs or replacements divided by the total number of residents in the given residence hall at the time of the damage or destruction.

Any student guilty of vandalism (deliberate destruction of property), shall be subject to disciplinary action by the Administrative Committee. He/she shall be subject to disciplinary probation, suspension, or expulsion. In every case in which his/her parents are providing financial support, they shall be informed of the offense and the action taken.

Property and buildings on or near campus not owned or supervised by the college are off limits to students

unless written permission has been given from the owner with prior approval from the Office of Student Affairs.

The vending machines are not to be tampered with or abused. Exercise good judgment in using them. If a machine does not work, report the matter to your Resident Director and place an out-of-order sign on it.

Students are to observe the property rights of others. Violations will be heard by the Honor Court. "Do Not Disturb" signs are to be respected and failure to do so will result in disciplinary action. The lobbies are for the enjoyment and relaxation of residents and guests. Please keep them clean and respect the rights of others. The damage or removal of lobby/lounge furniture is not permitted. Persons caught will be disciplined and may be prosecuted.

During visiting hours in the lobby/lounge, please wear appropriate clothing. Night attire such as robes etc. are not to be worn until after closing hours.

## **GENERAL BEHAVIOR**

*(Action by the Administrative Committee)*

At Montreat-Anderson College the individual is given as much freedom in the exercise of his/her rights and responsibilities as is consistent with the well-being of the entire college community. However, the college reserves the right to suspend or dismiss any student whose character and morals are not consistent with the ideals of the college whether on or off campus.

## **FILM AND MEDIA REVIEW**

Montreat-Anderson College endeavors to promote spiritual, physical, intellectual and social growth for students. One dimension of the social and intellectual programming involves the presentation of films and videos.

A reviewing and recommending body consists of the Director of Student Activities, members of the Student Activities Committee and a Resident Director. This body carefully considers the moral, intellectual, spiritual, and social impact of films and videos when choosing films/videos to be shown to the student body. Also important are the public status and reputation of the student body and Montreat-Anderson college, the outside considerations such as the conditions surrounding the showing and advertising of the film/video.

G-rated films are approved without review. PG-rated films will be approved subject to supporting information that can be found concerning the morally objectionable segments. There must be sufficient social and intellectual value in showing the films. R-rated films are not permitted for public or private viewing.

The same principles of concern for the appropriateness of the film/video to be presented must be met by the residence halls, clubs, organizations, staff, faculty, administration, and individual students in both public and private areas of the college campus.

## **FUND-RAISING AND SOLICITATION POLICY**

All fund-raising projects and solicitations on campus must be approved in advance by both the

Student Government Association and the Dean of Student Affairs.

Normally, the student activity fee is expected to cover the cost of student organizations and activities.

Off-campus salesmen are not permitted to sell door-to-door. Any door-to-door soliciting of this type should be reported immediately to your Resident Director and appropriate action will be taken by the Dean of Student Affairs.

## **FOOD SERVICE POLICIES**

The college is under contract with ARA Management Services, Inc. for food services. All resident students are required to take the college cafeteria food plan. Generally, no line cutting by students is permitted. Faculty and staff also are expected to refrain from cutting line except in unusual circumstances. Taking utensils from the cafeteria without permission is an Honor Court offense.

I.D. cards are required to be shown prior to each meal.

Each student is entitled to seconds except on certain main course items such as meats. All portions of food are on a personal consumption basis. A student is not permitted to take food or beverages from the dining hall. Students found taking food or beverages from the dining hall will be subject to a fine. Students requesting a sick tray must make prior arrangements.

Any misconduct or abuse of the above regulations may result in disciplinary action by the Dean of Student Affairs. Any recommendations or suggestions regarding food service should be made directly to the manager of the food service or the Student Government Association Food Committee.

# Disciplinary Guidelines



# DISCIPLINARY GUIDELINES

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# DISCIPLINARY GUIDELINES

## Introduction

By virtue of their enrollment, students voluntarily accept the behavioral standards set forth by Montreat-Anderson College. The college expects and encourages each student to exercise personal self-discipline and to live within the college community expectations in a responsible manner.

