

*Schelley Childress*

# **The Saltire**

**1995-96**

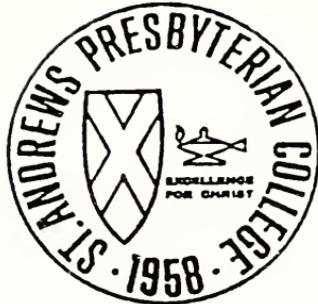


*The Official Student Handbook  
of  
St. Andrews Presbyterian College*



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The  
Saltire  
1995-96



*The Saltire is the cross in the form of the one on which St. Andrews suffered. It is borne on the banner of Scotland and is part of our school seal.*

*As the medieval knight carried the Saltire on his shield to aid him in battle, this Saltire is for you to take into action at St. Andrews Presbyterian College. The Saltire contains the essential information and guidelines you will need to follow as a member of the St. Andrews community. Please read the handbook thoroughly, for you will be held responsible for its contents.*

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## 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 St. Andrews! On our journeys  
Thou hast brought us to each other;  
Out of strangers, richly forged us  
Into sister, into brother.  
Challenged by our separate visions,  
Each so different, yet we dare  
To embrace all our divisions  
In a fellowship of care.*

*Hail St. Andrews! Springs of wisdom  
And of justice daily feed us.  
Fill us with a freshening spirit  
As we go where life may lead us.  
From thy lakeside's quiet beauty  
Help us ever to maintain  
The serenity and duty  
That flow forth in lives humane.*

*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!*

# CHAPTER 1

## INTRODUCTION

### 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-the-classroom 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, registration, course descriptions, course load, academic probation and dismissal, residence requirements, withdrawal, transfer credits, summer school, correspondence study, and international programs.

### 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, or similar errors.

## **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 Bylaws and any other document."

## **Bylaws of the Board of Trustees**

### **ARTICLE V. Administration of the College**

**SECTION 1. President of the College.** The President of the College shall under the Board have the direction and control of the College, its policies, its officers, its teachers and students. He/she shall be ultimately responsible for the direction and management of the business of the College and shall make full reports to the Board annually or when requested to do so by the Chair of the Board or Chairs of Board Committees. He/she shall have the authority to appoint other administrative officers of the College, including the Dean of the College, the Dean of Students, the Business Manager, and the Vice President for Institutional Advancement, and such other administrative officers as may have been approved by the Trustees, including Vice Presidents of the College who need not be Vice Presidents of the Corporation. All administrative officers of the College shall be directly responsible to the President. The Dean of the College shall be the chief officer in charge of the College in the absence of the President.

**SECTION 2. The Faculty.** All faculty members shall be responsible to the President. Subject to the approval of the Board, the Faculty shall determine requirements for admission, courses of study, conditions of graduation, the nature of the earned degrees to be conferred, regulations for the conduct of the educational work of the College, provide directly or indirectly the necessary policies for the conduct of student life and activities, and establish the basis for the assignment of honors. Nothing in this section is to be interpreted as conflicting with Article II, Section 6, entitled "President of the College", and Article V, Section 1, entitled "President of the College."

## Faculty Bylaws

### ARTICLE IV. Faculty Responsibilities

SECTION 1. Faculty Responsibilities. Subject to the approval of the Board, the Faculty shall determine requirements for admission, courses of study, conditions of graduation, the nature of the earned degrees to be conferred, regulations for the conduct of the educational work of the College, provide directly or indirectly the necessary organization for the conduct of student life and activities, and establish the basis for the assignment of honors. (See Bylaws of the Board of Trustees, Article V. Sec. 2.)

### ARTICLE VI. Committees

SECTION 1. Student Life Committee. This committee shall oversee, coordinate, and do long-range planning for student life in non-academic matters. It shall approve any handbook for students, any student constitution or system of student government and changes therein, and the budget of the Student Association. The Committee shall charter student clubs and shall develop policies necessary for a program of student publications. The Executive Committee shall recommend three faculty members, including a Chair, a representative from Student Life Services, and five students. The Dean of Students shall serve ex officio.

SECTION 2. Student-Faculty Judiciary. In providing the necessary organization for the conduct of student life and activities, the Faculty shall establish directly or indirectly a judicial system representing students, faculty, and administration of St. Andrews, and prescribe its jurisdictions, with the actions of the judiciary subject to review by the President of the College. Such a judiciary shall follow the accepted principles of due process. NO CASE DECIDED BY THE JUDICIARY SHALL BE RETRIED DE NOVO BY THE COLLEGE, BUT NO DECISION BY ANY JUDICIAL BODY MAY BE IMPLEMENTED WITHOUT THE APPROVAL OF THE PRESIDENT OF THE COLLEGE. A MORE COMPLETE STATEMENT ON THE JUDICIARY, ITS MEMBERSHIP, AND RESPONSIBILITIES MAY APPEAR IN A STUDENT HANDBOOK OR STUDENT CONSTITUTION.

