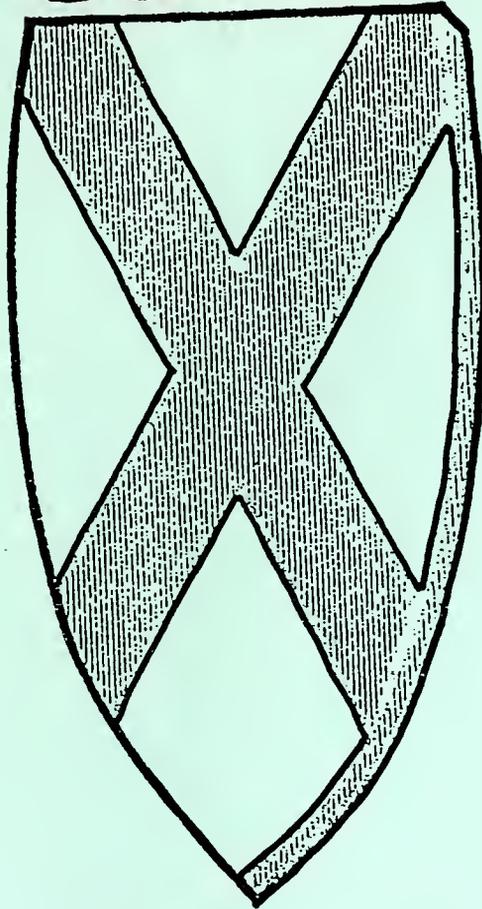


The  
**Saltire**



Official Handbook  
of  
St. Andrews  
Presbyterian College

1986-87 Edition

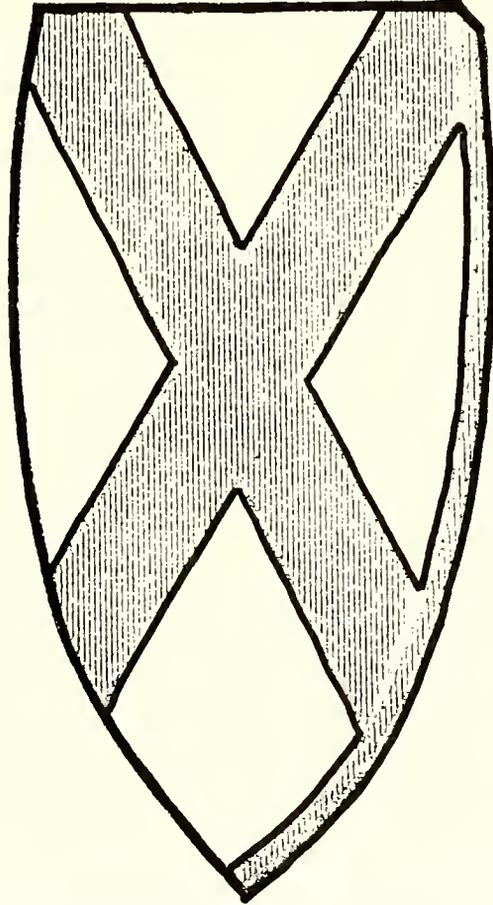
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Saltire**



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St. Andrews  
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## PREFATORY NOTE

As the official handbook for St. Andrews Presbyterian College, the Saltire contains valuable information pertaining to College policies and regulations, student rights and services, and out of class opportunities for individual and community growth.

The Saltire is intended as a helpful and essential guide to the structures and functions of the Student Association and the Student Life Office. Every member of the College community is expected to become familiar with the information contained in this handbook. If you have questions or concerns about the document's contents, please direct them to the Dean of Students, the President of the Student Association, or the Student Life Committee.

Questions concerning academic regulations should be directed to the Dean of the College, the Associate Dean for Academic Affairs, or the Faculty Executive Committee.

The following information on academic matters may be found in the current St. Andrews Presbyterian College Catalog: degree requirements, majors and minors, registrations, course descriptions, course load, academic probation and dismissal, residence requirements, withdrawal, transfer credits, summer school, correspondence study, and international programs.

## STATEMENT OF THE PURPOSE OF THE COLLEGE

St. Andrews Presbyterian College is a private four-year residential college of the arts and sciences, established by the Synod of North Carolina, committed to the liberal education of men and women, and devoted to the achievement of academic excellence. Its chief purpose is to serve students by helping each one to identify his or her potential for personal excellence and to plan how best to grow toward it. The College seeks to enroll students with middle to upper range academic abilities and to graduate them as informed, articulate, and responsible human beings, with an enhanced capacity for continued growth toward personal excellence and an understanding that one's beliefs and actions are inseparable. The theme of all college programs is integrity.

It is our further purpose to assist students to develop disciplined and inquiring minds, capable of clear, mature thinking, in the spirit of the Christian commitment of the College. The College gladly acknowledges Christian faith as essential to its identity and provides opportunities for worship, witness, and service. It encourages all members of the community to take seriously the Christian identity of the College, and it presents Christian faith as vital for our time.

St. Andrews seeks to provide an environment in which racial, ethnic, religious, physical and social diversity fosters a sensitivity to the views and the importance of others, an awareness of responsibility for one's own actions, and an understanding of the significance of physical well-being and of spiritual growth for humane living. St. Andrews intends that its educational, residential and extra-curricular programs blend effectively to enable students to acquire knowledge, to develop life-long learning and interpersonal skills, and to establish values for themselves.

The St. Andrews curriculum seeks to maintain a healthy balance between traditional and innovative approaches to learning, between disciplinary and interdisciplinary emphases, between depth and breadth of knowledge, and between academic pursuits and personal growth. More specifically, the educational program of St. Andrews reflects our conviction that students should acquire depth of understanding in at least one field of knowledge and should be aware of the relationship of that field to other disciplines. The curriculum is designed to provide our students with knowledge and appreciation of our Western heritage and its significant achievements and an acquaintance with the distinctive elements of at least one major tradition of Africa, Asia, Eastern Europe, or Latin America. Students should gain knowledge and understanding of the literature, theology, ethics, and beliefs of the Christian faith; become aware of the religious traditions of other cultures, and gain insights into the interdependency of religious, social, political, economic, scientific and other cultural forces. Through special programs and internships, students are encouraged to explore career options with an emphasis on living all of life with a sense of vocation. St. Andrews Presbyterian College regards service as an important part of its stewardship and it provides facilities and personal resources for the service of the region, the Church, the nation, and the world.

We believe that St. Andrews graduates should be able to practice the skills necessary for effective communication, to practice the art of thinking critically and creatively, and to engage in a variety of problem-solving activities leading to rational and responsible decisions--all to the end that they may lead meaningful, productive, and committed lives.

Alma Mater:

HAIL, ST. ANDREWS

Hail to thee, our Alma Mater!  
Bold thy banner waving o'er us!  
Let each loyal son and daughter  
Proudly stand and raise the chorus:  
    From Old Scotia's lofty lands  
    To Carolina's gentle plain

Now thy noble name St. Andrews,  
Ever glorious shall remain!

Hail, all hail to thee, St. Andrews!  
May thy courage be unbending  
Guided by His mighty hand, whose  
Loving mercy knows no ending.  
    With thy saltire raised before us  
    Cross of white and field of blue  
We proclaim thy faith victorious  
And thy vision ever true!

THE ULTIMATE AUTHORITY

From the Bylaws of the Board of Trustees (Article VI, Section 1):  
"Except as otherwise provided herein or in the Charter of the College,  
these Bylaws shall control and govern in every instance whenever a  
conflict arises between these By-Laws and any other document."

A WORD OF IMPORTANCE

All students should keep informed of policy decisions made throughout  
the College year by the Educational Policy Committee and the Student Life  
Committee. These decisions, when approved by the faculty and the president of  
the College, may alter, qualify or replace the regulations as stated in  
The Saltire. Material in the Saltire is subject to change. The College is  
not responsible for typographical errors, accidental omissions, et cetera.

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St. Andrews is an affirmative action institution. As such, it does not  
discriminate on the basis of race, sex, creed, national origin, or physical  
disability in the administration of its educational policies, admissions  
policies, scholarship and loan programs, athletic and other  
college-administered programs.

<u>Administration and Staff</u>	<u>Phone</u>	<u>Ext.</u>
President of the College.....A.P. Perkinson, Jr.	276-8213	201
Dean of the College.....Thomas Benson		240
Vice President for Finance.....Parker Umstead	276-8814	224
Dean of Students.....William J. Loftus	277-0186	398
Director of Admissions.....Margaret G. Crawford	673-0680	409
Director of Financial Aid.....Sue Tanner		206
Associate Dean of Academic Affairs and Registrar.....James F. Stephens	276-0146	221
Director of Athletics.....James Crabbe	276-5307	207
College Librarian.....Elizabeth A. Holmes	276-7369	307
Director of Food Services.....Steve Tuchten, S.A.G.A.		246
Chief of Security.....Theiron Young	276-5856	408
*or in case of emergency	276-8767	
Director of Computer Services.....Earl Bennett		369
Manager of the Book Store.....Janet Schilling		308
Director of Pate Hall Conference Center.....Patsy Webb	276-3662	425/ 249
Director of Audio-Visual Aids.....Eugene Smith	276-7348	219
Postal Carrier.....Dan Stewart	276-2379	308

Student Life Office Staff:

Dean of Students.....William J. Loftus	277-0186	398
Assistant Dean of Students.....Beth Elliott	276-5202	406
Director of Career Planning & Placement.....Veronica Newman	803-479-6006	396
College Pastor.....W. Robert Martin, Jr.	277-0079	395
Director of Housing.....Patsy Webb	276-3662	249/ 425
Director of Health and Rehabilitation Services.....Rodger W. Decker	276-2063	211
Director of Career and Personal Counseling Center.....Elbert Patton	276-7807	210
Administrative Assistant for Student Life Office.....Billie Martin	277-0079	397
Secretary.....Wini Gay		399

Residence Hall Directors:

Albemarle - Doreen Martin	276-3661	420
Burris Hall/Highlands - Rodger Decker	276-9865	213
Concord Hall - Marcia Prosser	276-3660	480
Granville Hall - Joe and Janette Lee	276-3655	440
Mecklenburg Hall - Dr. Neal Bushoven	276-3657	460
Orange Hall - Tom Swann	276-3664	430
Wilmington Hall - Dana Rhodes	276-3658	470
Winston-Salem Hall - Spencer Locklear	276-3656	450

STUDENT ASSOCIATION OFFICERS, 1985-86 (all extensions are 236)

President: Henry Ogden  
Vice President: Anne Leist-White  
Attorney General: Hal Driggers  
Treasurer: Becky Long  
President of CC: Rochele Bailey  
Vice-President of CCU: Greg Minns  
President of CUB: Lynn Comer  
Vice-President of CUB: Dori Dickey

**I. S T U D E N T**

**L I F E**

**O F F I C E**

**S T A F F**

**A N D**

**S E R V I C E S**



## STUDENT LIFE OFFICE STAFF AND SERVICES

### Staff

The Student Life Office Staff and the services they provide for the College community are listed and summarized below. Staff members located in the Belk College Center are the Dean of Students, the Assistant Dean of Students, the Director of Career Planning and Placement, the Campus Pastor, the Director of Housing, and the Administrative Assistant. Staff members located in the Burris Rehabilitation Center are the Director and Associate Director of Health and Rehabilitation Services, three nurses, and several attendants and aides. In addition, Residence Directors, one or two in charge of each residence hall, are members of the Student Life Office Staff.

### Residential Life

As a residential, liberal arts college, St. Andrews makes concerted efforts to promote effective student learning and development beyond the traditional academic experience and into the daily living environment. The Dean of Students administers the residence hall programs and facilities with the assistance of the Director of Housing and the Assistant Dean of Students. Live-in Residence Directors are conceived of as residence educators and managers who advise and counsel residents and hall councils, assist with problem solving, make appropriate referrals, coordinate programs in their respective halls of a cultural, social, academic, judicial, or recreational nature, and associate with the residential community in maintaining an academic atmosphere, the physical facilities, and respect for College policies and regulations.

### Student Activities

Student activities are vital as an integral part of the St. Andrews community. To appeal to all aspects of a student's campus life, there are social, recreational, cultural, spiritual and intellectual activities interwoven throughout the year. Participation may be for small groups such as a suite, or for larger groups such as a Residence Hall or Club, or for the entire community. Together with the College Union Board (CUB), the Assistant Dean serves as a central resource for coordinating, registering and supporting a wide variety of activities as sponsored by various clubs and organizations.

### Campus Ministry

The basic intent of campus ministry is to provide the context and encouragement for spiritual growth, a deepened sense of community, and commitment to service. The College Pastor has primary responsibility for this dimension of our life together.

The College Christian Union, given leadership by its Council, sponsors ecumenical worship services, organizes retreats, provides opportunities for service both on and beyond campus, and helps coordinate gatherings to deal with a wide range of local, national, and international issues. All students are encouraged to assist in these crucial undertakings.

The office of the College Pastor is located in the Belk College Center. The College Pastor is available for assistance, counsel, and friendship to all members of the community.

## Career Planning and Placement

Located in the Belk College Center, the Career Planning and Placement office provides an array of services for students. The goal of Career Planning and Placement is to assist students to understand the realities of the world of work and to realistically relate their own career interests, needs, and goals to the opportunities available.

Specific services offered are: (1) maintaining a complete placement file on each student, (2) coordinating job placement opportunities and interviews on and off-campus, (3) cultivating student interest in and working relationships with the employment world through one-to-one and group interactions, (4) exploring job and career opportunities through classroom sessions, (5) administering personality tests and interest inventories to students, (6) providing regular workshops on career exploration; (7) training students to be effective interviewees, (8) helping students to earn internships and to win scholarships, assistantships, and fellowships for graduate schools, (9) hosting special events such as Career Day and Graduate School Day, and (10) lending professional assistance in dossier preparation.

Aids include: (1) SIGI (System of Interactive Guidance and Information), a career decision-making computer program, (2) a 50-page handbook on Career Development entitled, Your Career and the Pursuit Thereof, and (3) a resource library which contains current vocational and career information is located in the Career and Personal Counseling Center.

## Career and Personal Counseling Center

Operating under a special agreement with St. Andrews, the Career and Personal Counseling Center offers a complete program of individual and group counseling, testing, and occupational and graduate school information for the college community. The Center also incorporates its own SIGI computer program as a valuable aid for students in the career planning process. The services are available on a walk-in, appointment or referral basis.

## Health Services

The College provides routine medical and first-aid services to students at no extra charge through the Health Center, located in Burris Center. Nursing services are available 24 hours daily. Overnight care is provided when necessary for students living in the residence halls; however, long-term illnesses and other cases requiring special care are referred to the local hospital, Scotland County Memorial, located near the campus. Such care, prescriptions, laboratory tests, X-rays, and visits to private physicians are the financial responsibilities of students and their parents. Transportation to local medical facilities is available through Health Services.

## Rehabilitation Services

The Burris Rehabilitation Center includes Highland Residence Hall for severely disabled students. St. Andrews is a barrier free community, both in terms of attitude and architecture. A wide range of services is available including academic aides, rehabilitation nursing, attendant care, adaptive physical education, driver training, wheelchair repairs, adapted housing, and transportation by special vehicles.

Security (Campus)

To contact a Security Officer, call 276-8767 or extension 408. The Security Officers maintain an around-the-clock check on the St. Andrews campus.

Security Chief.....	Theiron Young
Security Officer.....	Jerry Lewis
Security Officer.....	Nell Flowers
Security Officer.....	Martin Locklear

Student Life Committee of the Faculty

This committee oversees, coordinates, and does long-range planning for Student Life in non-academic matters. It approves any handbook for students, any student constitution or system of student government and changes therein, and the budget of the Student Association. The student Life Committee also charters student organizations and clubs and develops policies necessary for a program of student publications. The Faculty Executive Committee recommends and approves four faculty members (including a chairperson) for membership on the Committee and hears and approves recommendations of six student members from the Student Association President. Additional members include the Dean of Students, serving ex officio, and another representative from the Student Life Office.