At Montreat-Anderson College the rights of the students are protected by the rules of the college. Unfortunately, rules are often insufficient and they must be enforced by disciplinary action. In order to attain a degree of consistency in this enforcement, the Resident Directors, the Director of Residence Life, and the Dean of Student Affairs have compiled these guidelines. The information contained herein is to be used as a **guide** for discipline but it is recognized that a certain amount of flexibility will be necessary depending on the individual and his/her responsiveness to change. The attitude of the student through the whole disciplinary process is a determining factor in the discipline administered.

This is a guidelines section of the Student Handbook used by the Dean of Student Affairs, Residence Hall Council, Honor Court, and the Administration Committee hearing appeals. It provides minimum and maximum disciplinary actions to be taken by each of these members which may be modified according to the circumstances. The final decision will be made by the Dean of Student Affairs in conjunction with a Resident Director, Residence Hall President or Resident Assistant of the individual's residence hall being disciplined.

It is recommended that appropriate actions be taken by the indicated person or committee as soon as possible and always within one week of the discovery of an infraction. A hearing will be conducted according to the following procedure:

1. Notification will be made in writing to the accused indicating the offense and time to appear before the committee.
2. At the set time the violations will be explained clearly and the accused will be asked to plead "guilty" or "not guilty."
3. If the plea is "guilty," steps 4, 5, & 6 will not be necessary.
4. If the plea is "not guilty," witnesses will be called.
5. An oath will be taken by all witnesses and their statements heard.
6. The accused may make his/her own statement .
7. The accused will be asked to leave the room and the committee will decide the verdict and refer to these guidelines for the disciplinary measure.

The committee secretary is responsible for immediately recording all cases and the action taken. Notification of the results are put in writing and copies sent to the offender, Dean of Student Affairs and any others who may be involved.

## STANDARD DISCIPLINARY PROCEDURES

### Abbreviations:

- RD - Resident Director
- RA - Resident Assistant
- RHC - Residence Hall Council
- DSA - Dean of Student Affairs
- DP - Disciplinary Probation

## Disciplinary Probation

1. You must remain in your room from 7:00 p.m. to 7:00 a.m. without visitors.
2. You may take no overnight permissions.
3. You may not use, loan, or borrow a motorized vehicle.
4. You may not represent the college in any activity.
5. Disciplinary probation cannot be appealed.

## Room Restriction

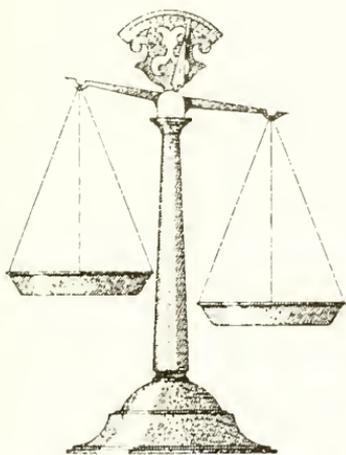
1. Must be in your room from 7:00 p.m. to 7:00 a.m.
2. No visitors are allowed in your room

## Curfew Policy

1. All first semester freshmen and upperclassmen on DP or AP must be in their residence hall by 12:00 midnight on Sunday -Thursday.
2. Curfew Friday and Saturday is 1:00 a.m.

## Fines

All fines administered will be paid to the residence hall budget of the offender.



## I. Action to be taken by Residence Hall Council

- A. Failure to comply with room inspection
  - 1st - Warning by RA or RD, with 24 hours to clean room.
  - 2nd - Room restriction and \$5 fine each night until room is clean.
- B. Room Damages - including furniture, windows and walls
  - 1st - Student responsible will be charged for damages.
- C. Residence Hall Damage
  - 1st - Students responsible will be charged for damages. If guilt cannot be determined, the entire residence hall pays; cost/# of occupants in residence hall.
- D. Improper Room Decorations
  - 1st - Warning by RA or RD; and required to remove objectional materials.
  - 2nd - RHC **confiscates** material if deemed improper and room restriction.
  - 3rd - Refer to DSA for disciplinary action.
- E. Inappropriate Display of Affection
  - 1st - Warning by RA or RD.
  - 2nd - Ban couple from lobby of residence hall for 1 week or room restriction.
  - 3rd - Refer to DSA; DP for 1 week suggested.
- F. Abuse or Misuse of Fire Equipment
  - 1st - \$50 fine - refer to DSA; 1 week DP and/or service project.
  - 2nd - \$100 fine - refer to DSA; 2 weeks DP.
  - 3rd - Refer to DSA; 1 week suspension.
- G. Possession of, or Use of Weapons and Explosives
  - 1st - \$50 fine - refer to DSA; 1

week DP.