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## CHAPTER 2

# 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 multi-lateral 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 or 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 non-current 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

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.
4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers.
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 ensure 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, documented 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 ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is 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/her 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 a Community 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/her, that he/she 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 be as free as possible from imposed limitations that have no direct relevance to his/her 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, nor his/her right to be present on the campus and to attend classes suspended, except for reasons relating to his/her 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/her, he/she 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 ensure opportunity to prepare for the hearing.
3. The student appearing before the hearing committee should have the right to be assisted in his/her defense by an advisor of his/her 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/she should have an opportunity to hear and question adverse witnesses.

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.

## CHAPTER 3

# RIGHTS AND RESPONSIBILITIES OF STUDENTS AND THE COLLEGE

### St. Andrews Code of Responsibility

The Faculty approves the Code with the proviso that any reading or interpretation of this code is null and void which is at variance with the Bylaws of the Board of Trustees or the Bylaws of the Faculty or the Student Constitution which the Faculty approves and that this qualification be published with any official report or publication of the faculty's approval of the Code.

*-Statement adopted by the Faculty at the time of final approval of the Code of Responsibility, April 14, 1970.*

#### **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 others' good in community. Therefore, the College endeavors to hold in meaningful and balanced tension both independence and interdependence. 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." (For the most current Community Code policy, see pg. 79)

### **Academic Responsibility**

Students have the right to take reasoned exception to selected data or views offered in courses and to reserve judgment 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 curriculum being changed

arbitrarily (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/her non-academic records. These records are confidential, and their contents are not revealed to others, with the exception of parents and guardians of dependent students, 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 that 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 through the Student Life Office 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. College media shall have freedom of expression within the context of the following limitations.

1. 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 techniques of harassment and innuendo.
2. The right of any person in the community who thinks that he/she 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 Executive Committee.
3. 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.
4. 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/her person and belongings, to privacy in his/her 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 the responsibility of students to utilize the security system 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 or his/her designate in writing, and 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 one of the following student leaders: the hall president, vice-president, or the suite leader of the involved suite. Since protection against improper search is important to student rights and freedoms, the hall 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. (See section on Drug Policy for details on current policy.)

## **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. (See section on Firearms and Explosives for details on current policy.)

## **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/her indebtedness to the college in advance of his/her 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 Part VI. (omitting B. 1) and V. B., and for the faculty shall conform to the 1940 Statement of Principles on Academic Freedom and Tenure.

## CHAPTER 4

### STUDENT GOVERNMENT

*The Student Association is the official representative of the student body. One of the main purposes of the Student Association is to foster communication between the administration and the student body. Student Government functions as an administrative body and as a service to all community members. The Student Association is able to represent student opinion on college committees, and the president and vice-president are able to attend faculty meetings. The results of this communication effort range from subtle to direct. Students are encouraged to take advantage of what the Student Association offers. Every student is represented by a senator, who is elected to ensure that his or her constituent's concerns regarding college affairs are dealt with as effectively as possible. In addition, all Student Association officers welcome visits from students who wish to share their views. The Student Association is the administration's primary source of student opinion. The administration and faculty value student opinion and involvement, and urge students to take advantage of their power, constructively, by becoming active members of the Student Association.*

#### Student Government Association Leaders for 1995-96

S.G.A. President .....	Kellam Parks
S.G.A. Vice-President .....	Lauren Schumacher
Attorney General .....	Leslie Leaf
Student Defense Counsel .....	
Treasurer .....	Kim Ribaud
Secretary .....	
C.S.F. President .....	
S.A.U. President .....	Susie Evans
Advisor .....	Howard Reichner

## Student Association Constitution

### 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.
- C. The members and officers of the Legislative department must have, at the time they assume office, a 2.5 cumulative grade point

average (cgpa) and not be on social or academic probation, and must maintain such cgpa throughout their term. If the cgpa of a member or officer falls below 2.5, or the person is on academic probation, then it is the responsibility of the member or officer to report the fact to the Judicial Committee and to tender, in conjunction with such report, the member's or officer's resignation. Failure to report a cgpa below 2.5 is considered a Community Code violation which may subject the member or officer to disciplinary action as outlined herein.

### SECTION 3. Officers

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

A. The Vice President of the Student Association shall be the President of the Student Senate and shall be elected in a general election as prescribed in the Elections Bylaws 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 chairs, 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.

B. 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.

C. 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:

- A. The Senate shall consider all questions of student welfare and general student interest, taking action as appropriate.
- B. The Senate shall establish rules governing student life consistent with College policies and the provisions of this Constitution.
- C. The Senate shall allocate Student Association funds to chartered student organizations and review monthly audits of Student Association accounts by the Treasurer.
- D. The Senate shall establish and enforce its rules of procedure in accordance with the current edition of Robert's Rules of Order.
- E. The Senate shall establish those committees necessary for the operation of the business of the Senate.
- F. The Senate shall require reports from any officer of the Student Association and any chartered or subsidiary organization.
- G. The Senate shall approve Senate committee appointments made by the President of the Senate by simple majority vote.
- H. The Senate shall impeach any officer of the Student Association charged with and found guilty of malfeasance or non-feasance in office, with the concurrence of two-thirds 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 Bylaws 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 Bylaws, 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 not sign it and present 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 Bylaws 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 Bylaws of this Constitution. A student must be a rising academic junior or senior to occupy the office.