## ADDITIONAL STUDENT SERVICES

### Book Store

Located in the Belk College Center, the College Book Store is open to students, faculty, and staff on a regular basis. Fall and Spring term hours are 9:00 a.m. - 4:00 p.m. and Winter term hours are 9:00 a.m. - 2:00 p.m. Cash, checks, Mastercard and VISA are accepted.

Refund Policy: No refund is made without a receipt; textbook refunds will be given only with a drop slip; full refunds will be given on new, unmarked books; refunds cannot be given on used books unless there is still a need for them as determined by the manager; whenever possible, defective merchandise will be replaced rather than refunded.

### Computer Center

Located in the Liberal Arts Building, Computer Services maintains a Digital Equipment Corporation (DEC) PDP 11/44 minicomputer with two terminal rooms for student and faculty use. All St. Andrews students are allowed access to the computer systems (within established guidelines). Other than times reserved by the faculty for classroom instruction, the two terminal rooms are generally available for use by anyone during open hours. Weekday hours are 8:30 a.m. to 5:00 p.m. year round (except for holidays and other special days). Evening and weekend hours are determined at the beginning of each regular term and are posted for everyone to see.

To obtain a computer account for use outside regularly scheduled classes you need to stop by the Computer Services office, located in room 174 of the Liberal Arts Building.

### Farrago

Located in the northeast corner of the campus, Farrago is the primary facility for entertainment and dances for students. The College Union Board is the managing organization for Farrago, and information concerning rules, regulations and reservations should be directed to the C. U. B. or the Assistant Dean of Students.

### Financial Aid

Located in the Liberal Arts Building, the Financial Aid Office offers a comprehensive program designed to provide students with assistance in financial planning, to disseminate scholarship and grant information, to assign part-time college student workshops, and to assist students in securing educational loans.

Financial aid is awarded for the period of one academic year (September-May) It is necessary to complete financial aid forms each year to be considered for financial assistance. It is important to apply as soon as possible after January 1st to ensure the best award package possible.

Students placed on academic probation also receive financial aid probation for the same semester. If still on academic probation the following semester, students are ineligible for aid for that semester.

If students drop below full-time at any time during a semester, they become ineligible for certain aid programs. A conference with the Director of Financial Aid before dropping a course is advisable.

## Cafeteria Hours

### 1. Cafeteria Hours

Monday-Friday:	Breakfast	7:15 - 8:30 a.m.
	Continental Breakfast	8:30 - 8:45 a.m.
	Lunch	11:30 - 12:45 p.m.
	Dinner	5:00 - 6:15 p.m.
Saturday-Sunday:	Breakfast	8:30- 9:15 a.m.
	Lunch	12:00- 1:00 p.m.
	Dinner	5:00- 6:00 p.m.

Note: Winter Term (January) serving hours are subject to change.

Basic rules: Students must show their St. Andrews I.D. cards at all meals. Also, under no circumstances may food or utensils be carried out of the cafeteria area. Any student removing dishes or other equipment from the cafeteria or providing food to an unauthorized guest will be reported to the Dean of Students and the Attorney General for violating the Honor Code.

### 2. Snack Bar

In addition to regular dining hall service, the College provides a snack bar located in the Liberal Arts Building which provides a wide assortment of sandwiches, beverages, snacks, and pizza. It is open five days each week (closed Saturday, Sunday, during Winter Term and during school breaks).

Monday-Friday      8:00 a.m.-1:00 p.m.

## Library

Elizabeth Holmes.....	Head Librarian
Margaret Bennett.....	Associate Librarian/ Cataloguer
Elaine Franz.....	Circulation Librarian/ Bibliographic Instruction
Pinny Geffert.....	Archives and Reference Librarian
Monday through Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	12:30 p.m. - 5:30 p.m.
Sunday	2:00 p.m. - 10:00 p.m.

Holiday and exam period variations will be posted on the library door. There is a book deposit slot near the lakeside entrance to the library which should be used for returning books only when the library is closed. Toward the end of each semester a book drop is available in the Belk Center to encourage the return of books.

1. General Rules: (A) Reference books and other circulating materials will be reshelfed daily. Books left on tables and carrels but identified as "in use" will be reshelfed after 3 days. (B) Fines are 20 cents per day for each overdue book. At the end of each term unpaid fines are turned over to the

Business Office and a \$1.00 processing fee is assessed. (C) Smoking, food or beverages are not permitted in the Library.

2. Honor Code Violation: Removing materials from the library without signing for them is considered an Honor Code Violation and will be reported to the Attorney General for action.

3. Interlibrary Loan: Books may be requested from other libraries for a \$1.00 service charge for each title, payment is due upon receipt of the book. Xerox copies of periodicals may be ordered from other libraries and the charge is levied by the lending library; payment is required upon receipt of order.

. Lost Books: Report lost books to the Circulation Desk; fines do not accumulate after books are reported lost. After a reasonable length of time, replacement costs must be paid.

5. Photocopy Services: Photocopies are available for 5 cents per copy; microfilm copies are 10 cents per copy.

6. Reserve Books: Ask for reserve books at the Circulation Desk. Some reserve books may be checked out for overnight use one-half hour before the library closes and are due back when the library opens the next day. Fines for overdue reserve books are 25 cents per hour, up to a maximum of \$5.00.

7. The Student Library Orientation Sheet: This contains additional information about the use of the DeTamble Library. The Library also has aids for researching a variety of subjects.

### Physical Education and Recreation

The physical education program for students, including academic classes, intramurals, athletics and recreational activities, has first priority on use of the facilities. The Center and other facilities may be open to faculty, staff, and other groups during designated afternoon and evening hours. Some areas may be used at times normally set aside for the physical education program if the program is not utilizing a particular area.

A student identification card or an activity card issued by the Physical Education Program is required for all persons using the physical education facilities.

### Schedule of Facilities

#### Knight Room:

Monday through Thursday	6:00 p.m. to 10:00 p.m.
Fridays	6:00 p.m. to 11:00 p.m.
Saturdays	1:00 p.m. to 11:00 p.m.

#### Main Gymnasium Facilities:

Weekdays	5:30 p.m. to 10:00 p.m.
Saturdays	1:00 p.m. to 11:00 p.m.

## Outdoor Facilities:

Weekdays - Track and Golf Course	5:30 p.m. until dark
Tennis Courts	5:30 p.m. to 11:00 p.m.
Saturday & Sunday - Track and Golf Course	When available until 11:00 p.m.
Tennis Courts	When available until 11:00 p.m.

## Swimming Pool:

POOL CLOSED ON MONDAY

Weekdays	3:30 p.m. to 5:30 p.m. 7:00 p.m. to 9:00 p.m.
Saturdays & Summer Hours	2:00 p.m. to 4:00 p.m. 7:00 p.m. to 9:00 p.m.

\*Weekday schedule subject to change to accommodate class schedules.

\*Hours subject to change due to general college functions and athletic practices and contests.

## General Rules for Physical Education Facilities

### Activity Areas:

- Street shoes may not be worn in activity areas. (Use basketball, tennis, etc.)
- Food and drinks are not permitted in activity areas.
- Smoking in the locker room and activity areas is prohibited.
- Children under age 15 are not allowed in the weight room.
- Children under age 12 must be accompanied by a parent at all times.

### Knight Room:

Equipped with six bowling lanes, four billiard tables, two table tennis tables, and several video games and other concessions, the Knight Room is open for your enjoyment. Please abide by the set of rules posted in the room.

### Swimming Pool:

- Pool use is restricted to time when an approved lifeguard is on duty.
- No street clothes or shoes allowed on the pool deck area.
- Use common sense and observe good safety habits.
- No masks, snorkels, or scuba gear allowed except on approved occasions.
- As in other areas, children under twelve must be accompanied by an adult.
- Shower before entering the pool area.
- No food or drinks in the pool area or balcony.
- Persons with infected skin will not be admitted to the pool area.

### Tennis Courts:

- Tennis shoes or equivalent must be worn.
- Do not monopolize the courts when others are waiting.
- Lights out at 11:00 p.m.

### Track:

- Flat shoes must be worn when using the all-weather track.
- The track is to be used exclusively for walking or running. No bicycles are allowed.

### Charges and Fees

Nominal charges will be made for some activities and for use of the facilities by groups for functions outside the normal program. A deposit may be required for use of some items of equipment.

Students - student fees are in the tuition payment. Additional charge is made for use of certain Knight Room facilities. A reasonable fee will be charged for equipment such as weight pins, racquetballs, racquets, ping pong balls, tennis balls, etc.

Faculty and Staff - No charge will be made for the use of the facilities, except certain Knight Room facilities, to the individual faculty or staff member. Cards may be obtained at the Physical Education Office upon request. No cards will be issued to children under 15 years of age.

Memberships - (September 1 to August 31)

For persons not employed by the college:

Family memberships:	\$225.00
Individual Memberships:	\$150.00
Corporate Memberships	\$125.00

### Guest Privileges

Any formal guests of the college wishing to use the physical education facilities may get an identification card from the Physical Education Office. This card will indicate the dates it can be used.

Students, faculty, and staff are allowed only out-of-town guests unless special arrangements are made through the building director. The guest must be accompanied by a host. No one under 15 years of age is allowed to bring a guest.

Persons not employed by the college and who have membership cards do not have guest privileges. However, in exceptional circumstances, special arrangements may be made with the building director.

### Post Office (Campus)

All St. Andrews students are required to have post office boxes on campus in the Belk College Center or the commuter student lounge. Mailbox numbers are assigned to each student by the Student Life Office. There is no general delivery service to students' residence halls or rooms. Special delivery letters are delivered to the campus Post Office. United Parcel Service is

available at the Physical Plant Office. Students residing off-campus must inform the Student Life Office of their address.

For maximum efficiency, students must complete a forwarding address form in the campus Post Office at the end of each academic year and after the summer session, if in attendance. These forms should be filed with the campus Post Office at least one week prior to departure from the campus.

### Vehicle Provisions and Regulations

Bicycles: For each bicycle owner's benefit, bicycles should be registered with the Campus Security Office during the student's first week on campus. One registration covers the bicycle for the duration of a student's career at St. Andrews. The registration decal must be displayed, and it may be obtained at no cost. Locks are strongly recommended. Bicycle operators are to recognize that pedestrian traffic has the right of way. Bicycles are not to operate on the sidewalk ramps around the upper level of the College Center; also, bicycles are not to be ridden on the wheelchair ramp at the end of the causewalk on the academic side of the campus. Bicycles in violation of these rules will be picked up by Campus Security and a fine of \$5.00 will be levied when the bicycle is released to the owner. Riding bicycles or skate boards inside buildings is prohibited. Storage of bicycles in the public areas of buildings is prohibited.

Motor Vehicles: Students may keep and drive a motor vehicle while in attendance at St. Andrews, provided they abide by the following provisions and regulations. All vehicles must be registered for each academic year and decals must be displayed on the left side of the rear bumper. Vehicles must be registered within one (1) week after the official class registration date. The cost for the registration of a vehicle is \$10.00. Any vehicle on campus after this time and without a decal displayed will be subject to a \$5.00 fine. If a student changes vehicles during the school year, the second decal may be obtained for a fee of \$5.00. Decals are not transferable from one vehicle to another or from one student to another.

The following traffic and parking rules are to be observed by the operators of motor vehicles while on the campus of St. Andrews Presbyterian College. The person in whose name a vehicle is registered is responsible for all violations in which the vehicle is involved.

All Traffic Rules and Regulations of the State of North Carolina apply to vehicular traffic on St. Andrews property.

### Traffic and Parking Regulations

- A. Short-term parking (15 minutes) allowed at the yellow curb in the traffic circle in front of the College Center. Parking longer than the 15 minute limit will result in a \$1.00 fine.
- B. No parking is allowed at any time on the yellow curb along the P. E. side of the road going toward the Belk Center. This is also true of the Yellow curb on the Albemarle side of the street. Signs are posted along these areas. Violations will result in a fine of \$5.00.

- C. The blocking of a wheelchair ramp will result in a \$5.00 fine for the first offense.
- D. Non-disabled persons parking vehicles in spaces in the Liberal Arts parking lot that have been designated and marked as "Reserved for Physically Disabled" will be subject to a \$5.00 fine.
- E. Parking an unauthorized vehicle in a reserved space will result in a \$1.00 fine.
- F. No student vehicle shall be driven to or parked near a residence hall or driven on a sidewalk or the grass without permission from either the Student Life Office or the Security Office except at specified times at the beginning and end of terms and vacations, at which time vehicles may be driven to the residence halls for the purpose of loading or unloading only, and returned to a proper parking lot immediately. Vehicles must not block the ramps leading into the single story residence halls. Vehicles found in violation of this regulation will be subject to a \$50.00 fine. Second violation will result in a \$50.00 fine and a six-week suspension of campus vehicle privileges.
- G. First offense for speeding or careless and reckless driving will result in a \$15.00 fine. Second violation for this offense may result in a summons to regular District Court in Scotland County.
- H. The causeway across the lake is for wheelchair, pedestrian and bicycle traffic only. no motor scooters, motorcycles, or autos are allowed in this area. Violations will be subject to a \$15.00 fine.
- I. The service road leading from Dogwood Mile to the cafeteria is for deliveries and employee parking only. No student vehicles are allowed in this area. Violators are subject to a \$5.00 fine.
- J. With the exception of driving to the dorm (F) all fines double after the first offense. After the third violation the campus vehicle privileges are subject to be withdrawn.
- K. All tickets are to be paid at the Business Office.
- L. Visitors who receive parking tickets should appeal at the Security Office, located in the Belk College Center.

**II. STUDENT**

**ORGANIZATIONS**

**AND**

**CLUBS**



## STUDENT ORGANIZATIONS, CLUBS AND ACTIVITIES

### Advisor

Advisors to student organizations are selected by the members of the organization. These appointments are subject to the approval of the Dean of the College and the Dean of Students. Advisors to student clubs serve in a non-voting capacity as official liaisons to the College administration and faculty.

### Financial Business of Organizations and Clubs

The Treasurer of the Student Association is solely responsible for all funds of the Student Association. No requisitions for funds of the Student Association will be accepted by the Business Office without authorization by the Treasurer. The treasurer receives proposed budgets from chartered organizations and clubs, submitted not less than one month prior to the end of the academic year, then formulates the budget. Final action on the proposed budget by the Student Life Committee and the Student Senate will be taken within one month after the beginning of the Fall Term. It is the organization's or club's responsibility to keep detailed financial records and submit monthly reports to the Student Association Treasurer for audit (as stated in Article IV, Section 4C of the Student Association Constitution).

### **Eligibility Rule for Extracurricular Activities**

"All students placed by the Faculty Executive Committee in the category "May not continue without Permission of the Dean" shall not be eligible to participate in any major extracurricular activity such as collegiate sports, drama productions, offices and standing student government committees or musical organizations. In unusual circumstances where the Dean has ascertained that a student's academic performance would not be adversely affected, the Dean may, as part of the conditions of the student's continued enrollment at the college, allow limited participation in selected extracurricular activities.

A student who is placed on Academic Probation in two consecutive regular terms and who does not get off Academic Probation prior to the beginning of the next regular term will be ineligible to participate in any major extracurricular activity. Students placed on academic probation because of lack of satisfactory progress may be removed from probation by the satisfactory completion of a minimum of 9 credits during the succeeding summer term at St. Andrews.

Any student convicted of an honor code violation is ineligible to participate in major extracurricular activities for 12 months following the conviction."

(from the St. Andrews Catalogue, Academic Regulations)



**III. COLLEGE  
POLICIES  
REGULATIONS  
AND  
PROCEDURES**



## COLLEGE REGULATIONS

### HONOR CODE

The St. Andrews Honor Code was instituted by the students in cooperation with the faculty and attests to a belief in the integrity of the community and to the individual's responsibility for one's own behavior. Lying, cheating and stealing, whether in academic or social situations, are serious violations of community integrity and thus are the concern of all members of the community.