2nd - \$100 fine - refer to DSA; 2 weeks DP.

3rd - Refer to DSA; 1 week suspension.

(In the case of use, 3rd offense, suggested permanent expulsion)

**\*ALL MATERIALS WILL BE CONFISCATED UNTIL THE END OF THE SEMESTER**

NOTE: Guns may be allowed on campus as long as they are kept in the RD's apartment and checked out only when going hunting.

**\*\*Weapons include all blow guns, Knum-chucks, long knives - 6 inches or longer, butterfly knives and fireworks.**

**H. Keeping Pets or Animals in Residence Halls**

1st - Warning by RA or RD, 24 hours to remove.

2nd - Room restriction and/or service project with fine of \$20.

3rd - Refer to DSA; minimum of DP, maximum of suspension.

**NOTE: ANY FUMIGATION OR EXTERMINATION FEE ENCOUNTERED BECAUSE OF PETS WILL BE CHARGED TO THE PROPER STUDENT ACCOUNT.**

**I. Use of Tobacco Products in Prohibited Areas**

1st - Warning from RA, RD, or RHC.

2nd - Room restriction or service project.

3rd - Refer to DSA; minimum of RHC.

**K. Excessive Noise in Residence Halls**

1st - Warning by RA, RD, or RHC.

2nd - Minimum of room restriction and/or service project, maximum of confiscating speakers

for 1 week and room restriction.

3rd - Minimum of confiscating speakers for 2 weeks and room restriction, maximum of confiscating speakers for the semester and 1 week DP.

**L. Improper Entrance into Residence halls**

1st - 2 to 3 nights room restriction and/or service project.

2nd - 4 to 5 nights room restriction and/or service project.

3rd - Refer to DSA; DP 1-2 weeks.

**M. Violation of Visiting Hours in Lobby and Entrance Ways**

1st - Warning by RA or RD.

2nd - Banning parties from lobby or residence hall.

3rd - Refer to DSA.

**N. Failure to Have Overnight Approved - Freshmen**

1st - Warning by RD (if circumstances justify, refer to RHC or DSA).

2nd - Room restriction or service project.

3rd - Refer to DSA; suggested 1 week DP.

**O. Violation of Quiet Hours**

1st - Warning by RA, RD, or RHC.

2nd - Room restriction 2-3 nights and/or service project.

3rd - Refer to DSA; DP for one week.

**P. Violation of Study Hall**

1st - Warning by RA, RD, or RHC.

2nd - Room restriction 2-3 nights and/or service project.

3rd - Refer to DSA; DP for one week

**Q. Breaking Curfew (exceeding the 15 minutes allowed) for 1st semester freshmen, students on**

AP and/or DP.

1st - Early curfew for 1 to 5 days; curfew will be one hour earlier for each 15 minutes late.

2nd - Room restriction 2-3 nights.

3rd - Refer to DSA; one week DP.

R. Violating the Rights of Others  
-(Profanity Included)

1st - Letter of apology and room restriction.

2nd - Room restriction and/or service project with \$5 fine.

3rd - Refer to DSA; one week DP.

S. Violation of Overnight Guest Policy

1st - Warning by RD or RHC.

2nd - Room restriction or service project.

3rd - No more guests allowed for the rest of the semester and refer to DSA.

T. Violation of Academic Probation

1st - 2-3 days room restriction.

2nd - Refer to DSA; suggested 1-2 weeks DP.

3rd - Refer to DSA; suggested suspension.

U. Improper Dress

1st - Recommendation of what is proper by RA, RD, or RHC.