##### **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, the Bylaws 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 Bylaws, 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, Terms of Office, Eligibility

A. The Cabinet shall be composed of the President, Vice-President, Attorney General, Student Defense Counsel, and Treasurer. These five 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, and 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, Bylaws, 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.

G. Terms of office in the cabinet shall be one year in length and shall commence and end the third Tuesday of April each year with

the exception of the Attorney General (refer to Article V, Section 4).

H. Members of the Cabinet and Cabinet-level officers must have, at the time they assume office, a 2.5 cumulative grade point average (cgpa) and not be on social or academic probation, and must maintain such cgpa throughout their term. If the cgpa of a member or officer falls below 2.5, or the person is on academic probation, then it is the responsibility of the member or officer to report the fact to the Judicial Committee and to tender, in conjunction with such report, the member's or officer's resignation. Failure to report a cgpa below 2.5 is considered a Community Code violation which may subject the member or officer to disciplinary action as outlined herein.

#### 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. (Other duties of the Vice-President are listed in Article III, Section 3,A).

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, and may be asked to give opinions on constitutional interpretations. 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 Bylaws 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 Budget Committee shall consist of five appointed Senators and shall be chaired by the Student Association Treasurer. After receiving the Treasurer's budget proposal, this committee shall review the budget requests of officially chartered organizations. The Budget Committee shall then refer their revised proposal to the entire Senate for approval. Upon Senate ratification by majority vote, the President of the Senate shall present this legislation to the President of the Student Association for approval or veto. This committee shall meet regularly and make reports to the Senate concerning the financial status of the Student Association.

E. 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 Bylaws, Constitutions, and other important documents. The Secretary shall be responsible for the organization and maintenance of all other files in the Cabinet office.

F. 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.

G. 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.

H. The Student Defense Counsel, elected to act on behalf of individual members of the student body in judicial matters as representative counsel, shall provide student input and judicial consultation to the cabinet concerning the students' rights and privileges within the judicial system of the student government.

**ARTICLE V. Judicial Department****SECTION 1. Authority**

The judicial powers of the Student Association shall be vested in Residence Hall Councils, the Student-Faculty Hearing Court, and the Student-Faculty Appellate Court. It is recognized that this judicial system is provided for by the faculty as stated in the Faculty By-Laws, Article VI, Section 3. As noted in that section, the ultimate authority rests with the President of the College as empowered by the Board of Trustees.

**SECTION 2. Community Code**

*Each member of the community shall subscribe to the St. Andrews Community Code: "I promise to support the mission of St. Andrews Presbyterian College by conducting my academic work with honesty and by treating others with respect, and by holding others accountable to this Community Code." (To see the complete Community Code, see pg. 79)*

**SECTION 3. Student Rights and Responsibilities**

- A. Students have the right to safety in their persons and belongings, to privacy in their residences, 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. 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 as specified in the Bylaws of this Constitution, the right to a just hearing without delay by the constituted board of the student's peers, the right to meet in person the accuser(s) at the hearing, the right to call any witness, the right to be present at the hearing 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 judgment

to the appropriate administrator in lieu of the defendant's peers, and the right not to be tried twice for the same offense.

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 the 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. An 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 Hall Councils will follow hearing procedures as specified in the Judicial By-Laws of this Constitution.

#### SECTION 8. The Student-Faculty Hearing Court

A. The Student-Faculty Hearing Court shall hear cases involving alleged violations of the Community Code and of social regulations, appeals from Residence Hall Councils, and any other violation specified in the College regulations which have been referred to the Board by the Attorney General's Office.

B. The membership of the Student Faculty Hearing Court shall consist of seven (7) members: four (4) students and three (3) faculty members. The Chair of the Student Faculty Hearing Court is appointed by the Student Association President and acts as coordinator for all Court activities. The Secretary of the Student Faculty Hearing Court is elected from its members and he/she is responsible for maintaining all records of court proceedings. The Students are elected through a general election.

#### SECTION 9. The Student Faculty Appellate Court

A. The Student Faculty Appellate Court shall be the highest judicial body consisting of faculty and students. The Student

Faculty Appellate Court shall interpret the Constitution of the Student Association but has no other original jurisdiction. The Court shall receive appeals from the Student Faculty Hearing Court and the Dean of Students.

B. The membership of the Student Faculty Appellate Court shall consist of seven (7) members: four (4) students and three (3) faculty members. A Chair of the Court is appointed by the Student Association President. A Secretary of the Court is elected from and by the Court itself. The faculty members are chosen by the Faculty Executive Committee. Students are chosen through a general election.