All members of the community - students, faculty, administration and staff personnel - bear responsibility for maintaining high standards of conduct, and all are pledged to deal with violations of the Honor Code in a responsible way. All Honor Code offenses are reported to the Attorney General of the Student Association and accused individuals are tried by the Honor Court. Upon entering St. Andrews, each freshman will sign the following pledge:

"As a member of the honor community of St. Andrews, I affirm that I will not lie, cheat, or steal, nor will I tolerate this conduct in any other member of the community. I will do all within my power to uphold the high standard of integrity and honor at St. Andrews."

### ON PLAGIARISM, PARAPHRASING AND THE USE OF QUOTATIONS

Plagiarism is an Honor Code Offense. It is the presentation of another's words or ideas as one's own, and thus is an instance of stealing, cheating, and lying.

Academic institutions are plagued by the fact that students reveal an incomplete understanding of certain very basic matters connected with the writing of critical essays and papers. This statement is made in order to clarify some of these points and to forestall claims of innocence and ignorance regarding plagiarism in its two most common forms: the use of direct quotations and paraphrasing.

WEBSTER'S NEW COLLEGIATE DICTIONARY defines plagiarizing in this way: "To steal, purloin, and pass off as one's own the ideas, words, etc. of another." If a student deliberately copies the exact words of a clause, sentence, or paragraph written by another without enclosing these words in quotation marks and citing their source in a footnote, the student is guilty of plagiarism. If a student presents ideas of another person in their own words without citing the source in a footnote, the student is guilty of plagiarism also. The mere fact that the student has not quoted the author's words directly does not absolve the student from the responsibility for giving credit for ideas from sources other than their own.

Plagiarism can be avoided by following careful procedures when paraphrasing and using quotations.

WEBSTER'S NEW COLLEGIATE DICTIONARY defines paraphrasing as "To say the same thing in other words. A restatement of a text, passage, or work, giving the meaning in another form..." In general, the procedure for paraphrasing is this: the student should read the material to be paraphrased as often as necessary to grasp the substance of the writer's idea. Then, without referring to the source, the student should write a

version of the idea. Finally, the student should check their statement against that of the original source in order to be sure that (1) the student has not unconsciously reproduced the author's words and (2) the student has accurately represented the thought of the source. Then the student should cite the source of the paraphrase in a footnote.

Good scholarship requires the limited and discriminating use of quotations. The student should use quotations only when there exists the need to reproduce precisely the author's position or to show that the writer's phrasing was so vivid or felicitous that the student could not improve upon it.

A critical essay or research paper should not consist of a series of paraphrases and quotations. The student must learn to remember where the ideas and information were gotten, and must clearly cite the sources relied upon. In addition, the paper must show in writing that the student can analyze, interpret, and evaluate the source materials which are encountered.

## I. ALCOHOLIC BEVERAGES

Permission to possess or consume alcoholic beverages other than within the residence hall suite is granted only by the Student Life Office. Suite parties are permitted in residence halls and must be scheduled through the Residence Hall Director. Funds appropriated by the College for student activities will not be used to purchase alcoholic beverages (examples are Student Association funds and residence hall fees).

In accordance with the Code of Responsibility, the laws printed below are pertinent to the use of alcoholic beverages in Scotland County and at St. Andrews.

As of September 1, 1986, the purchase, possession or consumption of alcoholic beverages by persons under 21 years of age is illegal in North Carolina.

The only valid I.D's are: (1) Motor Vehicle Registration Card; (2) Passport; (3) Military I.D.; (4) State Driver's License.

Dramshop Liability Under Statute and Case Law: Liability for alcohol-related injury or death is placed upon the giver or provider of the alcohol, if the person who received it is a minor or is intoxicated when served. Liability is financial, as well as legal.

MONITORING: A monitoring system must be devised and implemented for all parties and events where alcoholic beverages will be allowed. Only legal, valid I.D's will be acceptable. And only those of legal age and not showing signs of intoxication will be permitted to consume alcohol.

GENERAL POLICIES: (1) No beer or other alcoholic beverages are provided at parties or other events. Where prior approval has been secured, BYOB is permitted. (2) Students are reminded of their personal responsibility to themselves and others when they purchase and consume alcoholic beverages or offer them to other people. (3) At least one security officer must be present at most campus parties or events. Arrangements are made, on a case by case basis, with the Student Life Office and final arrangements must have the approval of that office.

## II. DRUGS

All local, state, and federal laws will be observed regarding the use, possession, and sale of drugs.

## III. NORTH CAROLINA CONTROLLED SUBSTANCE ACT (1971)

In 1971 the North Carolina General Assembly enacted the Controlled Substances Act (Ch. 919, 1971 Session Laws - effective Jan. 1, 1972). The act is patterned after the Federal Comprehensive Drug Abuse Prevention and Control Act (1970) and includes provisions for increased criminal penalties as well as for treatment, education, and research.

The criminal provisions are arranged in six basic schedules in order of severity. The "controlled substances" are grouped within the various control schedules according to the following criteria: (1) potential for abuse, (2) medical value, (3) potential for physical or psychological addiction, and (4) relative danger to society. For example, heroin, LSD, escalin and peyote are listed in Schedule III; opium and cocaine in Schedule II; amphetamines and barbituates in Schedule II; phenobarbital in Schedule IV; codeine in Schedule IV; and marijuana and THC in Schedule VI the least severe penalties. Felony level fines from \$5,000 to \$150,000. Criminal penalties are largely dependent upon the schedule and the classification of the offense into simple "possession" or more severe "distributing" (selling) categories. However, there is a statutory presumption of possession with intent to distribute if one possesses more than a specified amount of "controlled substance." For example, possession of more than one ounce of marijuana or more than one-tenth ounce of THC carries a presumption of intent to distribute and thus a more severe penalty. Simple possession of Schedule II, III, and IV substances are misdemeanors for the first offense, although later offenses are considered felonies. The first two offenses of possession of Schedule V and VI substances are misdemeanors. Distribution of any controlled substance by a person between 18 and 21 years old to one under 18 who is also at least three years younger than the distributor is to be punished twice the normal punishment provision. Similarly, distribution by a person 21 years or older to a person less than 21 years is to be punished by not less than 10 years to life and/or up to \$15,000 fine. One significant provision allows for the conditional discharge and expunction of the criminal records for first offenders of possession of Schedule III to VI substances after fulfilling probation requirements (which may include rehabilitation treatment), thus erasing the stigma of a criminal record.

Courts are given some discretion in sending offenders to treatment rather than penal facilities. Physicians and other practitioners are not to disclose the names of drug abusers who come to them for treatment; nor is such information admissible as evidence in courts of law.

The Department of Public Instruction and the Board of Higher Education are directed to carry out educational programs designed to prevent and deter misuse and abuse of controlled substances.

The Student Life Committee of St. Andrews Presbyterian College has adopted the following policies with regard to Controlled Substances:

- A. As members of the College community pledged to the Honor Code,

all students indicted on a felonious charge (in any but the most exceptional cases, which will be determined by the Dean of Students and the Registrar) will withdraw themselves from the college until the charge has been resolved by the civil authorities. Failure to withdraw voluntarily would lead to suspension procedures being implemented. If judged innocent of the charge, the student returns to the campus with reimbursement of rent for the period of time space was not occupied in a designated residence hall.

- B. In the event that the Student Life Office is led to investigate a complaint concerning the possession of controlled substances and, as a result, charges any student with a violation of College regulations in regard to the possession of controlled substances, that student will withdraw from campus residency. This action may be appealed to a special appeals committee consisting of two students, one faculty member and one representative of the Student Life Office (which committee serves at the pleasure of the President of the College). The Student must notify the Student Life Office, within 48 hours of placing of the charge, of intent to appeal. The appeal will be heard within five days of such notification. On the basis of the outcome of this appeal, the provisions of Section A above will apply.
- C. In cases of financial hardship, a committee of the Honor Community consisting of a representative of the Office of Financial Aid, a representative of the Student Life Office, and the appropriate Residence Hall President will recommend appropriate action to the President of the College.

#### IV. PROHIBITION OF WEAPONS

The North Carolina General Assembly passed House Bill No. 499 on April 27, 1971 which "strictly prohibits the possession of any gun, rifle, pistol, bowie knife, dagger, switch-blade knife, explosive of any kind, etc.," on any college campus, public or private.

#### V. CONVICTED FELONS

The Student Life Committee adopted the following policy concerning the treatment of any student convicted of a felony:

Any student convicted of, or pleading 'guilty' or 'nolo contendere' to a felony committed while in residence at St. Andrews (this is to be interpreted as applying to any student living on or off campus) will be suspended immediately, and will not be permitted to apply for readmission to St. Andrews for one full academic term, excluding Winter and Summer terms. During that term, the student must not enter college property without prior permission from the Dean of Students. In addition, the student must seek the guidance of counseling services and a report from the counselor must be submitted to the Dean of Students.

#### VI. SELLING AND SOLICITING

Only the Vice President for Business Affairs and the Dean of Students may grant permission to sell or solicit items or services on campus. Any commitment by a student to a solicitor, whether authorized or

not, is a personal commitment for which the College can assume no responsibility. Agents who do not possess written authorization should be reported to the Dean of Students immediately.

## VII. FISHING

Fishing in Lake Ansley Moore is restricted to St. Andrews students, employees, and their immediate family members except in the area along Dogwood Mile at the bridge. Boats are not allowed in the lake except at special events held by the College. All state regulations regarding fishing apply. Included in these regulations is the requirement for anyone fishing with artificial bait to possess a North Carolina fishing license. Artificial bait is defined as any bait which cannot be digested.

## VIII. RESIDENTIAL ORGANIZATION, POLICIES, AND REGULATIONS

While the following information is intended primarily for residential students, on campus at college events, all students are expected to observe these guides. All students, including men and women not residing with parents, guardian, or spouse, are classified as residential students.

While Residence Hall Councils, Resident Directors, and Suite Leaders have primary responsibility and authority in maintaining an atmosphere conducive to study and personal growth in the residence halls, it is each student's responsibility to become involved in this endeavor. If conflicts arise, several early approaches to problem resolution are encouraged: a personal confrontation, a suite meeting, a hall council meeting or a conference with the Resident Director. In every instance, conversation should precede action, and, as in all disciplinary cases, the student's total academic and citizenship record will be weighed against specific charges.

### A. RESIDENT DIRECTOR(S) (RD)

Each residence hall is supervised by a person (or persons) designated as Resident Director(s). The R.D. is a member of the Student Life Office Staff. Responsibilities range from managing the general affairs of the Hall to counseling and consulting with residential students individually and in groups. The Resident Director resides in an apartment located in the Hall and is available both during the day and in the evening to lend assistance whenever the need arises.

Conflicts which cannot be resolved by residents and/or suite leaders are to be brought to the RD for consultation. If, after conference with the RD, a behavioral problem persists, the RD can exercise the option of further discussion with the student(s) responsible or can refer the negligent person(s) to the appropriate judicial authority (Residence Hall Council or Student Court or Dean of Students) for adjudication.

### B. SUITE LEADERS

Elected by members of their respective suites each spring, suite leaders are responsible, self-motivated individuals who assist with problem solving situations in their suite. Each suite leader is a mediator in cases of roommate problems or other disputes among suite members. A suite leader holds regular monthly suite meetings, becomes involved in suite security, health, and fire safety programs, and serves

as the primary communication channel between the suite and other campus bodies (i.e., Student Association, RHC, Student Life Office, etc.). Whenever possible, the suite leader keeps the suite informed of decisions made by the Student Association and the College. Additional suite leader expectations and responsibilities are posted in each suite lounge and are available in the Student Life Office.

C. SUITE LEADER ELECTION AND IMPEACHMENT PROCEDURES

1. Suite leaders are to be elected by members of their suite. This process helps to protect the rapport and trust which must be maintained between the leaders and suite members for the sake of effective leadership.
2. The election process is to include the following:
  - a. Each spring a residence hall meeting must be held TEN DAYS prior to the election.
  - b. At the meeting, the responsibilities, i.e., job description will be read, explained, and discussed.
  - c. The list of responsibilities will be distributed to the present suite leaders for posting in each suite, with copies available in the Resident Director's apartment.
  - d. The actual election process itself is also to be explained at the meeting.
3. Each nominee will submit to the RD a pledge statement, agreeing to carry out the responsibilities of the position of suite leader, if elected. All pledge statements are to be posted along with the slate of nominees in the residence halls.
4. There will be ONE WEEK'S TIME (SEVEN DAYS) between the posting of the nominees' names and the actual vote.
5. One member of a group composed of the RD, President, and Vice President of the residence hall must be present for each suite election to make sure the election process is followed, meaning that -
  - a. Voting is done by secret ballot.
  - b. The votes are counted at the suite meeting when the election takes place.
6. To impeach a suite leader, a list of grievances, signed by a two-thirds majority of the concerned suite, will be presented to the appropriate Residence Hall Council (RHC). The RHC will investigate the grievances and either vote by a two-thirds majority for the removal of the suite leader or waive the proposal. If the suite leader is removed, the suite will elect a new suite leader in accordance with the election guidelines above.
7. We feel it is unwise to ask a suite leader to be both a supportive representative of the suite and a policeperson acting as an extension of the Student Life Office. Without intending adversarial

positions, we view the suite leader as an elected representative of the suite. It should be clear that the suite leader function as a community role model.

D. OFF-CAMPUS RESIDENCY

As a residential liberal arts college, St. Andrews requires all students to live in the residence halls on campus unless they are either living with parents, guardian, or spouse or they have been granted permission by the Student Life Office to reside off-campus. In addition, all students residing on campus are required to be on the board plan with the college dining hall. Commensurate with these requirements, the College makes every effort to promote effective student learning and development beyond the traditional academic experience and into the everyday living environment of the residence halls.

Accordingly, any application for special permission to reside off-campus will be handled strictly on an individual basis. It should be noted, however, that very few such requests will be granted. Said applications with an accompanying written statement specifying significant reasons for moving off-campus should be submitted to the Director of Housing before June 1.

E. SPECIFIC REGULATIONS REGARDING CONDUCT IN AND USE OF RESIDENCE HALLS

1. COLLEGE PROPERTY (furnishings, fixtures, facilities): Residence Hall furnishings and fixtures are not to be dismantled or relocated without the written permission of the Resident Director. A charge to store unused furnishings may be levied by the Student Life Office. There will be a fine if all furnishings are not in the room when the student checks out.

Loss of furniture should be reported to the Resident Director, as furniture value will be charged to the room, suite, or residence hall occupants until recovered. Furnishings may not be removed from suites, or main lounges. Students with college-owned furnishings in their rooms without the approval of the Student Life Office will be required to return the furnishings to their proper locations and will be assessed a fine.

2. COOKING, APPLIANCES, AND FOOD: For health and safety reasons, cooking is not permitted in the residence halls. Only small closed coil, U.L. Seal of Approval, electrical appliances may be used in student rooms. UNDER NO CIRCUMSTANCES MAY COOKING APPLIANCES OR REFRIGERATORS BE USED IN BATHROOM FACILITIES.

Refrigerators of less than 2.5 cubic feet are permitted, and rental units are available through the Student Association. Food kept in the residence hall must be stored in closed containers. All food utensils and food preparation devices must be cleaned immediately after use and not left in bathroom areas.

3. EXPLOSIVES: Possession of fireworks, firearms, explosives, or other dangerous weapons is in violation of College policy. Shooting of fireworks, either in the residence hall or in the vicinity thereof, will necessitate adjudication by the Judiciary Court.
4. FLAMMABLE ITEMS: Decorative items, such as fishnets, parachutes, and

other such flammable items should be fireproofed.

5. NOISE LEVEL: Residents are expected to show consideration for others at all times and should avoid excessive noise. Residents are required to establish and maintain quiet hours.
6. OVERNIGHT GUESTS: Overnight guests MUST register with the Resident Director. All visitors staying longer than three nights must have permission in writing from the Director of Housing. A former student who is not in good standing with the College may not be a guest in a residence hall without permission from the Dean of Students.