2nd - Refer to DSA; minimum of reprimand, maximum of DP.

3rd - Minimum of DP; maximum of suspension.

V. Unauthorized Access to the Roof of Any College Building

1st - \$50 fine and 3 nights room restriction.

2nd - \$100 fine, refer to DSA, suggest 1 week DP.

3rd - Refer to DSA; 1 week suspension.

W. Throwing Trash or Any Other Objects (Littering)

1st - 1 hour of cleaning up trash on campus.

2nd - 2-3 nights room restriction, and 1 hour cleaning up trash on campus.

3rd - Refer to DSA; 1 week DP.

NOTE: Any violation which takes place in other than the offender's residence hall (noise, visiting hours, etc.) may be tried by the Residence Hall Council in the residence hall in which the rules were broken.

II. Action to be taken by the Honor Court

A. Gambling

1st - Minimum of DP; maximum of suspension.

2nd - Suspension.

B. Plagiarism

1st - Minimum of DP; maximum of suspension.

2nd - Suspension.

NOTE: THE STUDENT MAY BE GIVEN AN "F" IN THE COURSE BY THE PROFESSOR.

C. Lying

1st - Minimum of DP; maximum of suspension.

2nd - Suspension.

D. Cheating

1st - Minimum of DP; maximum of suspension.

2nd - Suspension.

E. Stealing

1st - Minimum of DP; maximum of suspension.

2nd - Suspension.

III. Action to be taken by Dean of Student Affairs

A. Violation of Sexual Conduct Standards.

1st - Minimum of DP; maximum of suspension.

B. Person of the Opposite Sex in Residence Hall Room

1st - Minimum of DP for 3 days;  
maximum of suspension for 1  
week.

C. Possession of/or use of  
Alcoholic Beverages on Campus

1st - Normally two weeks DP  
with counseling and may be  
assigned a work project in  
addition.

2nd - One week suspension with  
counseling upon return.

3rd - Maximum of expulsion.

NOTE: N.C. STATE LAW:

You have to be 21 years old to  
purchase, possess, or consume  
alcoholic beverages in North Carolina  
after September 1, 1986.

Montreat-Anderson College is  
opposed as a matter of principle to  
the use of alcoholic beverages by any  
of it's students. In addition the  
college reserves the right as a Private  
Institution to discipline according to  
it's purposes and standards. The use,  
misuse, or possession of alcoholic  
beverages by any students under the  
age of 21 will result in disciplinary  
action by the college. However, if a  
student is caught while driving under  
the influence within the Township of  
Montreat, he/she will be subject to  
disciplinary action by the college as  
well as the N.C. State Law.

Any misconduct by a student  
involving the use of alcoholic  
beverages whether ON or OFF  
campus that adversely reflects upon  
the college will result in disciplinary  
action. The above regulations apply  
to day students also.

D. Drinking Under Age

1st - Same as C above.

2nd - Same as C above.

3rd - Same as C above.

E. Reckless Behavior While Drunk  
on Campus

1st - Same as C above.

2nd - Same as C above.

3rd - Same as C above.

F. Driving While Under the  
Influence of Alcohol or Drugs

1st - Minimum of suspension  
with counseling and loss of car  
privileges; maximum of  
expulsion.

2nd - Expulsion.

G. Misuse of Car

1st - Driving while drunk,  
see III-F.

2nd - Follow regular standards  
for all other violations (see  
handbook)

3rd - Lack of permit or improper  
parking; minimum fine of \$5 to  
be paid within 72 hours.

H. Violation of Off-Campus  
Regulations

1st - 1 week suspension and DP  
upon return to campus.

2nd - Expulsion.

I. Improper Use of Lake Susan

1st - \$25 fine.

2nd - DP for 1 week.

3rd - Suspension for 1 week.

J. Violation of Disciplinary  
Probation

1st - Refer to DSA; 1 week  
added.

2nd - Suspension for 1 week.

3rd - Expulsion.

IV. Action to be Taken by the  
Administrative Committee

A. Possession or Use of Illegal  
Drugs

1st - Minimum of suspension  
with counseling upon return;  
maximum of expulsion or turn-  
ing over to authorities.