#### **SECTION 10. 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 Attorneys 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, 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 his/her 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 serves 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. Student Activities Union

### SECTION 1. Membership

The Student Activities Union consists of one representative from each residence hall, one member of the Christian Service Fellowship, one member of the Black Student Union, appointed committee chairpersons and their committee members, four executive officers, and the Director of Campus Life, who acts as the advisor to S.A.U.

The President and Vice-President of S.A.U. cannot be members of any other organized campus group in order to eliminate a conflict of interests or biases in decision making. In order to be an officer of the S.A.U., certain qualifications must be met:

- A. Must have been a member of the S.A.U. for at least one semester.
- B. Maintain the GPA requirement set forth.
- C. The S.A.U. can override these requirements, by vote, if no candidates meet these requirements.

#### **SECTION 2. Duties**

The S.A.U. shall coordinate the total program of residence hall and campus-wide social activities in cooperation with the Student Life Office and other student organizations.

#### **SECTION 3. President**

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

### **ARTICLE VIII. Christian Service Fellowship**

#### **SECTION 1. Membership**

The Christian Service Fellowship 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 Faculty members appointed in accordance with the By-Laws of the organization. All shall be voting members except the President, who shall vote only in the case of a tie.

## SECTION 2. Duties

The Christian Service Fellowship, 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. One member of CSO will represent the organization by serving as a member of the Student Activities Union.

## SECTION 3. The President

The President of the Christian Service Fellowship shall be responsible for the overall organization of the activities sponsored by the Organization. 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 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 (The Saltire)

A. The Handbook Committee will be appointed by the President of the Student Association in consultation with the Dean of Students and with consent of the Senate.

B. The committee will consist of four men and four women students representing the rising upperclasses. A chairperson and a recording secretary will be appointed by the Association President from among the eight committee members. A representative of the Student Life Office shall serve as advisor.

C. The committee will be appointed by the third week of the Fall Term.

D. The committee will begin work by the fourth week of the Fall Term.

E. The committee will receive recommendations relative to provisions of the handbook, and formulate editorial statements for consideration by the proper student, faculty and administrative authorities.

F. The committee will submit all recommendations to the Senate within three weeks of the campus general elections. The Senate will in turn submit approved recommendations to the Student Association Cabinet as informational. (The cabinet reserves the right to question any revisions and revert them back to the Senate for discussion.) Final recommendations will be forwarded to the Student Life Committee for the purpose of implementing any revisions into the Saltire prior to the close of the academic year.

### 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. Election 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 by 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 social or 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 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., two 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.

L. 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 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 CSO or SAU 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, 1, Part B of the Constitution.

H. If the office of Vice-President of a Residence Hall or the Social Chairperson becomes vacant, then that vacancy shall be filled through an informal election that is conducted at a hall-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 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

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.

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**ARTICLE 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 Student Faculty Hearing Court.

**SECTION 2. Student Defense Counsel**

A. The Student Defense Counsel shall be elected in a general election. The Student Defense Counsel 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 Student Defense Council 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 a Community Code violation which may subject the officer to disciplinary action as outlined herein.

### SECTION 3. The Residence Hall Council

A. The Residence Hall Council will hear infractions of residence hall policies as defined 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 Residence Hall Council.

B. 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 Residence Hall Council 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 Residence Hall Council, 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 Residence Hall Council 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.

C. The record keeper (residence hall Vice-President) of the Residence Hall Council 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 to be sent in writing to the Dean of Students. He/she also receives notification in writing as to the disposition of the Residence Hall Council 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.

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

A. 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.

B. 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.

C. The Court can render a variety of decisions which can range from a warning to probation. The court will make recommendations on sanctions to the Dean of Students. 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, 5 of these By-Laws.

D. 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

A. 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.

B. 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.

### *Executive Order #2*

In the Spring of 1989, the Student Government Association Cabinet passed Executive Order #2 which states that: If the Residence Hall Council, Student Faculty Hearing Court, or the Student Faculty Appellate Court feels that a student has committed a violation that is punishable by Suspension or Expulsion, the following procedure will be followed: The Court will make this recommendation to the Dean of Students and it will then become the Dean of Students' responsibility to determine if this is an appropriate sanction. The Dean of Students may substitute or add additional sanctions.