There will be a fee for guests staying overnight in a residence hall. Fees are payable to the College, and a check should be given to the Resident Director in advance.

Dining Hall meal charges for guests  
and non-residential students:

Breakfast	(\$2.75)
Lunch	(\$3.50)
Dinner	(\$4.00)
Steak or Special Night	(\$5.25)

(Prices are subject to change.)

7. PARTY GUIDELINES:

a. Definition of Terms:

CLOSED EVENT: An event (party, movie, etc.) which includes only members of the residence hall in which it is held.

OPEN EVENT: An event that is open to campus residents, off-campus students, or guests.

PARTY PERMIT: A written form that includes information on type and location of event and lists the names of those individuals who agree to sponsor and be responsible for the event. A party permit is required whether alcohol is served or not. The party permit may be obtained from the Student Life Office or the Resident Hall Director and filed as specified below.

b. Closed Events/Parties

1. Closed Suite Party is a party that takes place in one suite and involves only residents of the hall in which it is held. The members of said suite are responsible for clean-up and damages within that suite. Suite parties require the filing of a party permit for approval by the Resident Director.
2. A Multiple Suite or All-Residence Hall Party is open only to Hall members and requires the filing of a party permit for approval by the Resident Director. Approved permits must be registered with the Assistant Dean of Students.

C. Open Events/Parties

1. Suite and Multiple Suite sponsored events or parties are open to individuals outside the residence hall and require that a party permit be approved by the Resident Director. An All-Residence Hall sponsored event or party that is open must have a party permit

filed for approval with the Student Life Office.

2. The Student Life Committee strongly urges the use of Farrago for multiple suite or all-residence hall parties. In the use of Farrago or other campus buildings (aside from residence halls), the party permit must be filed for approval with the Assistant Dean of Students. This individual will be responsible for pre- and post-event arrangements.
3. Chartered organizations and the College Union Board must obtain a permit for approval from the Student Life Office which contains signatures of those responsible for said party/event and which designates the area and time in which the party will take place. The Student Life Committee urges the aforementioned to utilize Farrago for its functions.

D. Additional Party Guidelines

1. A given residence hall may sponsor a party in or near the hall area or at Farrago provided student organizers and a faculty or staff person assume responsibility for the event as indicated in the party permit. In the event of failure to clean-up after a party, or in a case where destruction of property or other detrimental behavior results, as determined by the proper representative of the Student Life Office, and where a guilty party is not determined, the persons whose signatures appear on the permit will be held responsible. Furthermore, money for damages will be taken from that residence hall's treasury.
2. Those student leaders, faculty, or staff members designated as advisors or responsible individuals for an event or party are required to attend the function and will be held accountable if need be.
3. Enforcement of these guidelines will rest with the Resident Director who will refer violations to the RHC. All other event/party violations involving campus-wide parties, CUB, or chartered organizations will be referred to the Student Judiciary Court.
4. The reasons for such a policy involve documentation, security, and freedom with responsibility.
5. The above policy will adhere to the state liquor laws concerning the use of alcohol and to those policies that specifically concern the St. Andrews community. Because it is illegal to provide hard liquor to individuals under the age of 21, parties which provide such alcohol are prohibited.
8. PERSONAL POSSESSIONS: Students are responsible for all items in their possession. Residential students are urged to lock the doors to their rooms prior to leaving. Each student agrees that any personal effects, valuables, or other property left in the residence hall at the close of the academic year shall be considered abandoned property and may be retained or disposed of by the College.
9. PETS: Pets are not permitted.

10. ROOFS (of all campus buildings): For the protection of lives and property, no one is permitted to use the roof of campus buildings without prior approval from the Physical Plant Director. Violations will be subject to adjudication.
11. ROOM/ROOMMATE CHANGE: Students may change rooms or roommates after filing a request and receiving approval from the Resident Director and the Director of Housing. Copies of this request form are available either in the Student Life Office or in the residence hall. Students wishing to change accommodations to a private room must submit a request and be placed on a waiting list. Students who change rooms without the approval of the Director of Housing will be fined \$25.00. This fine is applied to all persons occupying rooms other than those to which they have been specifically assigned by the Student Life Office. The Student Life Office retains final authority to make room and roommate assignments.

A student without a roommate (for whatever reason) must see the Director of Housing within 10 days to sign a statement indicating a desire to: (1) have the Housing Office make a new assignment, (2) choose a new roommate personally, (3) retain the room as a private room, if possible. Failure to follow this procedure will be understood as a statement of no preference and could result in the imposition of a private room charge. The Student Life Office retains final authority to make room and roommate assignments.
12. ROOM DAMAGES: In the event of damage to a room or furnishings, the College will charge the cost of repair to the occupants of that room until responsibility for such damage is determined. The cost of repairs for damages to other areas of the Residence Hall will be charged to all hall residents or deducted from hall activity fees until responsibility for such damage is determined.
13. ROOM ENTRY AND/OR INSPECTION: Authorized personnel have the right to enter any space or room in residence halls for the purpose of assuring fire prevention, health standards, safety, and maintenance. Normal maintenance procedures may require college employees to enter at various times during the year, including vacations. Normally, each Residence Hall is inspected at least once a month for a health, safety, and maintenance evaluation.
14. ROOM SEARCH: Specific policies concerning room search are covered in the "Personal Privacy and Safety" section of the St. Andrews Code of Responsibility (contained in this Handbook).
15. ROOMS (PAINTING): Permission to paint rooms must be secured from the Director of Housing. Formal applications are available in the Student Life Office.
16. ROOMS (PRIVATE): Private rooms may be available and the cost is extra. If a student's roommate moves elsewhere, the student who remains must find a new roommate or accept a new housing assignment by the Director of Housing. A request to retain the room as a private room must be filed separately by the remaining resident who will be assessed one and one half times the double room rate, if approved.
17. SAFETY EQUIPMENT: A resident will be subject to disciplinary action and termination of the housing contract for tampering with safety equipment in a residence hall or any other facility on campus.

18. STORAGE: Personal items are not to be stored in hallways, suite lounges, bathrooms, or in any public areas except storage areas designated by the Student Life Office. Items not properly stored may be confiscated and a fine levied.
19. VEHICLES (BICYCLES OR MOTORIZED): Bicycles or motor vehicles of any type (except for physically disabled persons' transportation), or parts thereof, are not permitted in the interior of a residence hall.
20. VISITATION:
  - A. Visitation hours in all suites will be 10:00 a.m. through 12:00 midnight, Sunday through Thursday, (Main dormitory lounges are exempt from this policy to allow for late night study groups) and 10:00 a.m. to 2:00 a.m. on Fridays and Saturdays. Visitation hours for Friday and Saturday can be extended to 3:00 a.m. upon request from a suite.
  - B. A suite wishing to amend its Friday and Saturday visitation hours may petition the Student Life Office for such amendment, provided that the petition is supported by an affirmative vote equal to three-fourths of the number of student residents in the suite taken by secret ballot no sooner than November 1st each year. Any arrangement of hours not exceeding 10:00 a.m. - 3:00 a.m. will be considered.
  - C. Any amendments in hours shall be in effect for the remainder of the academic year in which the amendment occurs, with all residences reverting to the basic hours at the beginning of each year.
  - D. Summer school hours shall be the same as the basic hours, with no provision for amendment.
  - E. It shall be the responsibility of the Student Life Committee to establish and to publish each year by October 1st the factors to be taken into account by the Student Life Office in considering a request for the amendment of visitation hours. This provision should not be taken to require the development by the committee of a detailed set of standards or a checklist, the achievement of which would automatically assure granting amended hours.
  - F. The Student Life Office shall present all requests for amendments and its intended response to the Student Life Committee prior to a final decision, so that the committee can review each situation to make certain that the evaluation factors which it has established have been applied, and to review the substance of the response as well. Immediately thereafter, the decision on the petition will be communicated in writing to the petitioning residence hall. Responses to a petition shall be made in not less than 10 days from the petition date.
21. QUIET HOURS:
  - A. Each Suite is to establish a "quiet hours" period between 6:30 pm and 12:00 midnight, Sunday through Thursday. A minimum 2 hour block is required.
  - B. Noise generated during the "quiet hours" must remain within the room in which it originates and not intrude upon any other room.

- C. Once a suite has determined its "quiet hours," those hours should be posted conspicuously in the suite.

22. WATERBEDS:

1. Before installation of a waterbed, the student must notify the residence hall president, the suite leader, and the Resident Director; and
2. Before installation of the waterbed, the student must sign a statement accepting financial responsibility for any damage that may be caused by the waterbed.

**IV. STRUCTURES  
AND  
FUNCTIONS  
OF THE  
STUDENT  
ASSOCIATION**



STUDENT ASSOCIATION CONSTITUTION  
OF  
ST. ANDREWS PRESBYTERIAN COLLEGE

PREAMBLE

We the students of St. Andrews Presbyterian College, in order to form a legitimate system of self-governance, provide a forum for community concerns, encourage academic growth complemented by varied student activities, do ordain and establish this Constitution.

ARTICLE I.

NAME

This organization is to be known as the St. Andrews Student Association, hereinafter referred to as the Student Association.

ARTICLE II.

MEMBERSHIP

Every student at St. Andrews Presbyterian College is a member of the Student Association.

ARTICLE III.

LEGISLATIVE DEPARTMENT

Section 1. The Student Senate

The legislative power of the Student Association shall be vested in the Student Senate.

Section 2. Membership, Terms of Office

- a) The Student Senate shall consist of the Vice-President of the Student Association, the President and Vice-President of each residence hall, and two off-campus student representatives. A faculty advisor shall be elected by the Student Senate.
- b) Terms of office in the Student Senate shall be one year in length and shall commence and end the third Tuesday in April of each year. Officers of the Senate, with the exception of the President, shall serve at the pleasure of the Student Senate.

Section 3. Officers

The officers of the Student Senate shall be the President, President Pro Tempore, and Secretary.

1. The Vice President of the Student Association shall be the President of the Student Senate and shall be elected in at general election as prescribed in the Elections By-Laws of this Constitution. The President shall call for and preside over meetings of the Senate, oversee the administrative operations of the Senate, form agendas for all Senate meetings, appoint all committees and their chairpersons, and act as an ex-officio member on all Senate Committees. The President of the Senate shall serve as the Senate representative to the Cabinet. The President of the Senate must maintain a 2.5 cumulative grade point average.
2. The President Pro Tempore of the Senate shall be elected by the Senate at its first meeting. The President Pro Tempore shall serve in the absence of the President and shall assume the office of the Vice-President should the office be vacated.
3. The Secretary of the Senate shall be elected by the Senate from outside its membership upon the recommendation of the President of the Senate. The Secretary shall attend to all official correspondence of the Senate and maintain its files and archives.

#### Section 4. Powers and Responsibilities

The Student Senate shall have authority and responsibility as follows:

1. The Senate shall consider all questions of student welfare and general student interest, taking action as appropriate.
2. The Senate shall establish rules governing student life consistent with College policies and the provisions of this Constitution.
3. The Senate shall allocate Student Association funds to chartered student organizations and review monthly audits of Student Association accounts by the Treasurer.
4. The Senate shall establish those committees necessary for the operation of the business of the Senate.
5. The Senate shall require reports from any officer of the Student Association and any chartered or subsidiary organization.
6. The Senate shall approve Senate committee appointments made by the President of the Senate by simple majority vote.
7. The Senate shall impeach any officer of the Student Association on the grounds of misfeasance or non-feasance in office, with the concurrence of a majority of the Senators present and voting.

#### Section 5. Procedures

- a) The Senate shall normally meet weekly, with times and locations to be determined by the Senate. All Senate meetings shall be

open to all members of the College Community unless the meeting is closed by a 3/4 vote of the Senate. Additional requirements for a closed meeting may be found in the By-Laws of the Student Senate.

- b) All legislation of the Student Senate shall be categorized as follows:
  - 1. Bills: this category shall include Laws, the budget, and organization charters which are subject to veto by the President of the Student Association;
  - 2. Authorizations: this category shall include advising, ordering, or prescribing the method for an officer to fulfill some duty provided for in this Constitution, in the By-Laws, or by statute; any authorizations involving appropriations shall be subject to veto by the President of the Student Association.
  - 3. Resolutions: this category shall include expressions of the sentiment of the Senate which are not subject to veto.
- c) No bill shall become law unless it is introduced by a member of the Senate then read and passed by a majority vote of the Senate. All bills shall be referred to the Student Association President within twenty-four hours of their passage.
- d) A bill shall become law once it has been signed by the President of the Student Association and affirmed by the Student Life Committee. In order to veto a bill, the President of the Student Association must withhold his/her signature and present his/her reasons for the veto to the President of the Senate within five school days after Senate passage of a bill. The Senate may override a Presidential veto by a two-thirds vote of its membership. If a bill is not acted upon by the President of the Student Association as previously stated, the bill shall automatically take effect as law pending affirmation by the Student Life Committee.
- e) The President of the Student Association shall refer all legislation to the President of the College for appropriate administrative action.
- f) Nothing in this Constitution or its By-Laws shall be construed to deny the right of any student to initiate legislation by petition, and the Senate may by law prescribe the procedure for the initiation of legislation.
- g) The Senate Shall not enact any legislation abridging the authority of the Trustees, Administration, or Faculty of the College.

#### ARTICLE IV.

#### EXECUTIVE DEPARTMENT

#### Section 1. The President: Election, Qualifications

The executive power shall be vested in a President of the Student Association, who shall be elected according to procedures outlined in the Election By-Laws of this Constitution.

1. A student must be a rising academic junior or senior to occupy the office.
2. The President must maintain a cumulative grade point average of 2.5.

## Section 2. Powers and Responsibility of the President

- a) The President shall preside over the Cabinet and shall be responsible for the overall direction and organization of the Student Association.
- b) The President from time to time shall give to the Student Senate information pertaining to the state of the Student Association, and shall recommend for its consideration such measures judged necessary and expedient.
- c) The President, as the official representative of the Student Association, shall respond to actions taken or proposals made in areas of general student concern.
- d) The President shall uphold all provisions of this Constitution, its By-Laws and the Laws of the Student Association, and shall oversee their faithful execution.
- e) The President may call special meetings of the Student Senate.
- f) The President may require a formal written interpretation from the Attorney General of any provision of the Constitution, its By-Laws, or of any charter, law of the Student Association, or administrative action, but final interpretation of all Constitutional questions shall rest with the Student-Faculty Appellate Court.
- g) The President may appoint, with Cabinet approval, staff assistants or aides not provided for in this Constitution who shall serve at the pleasure of the President.

## Section 3. The Cabinet: Membership, Duties, Powers

- a) The Cabinet shall be composed of the President, Vice-President, Attorney General, and Treasurer. These four officers shall appoint, within ten days of installation and subject to the approval of the Senate, three Cabinet-level officers: Secretary, Secretary for Student Services, and Secretary for Student Policy Coordination. Advisory representation shall be selected by the Cabinet.
- b) The Cabinet shall aid in the coordination of student programs. It shall make recommendations to, ask opinions of, hear all College-related bodies, and implement student legislation.
- c) The Cabinet shall present a monthly report to the Student Senate, briefly reporting the achievements and shortcomings of

the Student Association. It also shall receive recommendations from the Senate on matters relating to the overall operation of the Student Association.

- d) The Cabinet shall be authorized to issue, by 2/3 vote, executive orders prescribing the method for compliance with Student Association policy.
- e) The Cabinet shall monitor all operating codes, By-Laws, and memberships of all Student organizations.
- f) The Cabinet shall appoint other executive committees required for the performance of the Constitutional duties assigned to the Executive Department.