2nd - Expulsion.

# Honor Code & Student Judicial System



## The Honor System

Life at Montreat-Anderson College is based on the belief that the ideal community is made up of honorable individuals. Mutual trust and consideration are essential to such a community, and it is for these that we strive.

Each student and faculty member has a responsibility for him/herself and for every other member of the college community. The failure of one person to live honorably is in part the failure of all. The movement of one individual toward complete understanding of Christian living is a step toward honorable living for the whole college.

For this reason the students at Montreat-Anderson have accepted the "Honor System," under which each student agrees to try to discipline his/her own life and to be ready to help all others to discipline their lives toward the goal of a community in which each member will merit trust and respect. It is in large part due to the acceptance by faculty and students of the Honor System as a way of life, that the "Spirit of Montreat" is a reality, not only on the campus, but wherever former Montreat students are found.

Composed of students and faculty advisors, the Honor Court is principally interested in help for offenders of the Honor Code, rather than in punishment. Although fellow students might prefer to counsel rather than report those who fail to uphold the Honor Code, it is important that the responsibility for deciding upon what is best for the student and the school rest with the Honor Court, which has been charged with dealing with weaknesses in the community.

## The Honor Code

Under the Honor Code, you, the student, are on your honor not to lie, cheat, or steal, and, if you do, you are on your honor to report yourself within 24 hours to a member of the Honor Court. If you see another student lying, cheating or stealing, you are on your honor to report him/her with the option of asking him/her to report him/herself to a member of the Honor Court or to report him/her to an employee of the college.

The Honor Code places upon you a dual responsibility. First, you are responsible to see that you conduct yourself in accordance with the Honor Code. Second, you also are responsible insofar as possible to see that your fellow students do likewise. This system places considerable responsibility for self government on the students themselves. This college believes that mature students are capable of handling this serious responsibility. You are the governing system and you are responsible for its success.

### The Honor Pledge

I PLEDGE WITH GOD'S HELP TO UPHOLD THE HONOR CODE OF MONTREAT-ANDERSON COLLEGE. I STATE MY ACCEPTANCE OF THE PRINCIPLES EXPRESSED IN THIS HONOR SYSTEM AND PLEDGE TO LIVE SO AS TO MAKE IT MEANINGFUL TO MYSELF AND TO THE COMMUNITY.

# STUDENT JUDICIAL SYSTEM

*(excerpt from SGA Constitution)*

## ARTICLE V JUDICIAL BRANCH

### SECTION 1 - PURPOSE, MEMBERSHIP, AND QUALIFICATIONS OF HONOR COURT

#### A. Purpose

The purpose of Honor Court shall be to hear evidence concerning and to take action on all cases referred to it by the Dean of Student Affairs and all violations of the Honor Code. Cases may be appealed to the Honor Court by a Defendant so long as he/she makes his/her appeal in writing within twenty-four hours of the sentencing by the court of original

jurisdiction; or, in case a Defendant's appeal to the Honor Court is based on the development of new evidence relevant to his/her case, it may be made at any time during the course of the sentence given by the court of original jurisdiction because of their inability to enforce such sentences in reforming the behavior of the offending individuals. If an appeal from either quarter be present, the sentence of the court of original jurisdiction shall be suspended, pending the verdict of the Honor Court. The Honor Court shall also present a monthly statement to the SGA Legislature and the Administrative Committee detailing the

number and the types of cases handled. Interpretations of College regulations and Constitution are subject to review by the Administrative Committee.

## **B. Membership**

The members of Honor Court shall be a President, Vice-President, Secretary, and two representatives for each class as voting members. The Student Presenter and two advisors will be non-voting members. All student leaders must be registered for a minimum of twelve semester hours.

## **C. Qualifications**

### **1. President**

A student who has attended Montreat-Anderson for three previous semesters to be elected in the spring.

### **2. Vice-President and Secretary**

To be two students who have attended Montreat-Anderson College for three previous semesters and to be elected in the spring.