### Judicial Process (Effective Fall Term 1993)

Disciplinary proceedings are initiated when a St. Andrews Incident or Security Report is filed. All such reports are reviewed by the Case Referral Panel, which includes the Dean of Students, the Director of Campus Life, and the President and Attorney General of the Student Government Association. Based on a preliminary investigation, the Case Referral Panel determines potential charges and selects one of three actions:

1. If evidence is inadequate or the nature of the incident does not merit a disciplinary response, the case may be dropped.
2. If the sanction(s) for the alleged violation would normally be less than disciplinary probation as entailed in a letter of restriction, the case may be referred to a member of the Student Life staff (Area Coordinators, the Director of Campus Life, or in some cases, the Dean of Students) for adjudication. The Student Life staff member will send the student a notice of Administrative Hearing that will indicate the potential charges and the recommended sanction(s). If the accused student wishes to accept responsibility for the charges and the recommended sanction(s) without a formal hearing, the student should contact the Administrative Hearing Officer whose name appears on the notice. If the accused student believes s/he is innocent of the charges, the student must contact the Administrative Hearing Officer within five working days of the date on the

notification. Failure to make this contact will be considered admission of guilt. The Administrative Hearing Officer will set up a meeting with the student to discuss the incident. The Administrative Hearing Officer will hear the student's testimony and will conduct any additional investigation necessary to render a decision. A student given sanctions by an Administrative Hearing Officer has the right to appeal within 48 hours to the Student Faculty Appellate Court or, if the Dean agrees and is not the original Administrative Hearing Officer, to the Dean of Students.

3. If the sanction(s) for the alleged violation would normally be as severe as restriction, suspension or expulsion, the Attorney General (in the case of violations of academic integrity) or the Dean of Students (in the case of violations of college regulations) will send the student a letter that specifies the charges, requests the student to enter a plea within 48 hours, and informs the student of his/her rights and the role of the Student Defense Counsel in the judicial process. If the student pleads guilty, the Dean of Students will assign sanctions. If the student does not enter a plea or pleads innocent, the student may request the Case Referral Panel to forward the case for one of three possible options for adjudication: The student may select: a) a public hearing before the Student Faculty Hearing Court, b) a private hearing before the Student Faculty Court, or c) a private hearing before the Dean of Students, if the Dean agrees. All violations in this category (i.e. normally as severe as restriction, suspension or expulsion) occurring during the 14 days prior to the last day of exams of all and spring terms will be handled by administrative hearings with the Dean of Students in order to assure a timely resolution of cases. A student convicted during the last 14 days of the fall or spring term may appeal to a committee comprising a majority of the elected members of the Faculty Executive Committee.

#### Summer Procedures:

During the period between the end of spring term and the beginning of fall term, including the period of summer session, all cases will be handled by administrative hearings with the Dean of Students. A student who is given sanctions by the Dean of Students has the right to appeal within 48 hours to a committee comprising a majority of the elected members of the Faculty Executive Committee.

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**ARTICLE VII. Judicial System Procedures**

**SECTION 1. Investigation and Charging**

A. 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 Community Code.

B. 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.

C. Only the Attorney General of the Student Association may formally charge students with a violation of the Community 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.

D. The Attorney General shall inform the accused of the accused's rights, as found in Article V, 3 of the Constitution and options as found in Article VII, 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**

A. 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 Student Faculty Hearing

Court, b) private hearing before the Student Faculty Hearing Court, or c) hearing before the Dean of Students acting in place of the Student Faculty Hearing Court, 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 Student Faculty Hearing Court 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.

B. Notifications: The chair of the Student Faculty Hearing Court 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.

C. Access to Hearings: In private hearings, access shall be granted only to those persons whose presence is required for the conduct of the hearing (See Personal Notification (B)). Public hearings before the Student Faculty Hearing Court are open to all interested parties.

### SECTION 3. Hearing Procedures of the Student Faculty Hearing Court

A. The following is an outline for the conduct of trials by the Student Faculty Hearing Court.

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.

**B. 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.

**C. Rules of the Hearing**

1. 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.
2. Only the defendant, and the representatives of the offices of the Student Defense Counsel and of the Attorney General may directly address the court.
3. 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, or making of objections.
4. 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.

**D. 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.**

1. 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.

2. The Court will consider the validity of the challenge in closed session. The Court will then vote on the issue, with a simple majority ruling.

3. 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.

4. 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.

E. Any member of the Court who feels unable to render a fair, unprejudiced opinion may request to be removed from the case.

F. The chair reads the charges against the defendant and hears the defendant's plea.

1. If the plea is not guilty, proceed to G.

2. If the plea is guilty, proceed to L.

G. The prosecution begins its case.

1. The prosecution may make an opening statement.

2. Call witnesses for the prosecution.

a. Prosecution questions each witness.

b. Defense cross-examines.

c. Court may question each witness.

3. When all evidence has been submitted and all witnesses called, the prosecution rests.

- H. The defense begins its case.
  - 1. The defense may make an opening statement.
  - 2. Call witnesses for the defense.
    - a. Defense questions each witness.
    - b. Prosecution cross-examines.
    - c. Court may question each witness.
  - 3. When the defense has prepared all the evidence and called all the witnesses, the defense rests.
- I. Closing statements are presented.
  - 1. Prosecution may make a closing statement.
  - 2. Defense may make a closing statement.
- J. The court goes into closed session for deliberation.
  - 1. No member of the Court may abstain from voting.
  - 2. If an even number of Court members are present, the Chair will not vote.
  - 3. A simple majority vote is required to reach a verdict.
- K. The court reconvenes and announces the result of its deliberation.
  - 1. If the verdict is not guilty, the case is closed.
  - 2. If the verdict is guilty, a sentence hearing will be held.
- L. Sentencing.