#### Section 4. Cabinet Officers: Duties, Responsibilities

- a) The Vice-President, as head of the legislative department, shall oversee the faithful execution of all legislation adopted by this Student Association. It is the responsibility of the Vice-President to assist the President in the organization and direction of Student Association activities. The Vice-President shall assume the office of President in the absence of the President. Additional duties of the Vice-President are listed in Article III, Section 3, a) 1.
- b) The Attorney General, as the chief student judicial officer of the Student Association, shall advise the Cabinet on the status of the Judiciary Department. The Attorney General shall serve as legal counsel to the Cabinet, with the authority to issue Constitutional interpretations for the Cabinet. The Cabinet may direct the Attorney General to initiate action on behalf of the Student Association if the constitutionality of an action is in question.
- c) The Treasurer shall be elected in a general election as prescribed in the Elections By-Laws and has jurisdiction over all financial affairs of the Student Association. The Treasurer shall advise the Cabinet on the financial status of the Student Association and all chartered organizations. Working in consultation with the President of the Student Association, the Treasurer shall submit a budget for Senate consideration two weeks after the beginning of the fall term. The Treasurer shall conduct a monthly audit of each student organization and may freeze unencumbered Student Association funds with Cabinet approval.
- d) The Secretary shall assist the President in keeping communication open between all members of the community. The Secretary shall maintain a file of each organization within the Student Association, holding By-Laws, Constitutions, and other important documents. The Secretary shall be responsible for the organization and maintenance of all other files in the Cabinet office.
- e) The Secretary for Student Services shall aid in the coordination of student activities, and shall maintain and make available to all students a calendar of student activities.

- f) The Secretary for Student Policy Coordination shall communicate the work of student members on committees established by the Faculty, Administration, or Student Government. This Cabinet officer shall also be responsible for communicating the position of the Student Association on issues of student concern.

## ARTICLE V

### JUDICIAL DEPARTMENT

#### Section 1. Authority

The judicial powers of the Student Association shall be vested in Residence Hall Councils, a Student Judiciary Court, and a Student-Faculty Appellate Court with the recognition that ultimate authority rests with the President of the College as empowered by the Board of Trustees.

#### Section 2. Honor Code

Each member of the community shall subscribe to the St. Andrews Honor Code: "As a member of the Honor Community of St. Andrews, I pledge that I will not lie, cheat, or steal, nor will I tolerate this conduct in any other member of the community. I will do all within my power to uphold the high standard of integrity and honor of St. Andrews."

#### Section 3. Student Rights and Responsibilities

- a) Each student has the right to safety in his/her person and belongings, to privacy in his/her residence, to be free from offensive, riotous, unruly, or disruptive behavior on the part of others, and to the maintenance of an atmosphere conducive to academic pursuits.
- b) It is the responsibility of each student to respect and protect the property of the College. Furthermore, it is the duty of each student to report cases of persons inflicting damage to said property.
- c) Each student has the right to due process in any disciplinary action, the right to counsel of his or her own choosing, the right to a just trial without delay by the constituted court of the student's peers, the right to meet in person the accuser(s) at the trial, the right to call any witness, the right to be present during the trial until deliberation concerning the final decision begins, the right not to testify against oneself, the right to appeal to the appropriate judicial body, the right to refer judgement to the college administration in lieu of the defendant's peers, and the right not to be tried twice for the same offense in a student court.
- d) Students are free to examine and discuss all questions of interest to themselves, and to express opinions publicly in a manner appropriate to the College.

- e) Students have the right to show their support for issues of general concern, provided that the regular and essential operations of the institution are not disrupted.
- f) Students are allowed to invite and hear any person of their own choice, provided that the event is conducted in a manner appropriate to the St. Andrews community.
- g) Every student is both free and obligated to struggle with principles of conduct and to accept full responsibility for his/her own actions and decisions consistent with the framework of this Constitution and College policies.
- h) These and further rights are consistent with and guaranteed by the Joint statement on Rights and Freedoms of Students and the St. Andrews Code of Responsibility.
- i) No rights of a student shall be waived without the specific and direct written consent of the student.

#### Section 4. Attorney General

The Attorney General shall be the chief judicial officer of Student Association, elected in a general election as prescribed in the Elections By-Laws. The Attorney General must maintain a minimum 2.5 cumulative grade point average.

#### Section 5. Powers and Responsibilities

- a) In addition to powers and responsibilities stated in Article IV, section 4b, the Attorney General shall have authority and responsibility to:
  1. Appoint two Assistant Attorneys General, with the approval of the Student Senate, to assist in the execution of the duties and functions of that office. The Assistant Attorney General must maintain a minimum 2.5 grade point average;
  2. Chair the Judicial Committee (refer to Article V, Section 6);
  3. Investigate alleged violations of College policy;
  4. Initiate action in the Student Judiciary System within five days of a reported violation, with the understanding that the appropriate College representative reserves the right to take immediate action against a student if an alleged violation threatens the orderly process of the institution;
  5. Assign cases with accompanying evidence to the Court with proper jurisdiction and see that the defendant is aware of his or her rights;
  6. Receive all appeals and send them to the court in which the appeal will be heard;
  7. Act as prosecutor, or assign prosecution to one of the Assistant Attorneys General, in all cases brought before the

Student Judicial Court, Honor Court, or Student-Faculty Appellate court except in those cases when the Attorney General is representing the Association in cases involving constitutional questions;

8. Subpoena witnesses and require testimony for prosecution;
9. Coordinate all bodies within the Judicial Department: Residence Hall Councils, Student Judiciary Court, Honor Court, and the Student-Faculty Appellate Court.

#### Section 6. Judicial Committee

- a) The membership of the Judicial Committee shall consist of the Attorney General, the two Assistant Attorneys General, and one member from each class appointed by the Attorney General with the approval of the Student Senate. The Attorney General shall chair the Committee.
- b) The Judicial Committee investigates cases to be heard in the judicial system, keeps records of public court proceedings and confidential records of violations heard in residence hall councils, handles any publication to be made of student court decisions, and sees that approved sentences are administered.
- c) After all avenues of appeal have been exhausted, the case shall be closed.

#### Section 7. Residence Hall Councils

Residence Hall Councils, as established in Article VI, Section 2, of this Constitution, shall have original jurisdiction in cases involving alleged violations of residential policies, unless such violations either threaten the orderly process of the College or demand intervention by civil authorities. The Residence Hall Councils will follow hearing procedures as specified in the Judicial By-Laws of this Constitution.

#### Section 8. Student Judiciary Court

- a) The Student-Judiciary Court is a judicial body of the Student Association which shall hear cases involving violations of social regulations, appeals of traffic citations, appeals from Residence Hall Councils, and any other violations specified in the published College regulations which have been referred to The Court by the Attorney General. All hearings referred to the Student Judiciary Court shall be open to the public, except for the deliberation concerning the final decision.
- b) The membership of the Student Judiciary Court shall consist of a Chairperson and an Associate Chairperson, to be elected in a general election, both of whom shall serve as moderators for the court. The voting membership of the Court shall consist of seven students elected at random from the entire Student Association for each court session by the Chairperson and Associate Chairperson in accordance with the process outlined in the Judicial By-Laws. Two Faculty advisors shall be nominated by the Chairperson and approved by the Faculty

Executive Committee.

Section 9. Honor Court

- a) The Honor Court is a student-faculty judicial body of the Student Association which shall hear cases involving academic and social violations of the Honor Code. All hearings shall be open to the public, except for the deliberation concerning the final decision.
- b) The membership of the Honor Court shall consist of four students elected in a general election, three who shall serve one-year terms and one who shall serve a two-year term, and three faculty members nominated by the Student Senate and approved by the Faculty Executive Committee.

Section 10. Student-Faculty Appellate Court

- a) The Student-Faculty Appellate Court shall be the highest judicial body consisting of students and faculty.
- b) The Student-Faculty Appellate Court shall consist of four students elected at large from the junior and senior classes, one to be appointed Chairperson by the President of the Student Association with Senate confirmation, and three faculty members nominated by the Student Senate and approved by the Faculty Executive Committee. The Chairperson shall vote only in the case of a tie.
- c) The Student-Faculty Appellate Court shall interpret the Constitution of the Student Association, but has no other original jurisdiction. The Court shall hear all appeals from the Student Judiciary Court, and upon hearing an appeal may uphold or reduce the original sentence, reverse the original decision, or recommit the case to the court of original jurisdiction.

Section 11. Summer Court and Attorney General

- a) During the summer sessions a Summer Court shall handle all student judicial matters.
- b) The Court shall consist of five (5) additional students to be appointed by the President of the Student Association with the approval of the Student Senate and one faculty advisor selected by the Court.
- c) The President of the Student Association shall appoint an Attorney General who, in turn, shall appoint two assistants, all of whom shall serve during the summer sessions. These officers shall perform the regularly assigned duties of the Attorney General and Assistant Attorney General during the summer sessions as listed in Sections 4, 5, and 6 of this Article.

ARTICLE VI.

RESIDENCE HALL ORGANIZATION

## Section 1. Residence Hall Officers

- a) Each residence hall shall elect from within the residence hall membership a President, a Vice-President, and Social Chairperson in accordance with procedures outlined in the Elections By-Laws of this Constitution. These officers must be full-time residents of the residence hall.
- b) If a vacancy occurs within the office of the President by graduation, resignation, or removal, the Vice-President shall succeed to the office of the President. If the office of the Vice-President becomes vacant by succession, graduation, resignation or removal, the office shall be filled by a duly constituted residence hall election. If both offices are vacated simultaneously, the offices shall be filled by a residence hall election.
- c) A residence hall President and Vice-President, as well as an off-campus representative to the Student Senate, may be impeached by a two-thirds vote of their constituents.

## Section 2. Residence Hall Councils: Memberships, Powers

- a) A Residence Hall Council is responsible for the general welfare of the students in a particular residence hall and shall perform those judicial functions defined in Article V, Section 7 of this Constitution.
- b) The membership of each Residence Hall Council shall consist of the President, Vice-President, Social Chairperson, and Suite Leaders of the respective residence halls. The Residence Director may serve in an advisory capacity to the council, but shall not have voting privileges. Residence Hall Council meetings may be called by any member of the Council.
- c) The Residence Hall Council shall have the power to legislate policies pertaining to the residence hall, not in conflict with college policies, and to oversee social plans of the residence hall.

## ARTICLE VII.

### COLLEGE UNION BOARD

#### Section 1. Membership

The membership of the College Union Board shall consist of a President and Vice-President, elected according to procedures outlined in the Election By-Laws of this Constitution, one Social Chairperson from each residence hall, a Secretary and Treasurer to be appointed by the President of the College Union Board with the approval of the Board, one off-campus student representative, and one College Christian Union representative. The Assistant Dean of Students shall serve as advisor.

#### Section 2. Duties

The College Union Board shall coordinate the total program of

residence hall and campus-wide social activities in cooperation with the Student Life Office, the Secretary for Student Services of this Student Association, and other student organizations.

### Section 3. President

The President of the College Union Board shall be responsible for the overall organization of campus-wide social activities and shall preside over all meetings of the Board. Other duties of the President are defined in the By-Laws of the Board.

## ARTICLE VIII.

### COLLEGE CHRISTIAN UNION

#### Section 1. Membership

The College Christian Union consists of a President, Vice-President, Secretary, and Treasurer, all of whom shall be elected according to procedures outlined in the Election By-Laws of this Constitution. Additional members shall be the Committee Chairpersons, the College Pastor, and three Faculty members appointed in accordance with the By-Laws of the organizations. All shall be voting members except the President, who shall vote only in the case of a tie.

#### Section 2. Duties

The College Christian Union, in cooperation with the Student Life Office and Secretary for Student Services of the Association, shall coordinate programs to further spiritual growth in the college community, sponsor the activities of the various standing committees under its auspices, provide the means by which college and community communications and understanding may be promoted, and make appropriations for such programs.

#### Section 3. The President

The President of the College Christian Union shall be responsible for the overall organization of the activities sponsored by the Union. Additional duties of the President are listed in the By-Laws of the Organization.

## ARTICLE IX.

### AMENDMENT AND BY-LAWS

#### Section 1.

The Senate may propose an amendment to this Constitution by a two-thirds vote of its membership. The proposed amendment shall be posted in the Belk Center for two weeks, at the end of which time it is presented to the Student Association members for a vote. A two-thirds vote of the Student Association members voting is necessary for adoption. If adopted, it is subject to the approval of the Faculty and becomes effective with the signature of the President of the College and the approval of the Board of Trustees.

#### Section 2.

The members of the Student Association may initiate an amendment by presenting a petition to the President of the Student Association signed by at least one-third of the members of the Student Association as verified by the Registrar of the College. The President of the Student Association shall post the proposed amendment in the Belk Center for two weeks, at the end of which time it shall be presented to the Student Association for a vote. A two-thirds vote of the Student Association members voting is necessary for adoption. If adopted, it is subject to approval of the Faculty and becomes effective with the signature of the President of the College and the approval of the Board of Trustees.

Section 3.

By-Laws of this Constitution shall be amended by the Student Senate. Any proposed By-Law amendment must be presented to the Senate and then posted in the Belk Center for one week, at the end of which time it shall be presented to the Senate for approval by a two-thirds vote of those present. If adopted, it shall be subject to the approval of the President of the Student Association. If approved, it must be affirmed by the Student Life Committee.

ARTICLE X.

RATIFICATION

Section 1.

This Constitution shall become effective upon ratification by a majority of the students voting, the Faculty, and with the signature of the President of the College and the approval of the Board of Trustees.

Section 2.

Upon ratification of this Constitution, the present Constitution of the Student Association of St. Andrews Presbyterian College shall be null and void.

BY-LAWS OF THE CONSTITUTION  
OF THE ST. ANDREWS STUDENT ASSOCIATION

I. ORIENTATION COMMITTEE

- (a) An Orientation Committee is appointed by the Student Association President in consultation with the Dean of Students and with the consent of the Senate.
- (b) This Committee consists of seven members, three men and three women representing the rising upperclassmen, and one advisor. Co-chairpersons are designated by the Student Association President, one being a male member and one being a female member. The Dean of Students appoints advisory representation.
- (c) The Orientation Committee will be appointed at least two months before the end of the spring term.

II. HANDBOOK COMMITTEE (Saltire)

- (a) A Handbook Committee is appointed by the President of the Student Association in consultation with the Dean of Students and with the consent of the Senate.
- (b) This Committee consists of three men and three women students representing the rising upperclasses. A chairperson and a recording secretary are designated by the Student Association President, one from the women and one from the men. A representative of the Student Life Office shall serve as advisor.
- (c) This Committee receives recommendations relative to provisions of the handbook, and formulates editorial statements for consideration by the proper student, faculty, and administrative authorities.
- (d) The Handbook Committee shall be appointed by the third Monday of the spring term.

III. SUMMER COORDINATORS

- (a) Two summer coordinators shall be appointed by the Student Association President. The President can be one of the coordinators. The coordinators are students who plan to attend the College Summer Sessions.
- (b) The summer coordinators are instructed by the President of the Student Association, and their duties are: to serve as the official representatives of the student government; to communicate to members of the student government any changes and decisions made concerning policies and campus regulations; to handle all correspondence for the Student Association; and to assist with the completion of Fall Orientation plans and the student handbook.
- (c) The summer coordinators shall be appointed by the last week of

the spring term, and their appointments shall be approved by the Student Cabinet.

#### IV. GRADUATION COMMITTEE

- (a) The Graduation Committee and its chairperson are appointed by the Student Association President with the consent of the Senate.
- (b) The two members of the Graduation Committee and the chairperson of the Committee are members of the rising senior class, appointed before the end of their junior year.
- (c) The Graduation Committee works with the College Administration in preparing for graduation exercises.

#### V. ELECTIONS BOARD AND PROCEDURES

##### Section 1.

This act shall supersede all existing statutes relating to voting in the Student Association.