### **3. Senior, Junior, and Sophomore Class Representatives**

The Senior, Junior, and Sophomore Classes shall be represented by one male and one female each. They must have attended Montreat-Anderson College for the two previous semesters and are to be elected in the spring.

### **4. Freshman Representative**

Shall be one male and one female to be elected during the second week of the spring semester. The Representatives must have attended Montreat-Anderson College the previous semester.

### **5. Student Presenter**

To be elected in the spring and must have attended Montreat-Anderson College the previous two semesters.

## **SECTION 2 - DUTIES OF HONOR COURT OFFICERS**

### **A. President**

- To notify all members of the Honor Court of the time and place of meetings, at least three days in advance of the case.
- To present a monthly report to the SGA Legislative, which states the crime that was committed and the decision rendered on that case.
- To inform the Defendant of the nature and seriousness of the charges brought against him/her.
- To call and preside over all meetings of the Honor Court.
- To report the decision of the Honor Court to the Plaintiff and Defendant.

### **B. Vice-President**

- To perform all duties of the President in his/her absence.
- To assist the president in any way requested by the President.
- To advise the Defendant of his/her rights.

### **C. Secretary**

- To record in detail all discussions and decisions pertaining to each case.
- To keep a permanent record of all cases handled by the Honor Court with the Dean of Student Affairs.
- To submit in writing to the Vice-President/Dean of the College, Dean of Student Affairs, the SGA Secretary/Treasurer, Plaintiff, and Defendant copies of the decisions of the Honor Court within forty-eight hours of the meeting at which they are made.

#### **D. Student Presenter**

- To be a non-voting member of the Honor Court.
- To inform the Plaintiff and Defendant of the necessity to gather the evidence that they will present to the Honor Court and to present a copy of that evidence to the Student Presenter at least twenty-four hours before the case, when feasible.
- To inform the Plaintiff and Defendant, in writing, of the time and place of the case, at least three days in advance.
- To inform the President of the necessity to call a meeting.
- To present the Plaintiff and Defendant with a list of Honor Court Procedures, when presenting them with the time and place of the trial.

#### **SECTION 3 - RIGHTS OF THE DEFENDANT**

1. A Defendant appearing before the Honor Court or another branch of the SGA Judiciary, cannot be required to testify against him/herself.
2. Once the Honor Court, or any other branch of the SGA Judiciary, has drawn a charge, the Court is committed to that charge, and shall not commit itself to any other charge during the case. In the event that a violation other than the one under consideration is discovered, the Court shall view this as a separate matter, and shall not allow its discovery to prejudice its verdict.
3. A Defendant appearing before the Honor Court, or any other branch of the SGA Judiciary, has the right to hear the accusation brought against him/her in the presence of the Plaintiff.

#### **SECTION 4 - DECISIONS, PROCEDURES, AND RESPONSIBILITIES**

##### **A. Decisions**

Decisions of the Honor Court shall be made by a majority vote. The following are the decisions which may be made by the Honor Court:

1. Any sentence deemed appropriate but less than Disciplinary Probation. These sentences may not be appealed.
2. Disciplinary Probation conditions are:
  - You must keep study hall hours from 7:00pm to 9:00pm Monday through Thursday and may not have visitors from 7:00pm to 7:00am.
  - No overnights may be taken.
  - You may not represent the college in any sport or activity.
  - This sentence may be appealed to the Administrative Committee.
  - Day Students' punishment may be modified.
3. Requirement to Withdraw
  - Requires that the student withdraw at the end of the given semester. This sentence may be appealed to the Administrative Committee.
4. Suspension
  - Requires that the student leave the campus within twenty-four hours after the final decision is made and must not return for the specified time of the suspension. Further, suspension means that at a specified future date the suspended student is either eligible to return or eligible to apply for readmission. This may be appealed to the Administrative Committee.

## 5. Expulsion

Requires that the student leave the campus within twenty-four hours after the final sentencing, and must not return. Expulsion is for an indefinite time period. This sentence may be appealed to the Administrative Committee.

## B. Contempt of Court

1. Willful violation of a decision of a council.
2. Willful withholding of information from a council except in cases of self-incrimination.
3. Failure to appear before a council without a valid reason. Validity to be determined by the council involved.
4. Disorderly conduct within the court.