1. The prosecution may recommend a sentence, usually based on precedents.
2. The defense may make a statement, usually a plea for leniency.
3. 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.
  - a. A unanimous vote is required for expulsion.
  - b. A two-thirds majority is required for suspension.
  - c. A simple majority is required for all other recommendations.
4. The defendant is informed of the sentence and of the defendant's right to appeal.
  - a. The secretary of the court sends copies of the sentence to the defendant, the Attorney General, and the Dean of Students.
  - b. 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

- A. When the Student Faculty Appellate Court has agreed to hear an appeal, the chair shall request written briefs from the Student Defense Counsel and the Attorney General. The Attorney General shall be given a copy of the request for appeal.
- B. The chair, the Student Defense Counsel, and the Attorney General 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.

C. In the hearing, the Attorney General, the defendant, and the Student Defense Counsel shall answer questions from the court. The court may call witnesses only to provide new testimony.

D. 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.

E. 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

A. For all judicial bodies, the chair shall notify the Dean of Students, in writing, of all verdicts and sentences within 24 hours.

B. Actions may consist in part or entirely of suspended sentences with conditions specified by the relevant court or a Dean. Possible disciplinary actions include, but are not limited to the following:

**WARNING** - Technically, this is not considered a sanction 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/organization to the attention of the College, cautioning the student/organization about the possible consequences of such actions, and warning the student/organization about the possible consequences of any continuation of such actions.

**REPRIMAND** - The student is given a corrective interview by the Dean of Students 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. The student will also be placed on probation for a period of no less than four months and not to exceed one year of the academic calendar. While on probation any further violation will be dealt with stringently; however, the student will continue in attendance without restrictions placed upon extra-curricular activities. A copy of the reprimand 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. Censure carries with it the sanction of probation as defined in the reprimand. A copy is sent to that organization's sponsor to apprise the sponsor of the unsatisfactory situation.

**RESTRICTION** - The student continues in attendance, however, the student will perform acts of community service as determined by the relevant court or a Dean and will be ineligible for holding a generally elected office for a period no less than one year. If the student currently holds a generally elected office, the student must immediately resign from that office. Restriction will also carry a sanction of probation as defined in the Reprimand section for a period of 12 months. The student is in danger of suspension for any breach of good conduct during the defined period. A copy of the restriction 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 re-admitted at the end of this period of suspension; however, re-admission 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 re-admission; however, re-

admission is never automatic. No petition will be considered for re-admission 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:**

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

**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.

**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**

A. 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.

B. The grounds for appeal within this judicial system are restricted to:

1. rights of defendant violated;
2. improper hearing procedures;

3. inappropriate sentence;
4. availability of significant new evidence or testimony.

C. 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.

D. 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.

E. The routes of appeal shall be as follows:

1. A defendant convicted by a Residence Hall Council has the right to appeal to the Student Faculty Appellate Court or, if the Dean agrees, to the Dean of Students.
2. A defendant convicted by the Summer Board has the right to appeal to the Dean of Students, if the Dean agrees.
3. A defendant convicted by either the Student Faculty Hearing Court or the Dean of Students has the right to appeal to the Student Faculty Appellate Court.
4. A defendant whose conviction is upheld by the Student Faculty Appellate Court 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

A. 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.

B. 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), 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.

C. 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.

## By-Laws of the Student Senate

### ARTICLE I. Membership

Membership in the Senate shall consist of the Vice President of the Student Association and those St. Andrews students certified by the Elections Board of the Student Association as having been duly elected a President or Vice President of a particular residence hall in the Spring of each year. Two off-campus representatives will be elected by September 30th of each year in a special election. A member of the St. Andrews Faculty shall serve as advisor to the Senate. By the second meeting, there will be information available regarding the duties of the Senators. This information will be distributed to the Senators.

### ARTICLE II. Officers

A. The President of the Senate shall preside over the Senate, but may not involve him/herself in the deliberations of the Senate. The President shall only vote in the event of a tie. The President shall perform such additional duties as the Senate may choose to assign.

B. The President Pro Tempore shall preside over the Senate in the absence of the President of the Senate. Additional duties may be assigned to the President Pro Tempore at the discretion of the President of the Senate.

C. The Secretary shall record and duplicate for the members of the Senate detailed minutes of each meeting at least twenty-four hours before the next meeting of the Senate, duplicate all forms of legislation, committee reports, and other documents of the Senate, and distribute them to each member of the Senate twenty-four hours before the meeting of the Senate at which they are to be considered. The Secretary shall maintain a roster of the members of the Senate including their class, post office box, residence hall office, and place of residence, distributing this roster to the Senators, the Dean of Students, the President of the College, and the advisor to the Senate.

D. No member of the Senate shall hold more than one of the offices described in this section.

**ARTICLE III. Committees**

A. The Senate shall organize itself into such committees as it deems necessary. Standing committees may be added or terminated by amending these bylaws. Special committees may be established as needed by a majority vote of the Senate.