##### Section 2. Board of Elections

- (a) Authority for administering all voting procedures in the Student Association shall be vested in a Board of Elections. Included in this authority is the right of the Board of Elections to make rulings concerning electoral situations that are not directly covered in The Saltire.
- (b) The Board of Elections shall consist of 8 members of the Student Association at large and shall be nominated by the President of the Student Association and approved by the Student Senate. The faculty advisor to the Elections Board shall be chosen by the Student Life Committee.
- (c) Nominations to the Board shall be made at least by the last day of April. Nominations not made by the President of the Student Association shall be made to the Student Senate.
- (d) Student Senate approval of all members of the Elections Board shall be made at least by the last day of Spring Term.
- (e) The President of the Student Association shall designate one nominee to the Board as the Chairperson-designate, to be subject to Student Senate approval for that post.
- (f) The President of the Student Association shall nominate persons to fill vacancies in the membership of the Board within five business days of their occurrence, subject to the approval of the Senate. Vacancies not filled by nominations within five business days of their occurrence shall be filled by the Senate.
- (g) Members of the Board shall serve terms of one academic year, commencing on the first day of Fall Term and ending on the last day of Spring Term. They may be removed from office through impeachment by the Senate for improprieties in the conduct of elections or for involvement of any kind in the recruitment of

candidates for office or in campaign activity of any sort. Any member of the Board who files as a candidate for an elected position, with the exception of Suite Leader, must immediately resign from the Board of Elections. In the event that a Board member is a write-in candidate for a position and that Board member is interested in winning that position, then the member shall not do any more vote counting for that position.

### Section 3. Elections Campus Wide

- (a) The Board of Elections shall conduct all elections for all offices described in the Student Association Constitution, and for any chartered student organization requesting the Board of Elections to conduct its voting.
- (b) The editor of The Lance shall be appointed by the Student Senate no later than the 1st meeting in April. An Assistant Editor will be chosen by the Editor and be subject to Senate approval no later than the 1st meeting in May.
- (c) The Board of Elections shall announce elections for the offices outlined in Part A of Section 3 through public notices. Notification shall be made 10 business days after the beginning of Spring Term and shall carry the Eligibility Requirements listed in Part D of Section 3. The procedures surrounding the election process shall also be posted.
- (d) Five business days after the announcement of elections, nomination forms will be made available in the place or places designated by the Board of Elections. Nominations can be made by one's self or by a group of 3 people. The nomination forms, which shall be available for 5 business days, shall require the name, address, box number, and office sought by each candidate. The following eligibility requirement shall be listed on each nomination form:
  - "To be eligible to run for an office, with the exception of Suite Leader, a candidate must meet the Eligibility Rule for Extracurricular Activities that is listed in the College Bulletin. In addition, all candidates must have and maintain - a 2.5 G.P.A. and not be on academic probation."In the case where permission for an exception must be granted by the Faculty Executive Committee, the candidate is responsible for obtaining the exception through the Office of the Dean of the College and shall attach to the filing form a statement signed by the Dean of the College or an appointed representative stating that such an exception has been granted to the candidate.
- (e) The Chairperson of the Board of Elections or his/her designated representative shall collect daily any nomination forms that have been filed and take them to the Office of the Registrar who will determine which candidates meet the eligibility requirements stated in Part D of Section 3. As soon as the Registrar's Office has made this check, the forms can be picked up by the Chairperson or her/his designated representative and posted in the place or places designated by the Board of Elections.
- (f) Elections shall be held on the fifth business day following the

close of nominations. In the event that this day conflicts with a College recess, the election shall be held within the next 3 class days. Voting shall be conducted by secret ballot, with candidates listed in alphabetical order under the office they seek. The election shall be conducted by the Board of Elections from 9 a.m. to 6 p.m. in the place or places designated by the Board of Elections. In the event it is necessary, the Chairperson of the Elections Board shall appoint, with the President of the Student Association's approval, non-candidates to help cover the polls. These people will not count votes and will not act in any other manner as a member of the Board of Elections.

- (g) People presenting evidence that they will be absent from campus or unable to vote shall be granted an absentee ballot by the Board of Elections. Absentee requests will be accepted from the close of nominations to 5 p.m. on the day before the election. All absentee ballots shall be taken to the Faculty advisor of the Board of Elections or another designated Faculty member, who shall keep the absentee ballots until the close of polls on election day, at which time they will be delivered to the place where all ballots are counted.
- (h) Upon closing of the polls, all remaining ballots shall be destroyed and the ballot boxes transported to a previously designated site, where the Board of Elections shall proceed to count the ballots. Should less than a majority of the members of the Board be present, the advisor to the Board or another designated Faculty member shall impound all ballots until such time as a majority can be assembled. In the event that the advisor to the Board of Elections can not be present during the vote counting, another designated Faculty member must be present. The Board shall also allow the presence of a previously designated representative of each candidate and one previously designated representative of The Lance and WSAP. No other persons shall be admitted. Only members of the Board shall actually count the ballots.
- (i) Results of the voting shall be posted as soon as they are completed for all offices in the place or places designated by the Board of Elections. All ballots shall be collected by the advisor to the Board of Elections and held for one month or until all challenges to election results have been completed, after which they shall be destroyed.
- (j) Appeals of Elections Board results must be made by 6 p.m. 2 business days after the closing of the polls. The appeal shall be made to the Chairperson of the Student-Faculty Appellate Court, which shall hear and decide the case within one week of the filing of an appeal. The Attorney General of the Student Association shall represent the Board of Elections in all such cases. The right to request a recount is automatic for all candidates and must be honored.
- (k) Winners of Cabinet Officer elections will be declared by a simple majority. If a simple majority does not exist, one run-off will be held within 5 business days after the general election. The persons who receive the two highest number of votes will be

considered the candidates in the run-off election. If the run-off election results in a tie, the Senate shall vote to determine the winner.

- (1) Winners of all other elections shall be those candidates who receive the most votes in each race. In elections for seats on boards or committees, winners shall be determined by taking the candidates in descending order of votes until all seats have been filled. In the event that there is a tie between candidates in a race, there shall be one run-off election to be held 5 business days after the general election. The ballot shall list only the names of those candidates who tied for the high vote. The winner shall be the person who receives the highest number of votes. If the run-off election results in another tie, the Senate shall vote to determine the winner.

#### Section 4. Residence Hall Elections

- (a) Guidelines set forth under this section only pertain to the Residence Hall offices of President, Vice-President, and Social Chairperson.
- (b) Nominations shall open for all residence hall officers listed in Section 4, Part A the Monday following the General Election. The process of nomination and election shall follow the same timetable as prescribed for campus-wide elections in Section 3.
- (c) No person shall vote for residence hall office candidates in any residence hall except the one in which he or she is a resident at the time of the election.
- (d) Residence Hall Elections shall be held in the place or places designated by the Board of Elections.

#### Section 5. Vacancies in Elected Offices

- (a) If the office of President of the Student Association becomes vacant, then the Vice President of the Student Association shall assume the office of President, as outlined in Article IV, Section 4, Part A of the Constitution.
- (b) If the office of Vice-President of the Student Association becomes vacant, then the President Pro Tempore of the Senate shall assume the office of the Vice-President, as outlined in Article III, Section 3, Number 2 of the Constitution.
- (c) If the office of Attorney General, Student Association Treasurer, or Student Defense Counselor becomes vacant, then that office shall be filled by a person who is appointed by the Student Association Cabinet and the Student Senate.
- (d) If the office of the Chairperson of a Court becomes vacant, then the President of the Student Association shall appoint a new Chairperson from the existing Court, with the Approval of the Senate.
- (e) If the office of a Court member becomes vacant, then the Chairperson of that Court shall appoint someone to fill the

vacancy, with the approval of the President of the Student Association and the Senate.

- (f) If one of the positions of CCU or CUB officers becomes vacant, then this position shall be filled through an informal election within that group.
- (g) If a vacancy occurs within the office of the President of a Residential Hall, the Vice-President shall succeed to the office of the President, as outlined in Article VI, Section 1, Part B of the Constitution.
- (h) If the office of Vice-President of a Resident Hall or the Social Chairperson becomes vacant, then that vacancy shall be filled through an informal election that is conducted at a dorm-wide meeting.

#### Section 6. Suite Leader Elections

- (a) The Board of Elections must notify the Resident Directors by April 15th that Suite Leader elections must be conducted before the end of Spring Term.
- (b) Suite Leader Elections shall be carried out in the manner prescribed in the College Policies, Regulations, and Procedures Section of the Saltire.
- (c) No write-in candidates are permitted in Suite Leader Elections.

#### Section 7. Referenda & Amendments

- (a) The Board of Elections shall conduct votes on all amendments to the Constitution of the Student Association upon passage by the Senate, referenda proposed by chartered organizations requiring voter approval for activities or fees, and all referenda submitted by students which are accompanied by the signatures - and beside each signature, the legibly written name of each signer - of seventy-five St. Andrews students as certified by the Registrar of the College.
- (b) All items included in this section as subject to votes shall be once verified by the Board of Elections, posted in the designated place or places for 5 business days, and then voted upon five business days after the end of the posting period. Those portions of Section 3 relating to polling locations, voting times, and ballot counting shall apply.

#### Section 8. Recall Elections

- (a) The election of any office holder in the Student Association may be revoked by the passage of a recall petition by a simple majority of those voting for the removal of the office holder in question.
- (b) Upon receipt of a petition bearing the signatures - and beside each signature the legibly written name of each signer - of forty percent of the constituents of the office holder in question as verified by the Registrar of the College, or the housing officer

in the case of a residence hall, the Board of Elections shall post the petition in the designated place or places for 5 business days. Voting should take place 5 business days after the end of the posting period. Those portions of Section 3 relating to voting times and ballot counting shall apply.

#### Section 9. Implementation

- (a) This act shall be effective upon receipt of the signatures of the President of the Student Association and the President of the College, with the exception of those portions of this Act which relate to specific dates for the general elections, shall take effect the beginning of the Fall semester immediately following approval of this Act.

### VI. JUDICIAL SYSTEM STRUCTURES

#### Section 1. Judicial Committee

- a) The committee members function as investigators who are assigned to individual cases by the Attorney General in order to gather statements, information, and material necessary for a hearing. Members of this committee are also designated by the Attorney General to act as observers at Residence Hall Council hearings.
- b) The committee, in conjunction with the Dean of Students, shall maintain a book containing 1) summaries of cases heard before the Dean of Students and before all Student-Faculty Judicial bodies and 2) detailed statements of formal interpretations of documents relevant to the Student/Faculty Judicial System. The case summaries shall briefly state: the charge, nature of the evidence, verdict and reasons for it, and the sentence, if any, and reasons for it. Since this book should be available for public inspection, all entries shall be made without the use of the names of the persons involved. Statements of interpretations shall describe the context of the interpretation and the rationale that was applied. The chair of the court that hears a case or makes an interpretation shall normally be responsible for providing the committee with the information necessary to maintain this book.
- c) The committee shall be responsible for keeping a verbatim record (such as a tape recording) of all hearings before the SFHC.

#### Section 2. Student Defense Counsel

- a) The Student Defense Counsel shall be elected in a general election. The SDC must be at least a rising junior in order to occupy the office.
- b) The Student Defense Counsel shall have the power and responsibility to
  - 1) Appoint two assistant defense counsels with the approval of the Senate to assist in the execution of the duties and functions of that office.

- 2) Act as defense counsel, or assign this role to one of the assistant defense counsels, when a defendant chooses not to represent her/himself, in all cases formally brought before the Student-Faculty Judiciary or the Dean of Students;
  - 3) Present evidence and witnesses for the accused in the hearing;
  - 4) Advise the accused regarding the accused's rights and options within the judicial system;
  - 5) Serve on the Cabinet.
- c) The SDC and the assistant defense counsels must have, at the time they assume office, at least a 2.5 cumulative grade point average (cgpa), must not be on academic probation, and must maintain such cgpa throughout their terms. If the cgpa of any of these officers falls below 2.5, or if any of them is placed on academic probation, then it is the responsibility of the officer to report to the Judicial Committee the fact and to tender, in conjunction with such report, the officer's resignation. Failure to report a cgpa below 2.5, or academic probation, is considered an honor code violation which may subject the officer to disciplinary action as outlined herein.

### Section 3. The Residence Hall Council

- 1) The RHC will hear infractions of residence hall policies as defined in the SALTIRE under the heading, "Specific Regulations Regarding Conduct in the Use of Residence Halls." Charges may be brought against a student(s) by any member(s) of the Residence Hall community. The charge is taken to the residence hall president who is responsible for gathering the proper evidence and witnesses for the hearing, and who also acts as prosecutor in the hearing. If a charge is brought by the Residence Director, a representative from the Attorney General's office will act as advisor to the RHC.
- 2) The defendant is notified in writing by the residence hall vice-president of the charges brought against the defendant and of the defendant's rights. The vice-president will notify the RHC members of the time and place of the hearing and will serve as the record keeper of all hearings. In order for the Council to hold a hearing, at least half of its members must be present, and a member of the Attorney General's office must be present as an observer. The RHC, upon hearing the charges, listening to prosecution and defense, and questioning the defendant, renders a decision - a simple majority vote is necessary for a decision of guilt. If the decision confirms charges against the defendant, then the RHC will pass sentence. The sentence may be in the form of a monetary fine, loss of residence hall social privileges, labor to be assigned within the residence hall area, a recommendation that counseling be undertaken in consultation with the Dean of Students' office, expulsion from the residence hall, or any combination of these. Sentences are determined in the same manner as is specified elsewhere in these By-laws for the Student-Faculty Hearing Board.
- 3) The record keeper (residence hall vice-president) of the RHC will keep accurate records from initial charges through sentencing, without making note of individual testimonies. Notification of the person charged, the alleged violations, and the time and place of the hearing is

## Section 1. Investigation and Charging

1) Any person with information concerning a violation has the duty to report it either directly to the Attorney General, or indirectly through a member of the Judicial Committee. Upon receiving this information, the Attorney General's Office will investigate the case thoroughly, and if the Judicial Committee feels the evidence so warrants, the Attorney General will present the charges to the accused. Persons making groundless or malicious accusations to the Attorney General's Office are subject to prosecution for lying, a violation of the Honor Code.

2) The judicial committee must launch an investigation into a reported violation within ten days of the initial report. After ten days, if no action has been taken, by the judicial committee, the Dean of Students will take appropriate action.

3) Only the Attorney General of the Student Association may formally charge student with a violation of the Honor Code. Either the Attorney General or an administrative staff person from the Student Life Office may formally charge a student with a social violation or a violation of college policy.

4) The Attorney General shall inform the accused of the accused's rights, as found in Article V, Section 3 of the Constitution and options as found in Article VII, Section 2 of the By-laws, in writing, at the time the charge is made. The Attorney General shall also inform the accused of the role of the student defense counsel in the judicial system. If the accused chooses to use the services of the Student Defense Counsel, the Attorney General shall notify the Student Defense Counsel of the case.

## Section 2. Provisions for Hearings

1) Options for Adjudication: When a student is formally charged with a violation, the student has three possible options for adjudication: a) public hearing before the SFHC, b) private hearing before the SFHC, or c) hearing before the Dean of Students acting in place of the SFHC, if the Dean agrees. All hearings before the Dean are private. If neither b) nor c) is requested in writing within 24 hours of the formal charge, or if the Dean refuses to grant option c), the Attorney General shall inform the chair of the SFHC of the charges and the need to arrange a public hearing. Regardless of the option chosen, the Attorney General shall be responsible for informing the appropriate judicial authority of the need for action.

2) Notifications: The chair of the SFHC shall post public notice of a scheduled public hearing at least 24 hours before the hearing is to begin. Personal notification of the time and place of the hearing shall be given by the chair to the Attorney General who shall notify the persons directly concerned: the defendant, the defense counsel, and the Dean of Students. All such notices shall be given in writing at least five days (not including weekends or breaks) prior to the hearing date.

3) Access to Hearings: In private hearings, access shall be granted only to those persons whose presence is required for the conduct of the hearing. Public hearings before the SFHC are open to all interested parties.

### Section 3. Hearing Procedures of SFHC

The following is an outline for the conduct of trials by the SFHC.

- 1) The defendant is introduced to the court by the Student Defense Counsel or by the defendant.
- 2) The secretary of the court shall read the Statement of Purpose of the judicial system and the rules of the hearing, and shall give the accused a written statement outlining the accused's rights and options within the judicial system:

#### Statement of Purpose

In our approach, all participants, the hearing body itself as well as the representatives of the defense and the prosecution, are expected to share the same goal: to preserve and nurture a community which strives to embody, corporately and in every individual, the highest ideals of personal and professional honor. Our judicial hearings serve a fundamentally educational purpose with respect to the individuals involved and with respect to the whole college community. In this context, the role of every person involved in a hearing is to discover the truth, to promote the welfare of the honor community, to be fair to the accused in every way, and to serve the broadest educational goals of a liberal arts college of the church.