## C. Disqualification

No member of the Honor Court shall sit in on a case involving himself/herself, his/her roommate, a relative or another individual with whom the member has especially close ties. In such a situation, he/she will be replaced by an alternate.

## D. Meetings

Meetings shall be held as often as necessary.

## E. Power of Case Referral

The Honor Court may refer to the Dean of Student Affairs, in consultation with the President of the Honor Court, any case occurring two weeks before or during the formal examination period at the end of each semester.

## F. Replacement of Permanent Vacancies

These vacancies are to be filled by the Executive Committee of the SGA. The Honor Court is to make recommendations to the Executive

Committee. Such recommendations shall not be binding.

## G. Appeals

Any Defendant has the right to appeal a decision of the Honor Court to the Administrative Committee in cases of Disciplinary Probation, requirement to withdraw, suspension, or expulsion provided that such appeal is filed in writing with the Chairman of the Administrative Committee within twenty-four hours of the verdict for the Honor Court. Appeals of a verdict of the Honor Court which are based on the development of new evidence may be filed, in writing, with any member of the Administrative Committee at any time during the course of the Sentence. In all cases involving appeals to any court including the Administrative Committee, a representative from the court whose decision is being appealed shall represent that court when the appeal is heard.

## SECTION 5 - QUORUM

A Quorum shall consist of eight voting members present and at least one advisor. It shall be necessary in order to conduct business.

## SECTION 6 - ADVISORS

There shall be two non-voting advisors to the Honor Court which shall be elected by the Honor Court at their first meeting of the academic year from among the members of the Faculty, Administration, or Administrative Staff.

# TELEPHONE NUMBERS

## BELK CAMPUS CENTER EXTENSIONS

Art Office .....	Ext. 278
Dean of Academic Affairs .....	Ext. 238
Dean of Student Affairs .....	Ext. 273
Dean of Student Affairs' Secretary .....	Ext. 274
Director of Student Activities .....	Ext. 275
Campus Bookstore .....	Ext. 233
Snack Bar .....	Ext. 271
Music Office .....	Ext. 276
Vice President/Dean of the College .....	Ext. 210
Administrative Assistant for Vice President/Dean of the College .....	Ext. 251

## FREQUENTLY USED TELEPHONE NUMBERS

Montreat-Anderson College .....	669-8011
Admissions .....	Ext. 256
Alumni .....	Ext. 246
Business Office .....	Ext. 253
Development Office .....	Ext. 206
Financial Aid .....	Ext. 247
President's Office .....	Ext. 221
Registrar's Office .....	Ext. 224
Public Information .....	Ext. 216
Howerton Dining Hall .....	669-7118
Davis Hall .....	1) 669-9986 2) 669-9985 3) 669-9909
Howerton Hall .....	1) 669-9988 1) 669-9989 2) 669-9884 3) 669-9992
McGregor Hall .....	1) 669-9987 2) 669-9991
Montreat-Anderson Hall .....	1) 669-9802 1) 669-9803 2) 669-9811 3) 669-9979 4) 669-9948 5) 669-9826

Gymnasium .....	669-2696
Health Center .....	669-7497
Library .....	669-2382
Director of Residence Life .....	669-7867
Montreat General Store .....	669-6016
Fire Department .....	669-8075
Police .....	669-8072
Post Office .....	669-7837
Science Building .....	669-8765



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## ALMA MATER

How dear to our hearts will the memory be  
Of the days we have spent in thy care,  
When within thy dear halls we have lingered awhile  
All thy gifts and thy blessings to share.  
So the memory of thee will ever remain  
While we think of each dear hallowed scene;  
And the bonds of true loyalty, blest through the years,  
Our affections will ever keep green.

Then, to thee, Alma Mater, we'll ever be true,  
Though the coming years scatter us far;  
Any ideals you have taught us will ever be bright  
Shining out as our life's guiding star.  
We will cherish thy name wherever we roam,  
And forever thy praises repeat.  
Hail to thee, Alma Mater, our happiest days  
Are the days we have spent in Montreat.