B. Standing committees of the Senate shall be Academic Affairs, Budget, Residential Life, Internal Affairs, External Affairs, the International Committee, Environmental Committee and the Maintenance Committee. No Senator shall serve on more than one standing committee of the Senate.

1. The Academic Affairs Committee shall consist of three (3) appointed Senators, one of whom shall be appointed chairperson of the committee by the President of the Senate. This committee is responsible for soliciting opinions from students and making recommendations concerning the academic program. This committee shall meet regularly and consider those measures referred to it by the Senate.

2. The Budget Committee shall consist of five (5) appointed Senators and shall be chaired by the Student Association Treasurer. After receiving the Treasurer's budget proposal, this committee shall review the budget requests of officially chartered organizations. The Budget Committee shall then refer their revised proposal to the entire Senate for approval. Upon Senate ratification by majority vote, the President of the Senate shall present this legislation to the President of the Student Association for approval or veto. This committee shall meet regularly and make reports to the Senate concerning the financial status of the Student Association.

3. The Residential Life Committee shall consist of three appointed Senators, one of whom shall be appointed chairperson of the committee by the President of the Senate. This committee shall solicit opinions from the students and make appropriate recommendations concerning residential life. This committee

shall meet regularly and consider those measures referred to it by the Senate.

4. The Internal Affairs Committee shall consist of three appointed Senators, one of whom shall be appointed chairperson of the committee by the President of the Senate. This committee is responsible for evaluating the bylaws of the Senate and proposing such amendments to the Senate as they deem necessary. This committee shall meet a minimum of one time per term and any additional times that are felt necessary.

5. The External Affairs Committee shall consist of two appointed Senators and two other St. Andrews students. This committee is concerned with incorporating more involvement and understanding between St. Andrews and the Laurinburg community. This committee shall meet regularly and make reports to the Senate.

6. The International Committee shall consist of one appointed Senator and two other St. Andrews students. This committee is concerned with keeping the line of communications open between St. Andrews and the students abroad. This committee shall meet regularly and make reports to the Senate.

7. The Environmental Committee shall consist of two appointed Senators, one of whom shall be appointed chairperson of the committee by the President of the Senate, and the environmental chairs of each residence hall. This committee is concerned with promoting environmental awareness and programs on campus. This committee shall meet regularly and make reports to the Senate.

8. The Maintenance Committee shall consist of two appointed Senators, one of whom shall be appointed chairperson of the committee by the President of the Senate. This committee is responsible for making Physical Plant aware of Hall maintenance requests. They shall meet when deemed necessary and make a report to the Senate.

**ARTICLE IV. Meeting Procedures**

- A. Notification of all Senate meetings shall be made at least forty-eight hours in advance.
- B. An agenda for each meeting of the Senate shall be distributed to the members of the Senate forty-eight hours before each meeting by the Secretary of the Senate.
- C. A quorum shall consist of ten (10) Senators. No official business of the Senate may be conducted without a quorum.
- D. Visitors will not be allowed to participate in the deliberations and debates of the Senate except by unanimous consent of the Senators present.
- E. Any member of the college community shall have the right to speak at any regular meeting of the Senate, provided that the individual has official approval before the meeting from the President of the Senate.
- F. All decisions of the Senate shall be on a recorded roll call vote.
- G. In the event of a special meeting, the Secretary of the Senate shall notify each Senator as expeditiously as possible.
- H. Upon the receipt by the Secretary of the Senate of a written request bearing the signatures of ten (10) Senators, a special meeting of the Senate shall be called within twenty-four hours.
- I. Official business conducted during Winter term is subject to the approval of the entire Senate at its first meeting in the Spring term.

**ARTICLE V. Legislation**

- A. All forms of legislation shall be typed on official bill paper and shall begin with the following information: date of introduction; sponsors; purpose; title of the bill; text of bill. All lines of the bill must be numbered.

B. All forms of legislation shall be presented to the Secretary of the Senate. Upon receipt of any legislation, the Secretary shall refer the proposed bill to the President of the Senate for examination and approval of form. In the event changes are needed, the President of the Senate shall consult immediately with the sponsor to make appropriate revisions. Upon approval of the President of the Senate, the Secretary shall make additional copies of the legislation, placing one in the Senate archives, and distributing copies to every member of the Senate. The President of the Senate then has the option to assign the legislation to the appropriate committee or introduce the bill directly to the Senate for approval or rejection.

C. Should the President assign a specific bill to a committee, action of the committee shall follow the following timetable:

1. Within one week of the introduction of the bill, the Chairperson of the Committee shall schedule a hearing for the bill before the next meeting of the Senate, and have notice of the hearing duly publicized. If at all possible, the committee should return to the Senate by its next meeting a written report detailing the hearings, giving the committee's version of the bill, and the reports of the minority and majority of the committee.