#### Rules of the Hearing

- A. No person outside the St. Andrews community is permitted to participate formally or informally in any judicial proceeding, unless the person is called as a witness.
  - B. Only the defendant, and the representatives of the offices of the Student Defense Counsel and of the Attorney General may directly address the court.
  - C. The defense and the prosecution may at any time during a hearing request permission to address the court. For example, this may be for clarification, making of objections, etc.
  - D. The court shall render its verdict on the basis of the preponderance of the evidence as it relates to the specific charges in the case.
- 3) If the defendant believes any member of the court is prejudiced or in any way unable to hear the case fairly, the defendant may challenge that member of the Court.
    - A. Either the defendant or the counsel for defense shall present to the Court as a whole the challenge and reason for the challenge, prior to the beginning of the hearing.
    - B. The Court will consider the validity of the challenge in closed session. The Court will then vote on the issue, with a simple

to be sent in writing to the Assistant Dean of Students. He/she also receives notification in writing as to the disposition of the RHC hearing, and unless there is an appeal of the ruling (in which case the records will follow through final completion of appeals route), records of the case are to be destroyed upon final completion of sentencing of the defendant. Only the record of a decision of guilty and resulting sentences is kept with a student's confidential file and is destroyed upon the student's leaving the college through graduation, transfer, withdrawal, etc.

#### Section 4. Student-Faculty Hearing Court

1) In order for the Court to hold a hearing, at least three of the student members and two of the faculty members must be present. A member may be removed from the Court upon recommendations of the other Court members to the Student Senate, who can, by a two-thirds majority, vote to remove the person. Reasons for removal can involve such problems as excessive absences, (more than two per term)obvious disruptive behavior, etc.

2) The chair is in charge of organizing the Court, notifying the members of a hearing, scheduling the time and place of a hearing, notifying the necessary people of the Court's decision and providing the members of the court with a list of similar cases, decisions and sentences at St. Andrews for the purpose of supplying precedents for sentencing. The Secretary, elected by the Court members, is the official record keeper for the Court, keeping proper records of the hearings and of the decisions.

3) The Court can render a variety of decisions which can range from a warning to expulsion from the College. The Attorney General can make sentence recommendations to the Court which can allow for creative, reasonable use of the sentencing responsibility. Sentences are determined on the basis of the sentencing procedures found in Article VII, Section 5 of these By-laws.

4) Without listing the name(s) of the accused, the charges, verdicts, and sentences of all cases heard before the Court shall be made public by the Judicial Committee.

#### Section 5. The Student-Faculty Appellate Court

1) In order for the Court to hold a hearing, at least three of its student members and two of its faculty members must be present. A member may be removed from the court upon recommendations from the other court members to the Student Senate, who can, by a two-thirds majority, vote to remove the person. Reasons for removal can involve such problems as excessive absences (more than two per term), obvious disruptive behavior, etc.

2) The chair is in charge of organizing the court, notifying members of a hearing, scheduling the time and place of the hearing, and notifying the necessary people of its decisions. The secretary, elected by the court members, is the official record keeper for the court, keeping proper records of the hearings and of the decisions.

### ARTICLE VII. JUDICIAL SYSTEM PROCEDURES

majority ruling.

C. Court members who are successfully challenged shall remove themselves from the hearing and the hearing will proceed. If the defendant's challenge means destruction of a quorum, the chair of the court and the Attorney General may appoint special members to fill the vacancies.

D. If no challenge is lodged, the defendant loses the right to appeal on the grounds of prejudice and cannot challenge the members of Court at a later date.

- 4) Any member of the Court who feels unable to render a fair, unprejudiced opinion may request to be removed from the case.
- 5) The chair reads the charges against the defendant and hears the defendant's plea.
  - A. If the plea is not guilty, proceed to 6).
  - B. If the plea is guilty, proceed to 11).
- 6) The prosecution begins its case.
  - A. The prosecution may make an opening statement.
  - B. Call witnesses for the prosecution.
    - (1) Prosecution questions each witness.
    - (2) Defense cross-examines.
    - (3) Court may question each witness.
  - C. When all evidence has been submitted and all witnesses called the prosecution rests.
- 7) The defense begins its case.
  - A. The defense may make an opening statement.
  - B. Call witnesses for the defense.
    - (1) Defense questions each witness.
    - (2) Prosecution cross-examines.
    - (3) Court may question each witness.
  - C. When the defense has prepared all the evidence and called all the witnesses, the defense rests.
- 8) Closing statements are presented.
  - A. Prosecution may make a closing statement.
  - B. Defense may make a closing statement.
- 9) The court goes into closed session for deliberation.
  - A. No member of the Court may abstain from voting.

- B. If an even number of Court members are present, the Chair will not vote.
  - C. A simple majority vote is required to reach a verdict.
- 10) The court reconvenes and announces the result of its deliberation.
- A. If the verdict is not guilty, the case is closed.
  - B. If the verdict is guilty, a sentence hearing will be held.
- 11) Sentencing.
- A. The prosecution may recommend a sentence, usually based on precedents.
  - B. The defense may make a statement, usually a plea for leniency.
  - C. The court goes into closed session to decide upon the sentence. Types of disciplinary actions may be found in Article V, Section 5 of these By-laws.
    - (1) A unanimous vote is required for expulsion.
    - (2) A two-thirds majority is required for suspension.
    - (3) A simple majority is required for all other recommendations.
  - D. The defendant is informed of the sentence and of the defendant's right to appeal.
    - (1) The secretary of the court sends copies of the sentence to the defendant, the Attorney General, and the Dean of Students.
    - (2) It is the responsibility of the Judicial Committee and the Dean of Students to see that the sentence is properly implemented.

#### Section 4. Student-Faculty Appellate Court Hearing Procedures

- 1) When the SFAC has agreed to hear an appeal, the chair shall request written briefs from the SDC and the AG. The AG shall be given a copy of the request for appeal.
- 2) The chair, the SDC, and the AG shall agree upon a calendar for the submitting of briefs and for holding the hearing. The hearing must take place within 10 days (excluding weekends and breaks) of the notification of appeal.
- 3) In the hearing, the AG, the defendant, and the SDC shall answer questions from the court. The court may call witnesses only to provide new testimony.
- 4) The board shall go into closed session to make its decision in accordance with Article V section 10 of the Constitution. No member of the Board may abstain from the voting. The chair shall vote only in case of a tie.
- 5) In order to uphold a sentence of expulsion, the decision must be

unanimous. In order to uphold a sentence of suspension, the decision requires a 2/3 majority. All other decisions require only a simple majority.

## Section 5. Sentencing

- 1) For all judicial bodies, the chair shall notify the Dean of Students, in writing, of all verdicts and sentences within 24 hours.
- 2) Possible disciplinary actions include, but are not limited to the following. Actions may consist in part or entirely of suspended sentences with conditions specified by the relevant court or a Dean.

WARNING - Technically, this is not considered a discipline, per se; however, it may be used in cases where no actual disciplinary action seems called for. The warning may be verbal or written. If verbal, a notation of the incident is made on the student's or organization's record in the office of the Dean of Students, the administrator who gave or approved the warning. If written, an official letter is sent to the student/organization, outlining the actions which brought the student to the attention of the College, cautioning the student about the possible consequences of such actions, and warning the student about the possible consequences of any continuation of such actions.

REPRIMAND - The student is given a corrective interview followed by an official letter sent to the student indicating the student's misdeed, stating that such conduct is unacceptable, that further misconduct will probably result in more severe disciplinary action, and concluding with the hope that the student's conduct in the future will be above reproach. A copy of the letter is placed in the student's file in the office of the Dean of Students.

CENSURE - Censure is the same as a reprimand except that it is used for organizations, organization leaders, et cetera, as distinguished from individuals. A copy is sent to that organization's sponsor to apprise the sponsor of the unsatisfactory situation.

PROBATION - The student continues in attendance; however, the student has restrictions placed upon this activity, such as attending social functions, and is in danger of suspension for any breach of good conduct during the period of probation. The student must report to a designated probation counselor at least once each month during the period of probation. Further, the student may not hold any general elective office while on probation. A copy of the probation letter is placed in the student's file in the office of the Dean of Students.

SUSPENSION - The student is excluded from the College, both academically and socially, for a stated period. The student may request to be readmitted at the end of this period of suspension; however, readmission is never automatic. A copy of the suspension letter is placed in the student's file in the office of the Dean of Students.

EXPULSION OR DISMISSAL - The student is excluded from the College, both academically and socially, for an indefinite period or permanently. If expulsion is for an indefinite period, the student may petition the College for readmission; however, readmission is never automatic. No petition will be considered for readmission prior to the end of the year's time. A copy of the dismissal letter is placed in the student's file in the office of the Dean of

Students. The Dean of Students may make allowance for the terms of restriction or departure for those students who are expelled from the campus. Any return to campus thereafter must be approved beforehand by either the Dean of Students or a representative designated by the Dean of Students.

Other Penalties:

a. Fines - Students may be required to pay reasonable sums of money as a penalty exacted by a judicial agency.

b. Work - Students may be required to work a specified number of hours on campus without compensation; time limits shall be indicated by the agency imposing the penalty.

c. Removal from Residence Hall - Students may be required to move from a residence hall by the Residence Hall Council to another residence hall on campus where space is available. The student must request of the second Residence Hall Council approval to move in with the understanding that the student's behavior will be above reproach.

Section 6. Appeal Process.

- 1) To appeal a decision, a defendant must notify, in writing, the Chair of the court that convicted the defendant within 48 hours. This notification must include a statement of grounds for appeal. If such notification is not given, the sentence becomes effective immediately.
- 2) The grounds for appeal within this judicial system are restricted to:
  - a) rights of defendant violated;
  - b) improper hearing procedures;
  - c) inappropriate sentence;
  - d) availability of significant new evidence or testimony.
- 3) The Chair of the court of original jurisdiction must provide the chair of the appeal court with the records of the original hearing prior to the convening of the appeal hearing. These records include the original charge, the verdict, the sentence, a record of the hearing, and the written notification of appeal.
- 4) At the conclusion of the appeals hearing, the Chair of the appeals court shall prepare a memorandum to be sent to the court of original jurisdiction informing that board of its action. This memorandum shall also be sent to the defendant, the Attorney General, and the Dean of Students, within 24 hours of the decision.
- 5) The routes of appeal shall be as follows:

A defendant convicted by a RHC has the right to appeal to the SFAC or, if the Dean agrees, to the Dean of Students.

A defendant convicted by the Summer Board has the right to appeal to the Dean of Students, if the Dean agrees.

A defendant convicted by either the SFHC or the Dean of Students has the right to appeal to the SFAC.

A defendant whose conviction is upheld by the SFAC has the right to appeal to the President of the College.

## Section 7. Expiration of Term

Cases which are in progress when the terms of the student judicial courts and officers expire shall normally be held over until the beginning of the next academic year, at which time they shall be the first order of business. If a defendant wishes to resolve the matter sooner, the defendant may choose a private hearing with the Dean, or may ask that the summer court hear the case (except for appeals).

## Section 8. Exceptional Cases

- 1) Departure from the procedures specified in these By-laws must be requested by the accused or the appropriate judicial authority, in writing, and must be approved by the Dean of Students or by a representative of that office. Such approvals shall not override the provisions for the rights of students as specified in the Constitution.
- 2) In the case of serious and threatening circumstances where an alleged violation is of an unusually serious nature (such as substantial destruction or damage of College property, serious injury to oneself or to another person, disruption by force or violence of the orderly processes of the College etc.), the Dean of Students has the right and responsibility to suspend a student temporarily from the College, pending a hearing by the appropriate judicial body.
- 3) In exceptional cases, the President has the right to ask a student to withdraw from the College through the office of the Dean of Students. If the student feels that the student's rights have been abridged by such an action on the part of the President, the student may ask for a review of the President's decision by the Faculty Executive Committee within 48 hours after the President has informed the student of the decision in question, and must set forth the nature of the alleged violation of rights. The President will not serve as a member of the Faculty Executive Committee when the review is conducted. The Faculty Executive Committee will then report its findings to the President, who shall render a final decision within 48 hours after receiving the report.

## VIII. QUORUM

In order to transact any business in an Association Organization, except an academic class, a quorum must be present. A quorum is a majority of those entitled to vote. An academic class must have the consent of at least one-third of its membership before it may transact any business.

## IX. RULES OF ORDER

Unless otherwise provided for, all questions of order are decided by Roberts Rules of Order revised.

## 5. Rights and Responsibilities of Students and the College

### St. Andrews Code of Responsibility

#### PREAMBLE:

St. Andrews is a church-related, coeducational, residential, liberal arts college. It exists to liberate men and women socially, intellectually, and religiously. Its purpose is to develop men and women whose leadership and service are an expression of their critical, creative and disciplined minds and lives and of their humane concern. The effectiveness of such an educational process is determined by the quality of the total life of the college community.

The College recognizes that excessive conformity prevents community and forbids individuality. Similarly extreme individualism not only prevents individual growth, but denies the individual's responsibility for his brothers' good in community. Therefore, the College endeavors to hold in meaningful and balanced tension both independence and inter-dependence. To give its members an opportunity for maturation it advocates freedom; to ensure the existence of a viable community it insists upon the exercise of responsibility. It believes that its educational purposes can best be accomplished in an atmosphere of responsible freedom and commitment rather than by means of superficial conformity to a set of detailed rules and prohibitions. It believes that responsible maturity is more likely to develop when each member of the community is both free and obligated to struggle with principles of conduct and to accept full responsibility for his/her own actions and decisions.

To honor these commitments of St. Andrews, this Code is subscribed to and honored by the entire College community: Board of Trustees, administration, faculty and students. It is recognized that every particular will not apply equally to each of these segments of the College. Nevertheless, the spirit of the whole does apply, and each segment should embrace the particulars in ways appropriate to its conditions and needs.

Honor System. Each member of the College community is expected to subscribe to the St. Andrews Honor Code: "As a member of the Honor Community of St. Andrews, I pledge that I will not lie, cheat, or steal, nor will I tolerate this conduct in any other member of the community. I will do all within my power to uphold the high standard of integrity and honor of St. Andrews."

Academic Responsibility. Students have the right to take reasoned exception to selected data or views offered in courses and to reserve judgement about matters of opinion. They are, therefore, protected against prejudicial or capricious evaluation. Professors have a responsibility to inform students concerning course expectations and criteria for performance evaluation and to maintain office hours for conferences with students who need counsel and advice regarding their progress in the course. Students are responsible, however, for learning the content of any course in which they are enrolled; and they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Knowledge of student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors is considered confidential. Members of the student body and members of the faculty should be protected from arbitrary curriculum changes (e.g. catalog changes, changes in major requirements), without following appropriate procedures.

Academic and Disciplinary Records. The College maintains one official copy of the student's academic record and one copy of his non-academic records. These records are confidential, and their contents are not revealed to others, with the exception of parents and guardians, without a written request from the student or a court order. Academic transcripts contain only academic data except that all withdrawals prior to graduation, voluntary or involuntary, are considered relevant and are recorded on the transcript. Upon the student's departure from the College only academic and official disciplinary records of legitimate courts are retained; all others are destroyed. The College will establish for each student a placement file in accordance with professional standards.

Freedom of Expression and Assembly. Members of the academic community and college organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the Institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

Members of the academic community and all authorized college organizations should be allowed to invite and to hear any person of their own choosing, provided that the event and the speaker are properly scheduled by the Calendar Committee and that the occasion is conducted in a manner appropriate to an academic community. The Institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the Institution.

Media. The College newspaper, other publications, and campus broadcast media are recognized as valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. The quality of such output is expected to reflect the kind of intellectual production normally associated with an academic community: intellectual integrity, judicious perception of the pros and cons of any position, rational argument and careful scholarship. They shall have freedom of expression within the context of the following limitations.

a. Recognition on the part of authors, editors and commentators that freedom entails corollary responsibilities to be governed by the canons of responsible journalism, such as avoidance of libel, slander, impropriety, undocumented allegations, attacks on personal integrity, and the technique of harassment and innuendo.

b. The right of any person in the community who thinks that he or the College has been abused in any way mentioned to appeal to the proper authorities for redress; (1) if the author is a student, appeal to the Student Judiciary Court; (2) if the author is a professor, appeal to the Faculty Personnel Committee.

c. Recognition that if a person outside the College brings legal action against the College which results from statements made by a student in student

media, the College may also bring charges against such a student to the Student Judiciary Court.

d. Each of the media will carry the statement that the opinions expressed by it are not necessarily those of the College.

**Personal Privacy and Safety.** Each person has a right to safety in his person and belongings, to privacy in his residence, to freedom from offensive, riotous, unruly or disruptive conduct on the part of others, and to the maintenance of an atmosphere conducive to study. Likewise, each person has the responsibility to help provide and protect this right for the other members of the community; and each person has a responsibility to respect the property of the College. It is the responsibility of the College to provide a security system to protect persons and property and cooperate with the Security Officers in the interest of community well-being.

The College reserves the right to inspect residence halls periodically for the purpose of assuring fire prevention, sanitation, safety, and maintenance for the College plant. It also reserves the right to search a room for a specific purpose provided the following conditions are met: (a) that the reasons therefore and the objects or information sought have been clearly specified by or to the Dean of Students in writing, that this information is clearly specified in writing to all students involved, and kept on file; (b) that justifiable cause to conduct the search is found to exist by the Dean of Students; (c) that the student involved is present if possible during the search; (d) that the search is conducted by a member of the Student Life office, and the dorm president or vice-president or the suite leader of the involved suite. Since protection against improper search is important to student rights and freedoms, the dorm president or vice-president must agree that it is not possible for the student involved to be present, as specified in term (c) above, before a search is made.

**Alcoholic Beverages.** St. Andrews strongly disapproves the misuse of alcoholic beverages prevalent in our society and affirms, consistent with the frequently reiterated position of the church, the appropriateness of voluntary abstinence as the norm. The College will not tolerate alcoholic consumption which produces loss of self-control, abuse of the person or rights of others, excessive disturbance, or destruction of property. Such conduct is subject to disciplinary action. Compliance with local and state laws concerning the purchase, possession, transportation, and consumption of alcoholic beverages is expected.

**Drugs.** All local, state, and federal laws will be observed regarding the use, possession, and sale of drugs. **Firearms.** The possession and use of firearms in a campus community constitutes a serious hazard. Therefore, the possession and use of firearms must be considered a privilege rather than a right, and will be permitted only under the most explicit conditions, the violation of which warrants appropriate disciplinary action.

Firearms are to be maintained and stored in accordance with state and federal law, and college regulations.

**Financial Responsibility.** Members of the St. Andrews community are expected to demonstrate financial integrity and responsibility and to meet their financial commitments. The College will serve neither as a collection agency for debts incurred elsewhere nor as a shelter from creditors. However,

the College has a responsibility to inform a student of his indebtedness to the College in advance of his departure, and the student must remove such indebtedness in order to be graduated or to receive transcripts from the College.

Disciplinary Action. Members of the College community have the right to due process in matters involving disciplinary action. Such procedures for the student shall conform to the Joint Statement on Rights and Freedoms of Students VI. (omitting B.1) and V.B. and for the faculty shall conform to the 1940 Statement of Principles on Academic Freedom and Tenure.

Code Implementation and Amendment. The Faculty and the Student Senate shall jointly assume responsibility to devise ways and means for this Code to become increasingly an expression of St. Andrews community life, to continue to review it for adequacy, and collectively to become the instrument by which future revisions are recommended to the Board of Trustees.

#### JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS

In June, 1967, a joint committee, comprised of representatives from the American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors, met in Washington, D.C., and drafted the Joint Statement on Rights and Freedoms of Students published below.

The multilateral approach which produced this document was also applied to the complicated matter of interpretation, implementation, and enforcement, with the drafting committee recommending (a) joint efforts to promote acceptance of the new standards on the institutional level, (b) the establishment of machinery to facilitate continuing joint interpretation, (c) joint consultation before setting up any machinery for mediating disputes or investigating complaints, and (d) joint approaches to regional accrediting agencies to seek embodiment of the new principles in standards of accreditation.

#### PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

## I. FREEDOM OF ACCESS TO HIGHER EDUCATION

The admission policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

## II. IN THE CLASSROOM

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

### A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

### B. Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

### C. Protection Against Improper Disclosure

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

## III. STUDENT RECORDS

Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under

legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

#### IV. STUDENT AFFAIRS

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

##### A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.
2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition
3. If campus advisors are required, each organization should be free to choose its own advisor, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor. Campus advisors may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.
4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.
5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

##### B. Freedom of Inquiry and Expression

1. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an

academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

#### C. Student Participation in Institutional Government

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit and the actions of the student government within the areas of jurisdiction should be reviewed only through orderly and prescribed procedures.

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

#### D. Student Publications

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary.

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.

2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.

3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

## V. OFF-CAMPUS FREEDOM OF STUDENTS

### A. Exercise of Rights of Citizenship

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as it often promoted by their exercise of the rights of citizenship both on and off campus.

### B. Institutional Authority and Civil Penalties

Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who accidentally violates institutional regulations in the course of his off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

## VI. PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. They should also take into account the presence or absence of an honor code, and the degree to which the institutional officials have direct acquaintance with student life in general and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, and disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him, that he be given a fair opportunity to refute them, that the institution not be arbitrary in its

actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there are no honor codes offering comparable guarantees.

#### A. Standards of Conduct Expected of Students

The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, but the student should be as free as possible from imposed limitations that have no direct relevance to his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevance and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

#### B. Investigation of Student Conduct

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

#### C. Status of Student Pending Final Action

Pending action on the charges, the status of a student should not be altered, or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or university property.

#### D. Hearing Committee Procedures

When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him, he should be granted, on request, the privilege of a hearing before a regularly constituted hearing committee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

1. The hearing committee should include faculty members or students, or if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.

2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.

3. The student appearing before the hearing committee should have the right to be assisted to his defense by an advisor of his choice.

4. The burden of proof should rest upon the officials bringing the charge.

5. The student should be given an opportunity to testify and to present evidence and witnesses. He should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against him unless he has been advised on their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

6. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.

7. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.

8. The decision of the hearing committee should be final, subject only to the student's right of appeal to the president or ultimately to the governing board of the institution.

WHOM TO SEE FOR WHAT

Animal

1. Stables - President of the Riding Club.

Bicycle

1. Registering - Security Office in Belk College Center, 408.
2. Theft of - Security Office, 408.

Car

Registration of - Security Office in Belk College Center, 408.

Cashing Checks (must have social security card and student ID)

1. Cashier's Office, 265.
2. Business Office, 222.
3. College Book Store (for amount of purchase only), 308.

Club (chartering of)

Professor Skip Clark, Chairperson of Student Life Committee  
Assistant Dean of Students

Counseling (Career and Personal)

1. Career Planning and Placement Office, Student Life Office, 396.
2. Career and Personal Counseling Center, 276-3162 or 210.
3. College Pastor, Student Life Office, 397.
4. Assistant Dean of Students, 397.
5. Dean of Students, 398.

Emergency

1. Campus Security, Belk College Center, 276-8767 or 408.
2. Laurinburg Police Department, 276-3211.
3. Laurinburg Fire Department, 276-1811.
4. Burris Health Center, 211.
5. Scotland Memorial Hospital, 276-2121.

Financial Aid

Director of Financial Aid, LA Building, 411.

Graduate School Information

1. Career Planning and Placement, Student Life Office, 397.
2. Career and Personal Counseling Center, 210 or 276-3162.

Guests on Campus

1. Residence Director
2. Assistant Dean of Students, 406.

### Health Services

Burriss Health Center, 211 or 212.

### Honor Code Violation

1. Attorney General of Student Association, 236.
2. Dean of Students, 398.

### Lost and Found

1. Student Life Office, 397.
2. Business Office, 222.
3. Campus Security, 408.

### Off-Campus Housing Request

Director of Housing, Student Life Office, 249.

### Parking or Traffic Tickets

1. Campus Security, 408 or 276-8767.
2. Business Office, 222.

### Party Permits (See Party Guidelines on Page 24)

1. Residence Director
2. Assistant Dean of Students, 406.

### Physical Education Facilities (See page 10)

Athletic Office, 207.

### Publications

1. Cairn editor.
2. Dialogue - College Pastor, 397, or President of CCU.
3. Lance
4. Lamp and Shield

### Publicity

1. Lance editor, 317.
2. College Relations Office, 374.
3. WSAP (campus radio station), 380.

### Refrigerator Rental

Treasurer of the Student Association, 236.

### Registrar's Office (LA Building) 221

### Reserving Room on Campus

1. Avinger Auditorium - Registrar's Office, 221.
2. Belk College Center - Student Life Office, 397.
3. Cafeteria - Director of Food Services, 276-7849.
4. Farrago - Student Life Office, 397.

5. Gym - Athletic Office, 307.
6. L.A. Building - Registrar's Office, 221.
7. Morgan-Jones Science Building, Registrar's Office, 221.
8. Pate Hall Conference Center, 425 or 276-3662.
9. Vardell Building - Registrar's Office, 221.

#### Residence Hall Problems

1. Suite Leader.
2. Residence Hall President or Vice-President
3. Residence Director
4. Assistant Dean of Students, 406.
5. Director of Housing, 249.

#### Room/Roommate Change

1. Residence Director
2. Director of Housing, 249.

#### Security (Campus)

Located in Belk College Center, 408 or 276-8767

#### Sell or Solicit on Campus

1. Vice-President for Finance.
2. Dean of Students, 398.

#### Transferring and Transfer Credits

1. Registrar's Office, L.A. Building, 221.
2. Admissions Office, L.A. Building, 388.

#### Transportation

Burris Health and Rehabilitation Center, 211 or 212.

#### Withdrawal from Class

Professor of the course, then  
Faculty Advisor, then  
Registrar, 221.

#### Withdrawal from the College

Faculty Advisor, then  
Dean of Students, then  
Registrar, then Residence Director

#### Working Off-Campus

Director of Career Planning and Placement, 396.

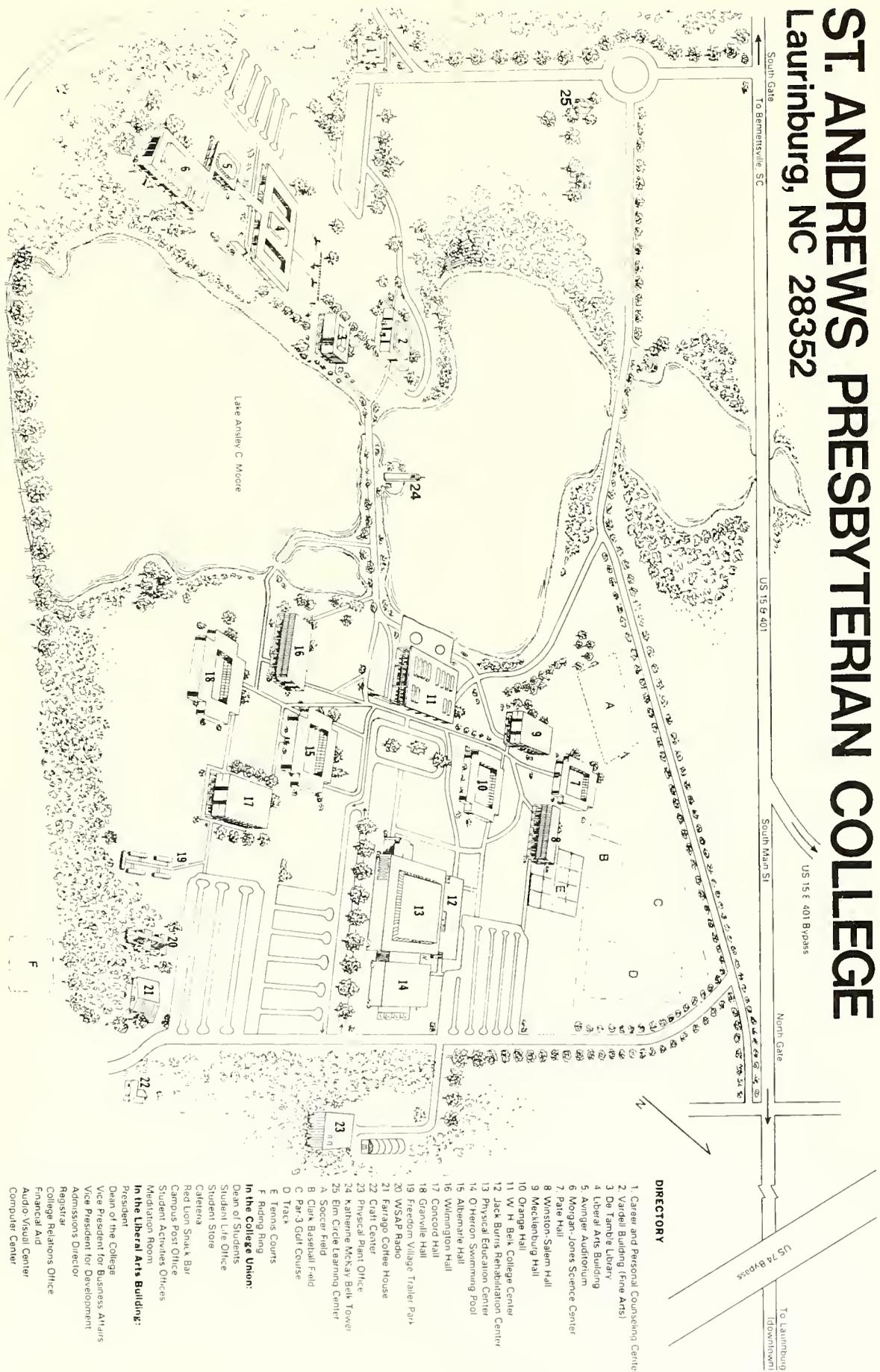
#### Working On-Campus

Director of Financial Aid, 206, Business Office, 222,  
Director of Food Service, 276-7849



# ST. ANDREWS PRESBYTERIAN COLLEGE

## Laurinburg, NC 28352



- DIRECTORY**
1. Career and Personal Counseling Center
  2. Vardell Building (Fine Arts)
  3. De Tarble Library
  4. Liberal Arts Building
  5. Avinger Auditorium
  6. Morgan-Jones Science Center
  7. Pate Hall
  8. Winston-Salem Hall
  9. Mackenburgh Hall
  10. Orange Hall
  11. W. H. Bask, College Center
  12. Jack Burs Rehabilitation Center
  13. Physical Education Center
  14. O'Herron Swimming Pool
  15. Albemarle Hall
  16. Wilmington Hall
  17. Concord Hall
  18. Granville Hall
  19. Freedom Village Trailer Park
  20. WSAP Radio
  21. Ferrago Coffee House
  22. Cafeteria
  23. Physical Plant Office
  24. Katherine McKay Bell Tower
  25. Elm Circle Learning Center
- A. Soccer Field  
 B. Clark Baseball Field  
 C. Par. 3 Golf Course  
 D. Track  
 E. Tennis Courts  
 F. Recreating Pond
- In the College Union:**  
 Dean of Students  
 Student Life Office  
 Student Store  
 Cafeteria  
 Red Lion Snack Bar  
 Campus Post Office  
 Student Activities Offices  
 Meditation Room  
**In the Liberal Arts Building:**  
 President  
 Dean of the College  
 Vice President for Business Affairs  
 Vice President for Development  
 Admissions Director  
 Registrar  
 College Relations Office  
 Financial Aid  
 Audio Visual Center  
 Computer Center