2. Should the committee not be able to complete action by the next meeting of the Senate it may grant itself a one week extension. At the end of the week following introduction of the bill it shall automatically be scheduled for a vote in the Senate.

3. Upon receipt of a report from the committee, the Secretary of the Senate shall schedule the bill for debate at the next meeting of the Senate.

## **ARTICLE VI. Impeachment**

Any elected or appointed officer of the Student Association may be removed from office for neglect of duty, misconduct or malfeasance of office, and/or any constitutional violations by a two-thirds majority vote of the Senate. Investigation into any of these charges will be undertaken by the Special Committee of the Senate, referred to as the Board of Inquiry. Consisting of

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the chairs of all Senate standing committees, the Faculty Advisor of the Senate, and chaired by the President of the Senate, this board will further investigate improper behavior of Student Association officers as deemed necessary by the Senate as a whole, and recommend appropriate actions to be taken. The Senate will vote on these recommendations within one week of the Board of Inquiry's report. In the event that the defendant should be a member of the Board of Inquiry, an appropriate replacement will be appointed by the Senate as a whole.

## ***"WHY PARTICIPATE IN CAMPUS ORGANIZATIONS?"***

*There are some things you just cannot learn out of a book or in a classroom. Involvement in extra-curricular activities can provide personal growth and practical experience. At St. Andrews, there are over 20 organizations in which students may participate in, according to their interests and career objectives. In addition, many opportunities exist for volunteerism and involvement off-campus with local organizations. Participation means gaining experience in learning how to deal with people, and equally important, involvement can mean having a lot of fun.*

*Carefully examine and consider your possibilities by exploring participation and membership opportunities. Watch for new member recruitment opportunities to get involved. If you have your own idea about starting a new program or organization, please be encouraged to do so! The St. Andrews community is always searching for creative educational experiences.*

*Get involved and take full advantage of all the opportunities that our community offers.*

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## CHAPTER 5

# STUDENT ORGANIZATIONS, CLUBS AND ACTIVITIES

### Guidelines for Chartering an Organization

The following are the guidelines for considering the granting of a charter or a renewal: a) A charter application should be turned in to the Director of Campus Life; b) Each club or organization is to have an advisor from the faculty or staff of St. Andrews College; c) by-laws are to be submitted with application. The Student Life Committee has developed a policy in regards to chartering any club or organization on campus, to ensure unity within the diversity of Student Activities. *"The Student Life Committee does not grant charters to clubs or organizations whose functions would overlap with those of an already existing campus organization or academic program"* (November 29, 1983).

### Renewal of Charters

Each year, every club and organization on campus except those stated in the constitution of the Student Association are to apply for a renewal of their charter or for a new charter if they are being established for the first time. A charter is the official recognition by the college of a club or organization. The charter entitles the club to apply for funds from the Student Association Senate and from other college sources. It also entitles the club to be listed in college publications and to be included in events that give recognition to clubs and organizations, such as the Organization Fair held every year for Admitted Students Weekend.

The Student Life Committee is the official college committee that grants all charters and renewal of charters. The Director of Campus Life is the college administrator who has oversight of the process. Each spring, a letter is to be sent out to all clubs and organizations that their charters are to be renewed for the next year. The Director of Campus Life and the Chair of the Student Life Committee are to decide this date, so that the charters can be reviewed in time for the recommendation by the Director of Campus Life

to the committee for final approval. If a club or organization does not complete this process in the spring, there is to be a second opportunity in the Fall so that the process is completed by the end of September. This deadline is to be adhered to so that the Senate of the Student Association can complete its allocation of funds to all chartered clubs and organizations who submit a budget request that is approved.

### **Advisor**

Advisors to student organizations are selected by the members of the organization. These appointments are subject to the review 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**

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 of 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).

Student groups may not open bank accounts using college or student funds. All student and college funds must be handled through the St. Andrews Business Offices.

### **Residence Hall Accounts:**

- A. All hall funds from student activity fees, vending machine commissions, and any other sources will be held in account, with the College on campus and in the agency fund.

- B. The college agrees that all balances (surplus or deficit) at the end of each fiscal year (May 31) will be held in each individual account and carried forward to the following fiscal year, after the annual audit is complete.
- C. Each Residence Hall agrees to provide the Business Office with a list of three, and only three officers who are authorized to charge/withdraw from their hall account. The list will normally be the President, Vice-President, and Secretary/Treasurer or Social Chair of each Hall. This list will be submitted to the Business Office by the first week of each school year.
- D. The Business Office agrees that only requisitions, requests, etc., submitted with one of the three person's signatures and also signed by the Resident Director will be approved for payment. No charges will be assessed the activity accounts without these authorizations.
- E. An emergency petty cash fund will be established and held by the Director of Campus Life as custodian. The Director will be authorized to make emergency disbursements up to \$50, provided he/she receives proper documentation. Proper documentation consists of a valid receipt for each expenditure. These emergency disbursements can be made to one of the three officers in Item C. above in conjunction with the Resident Director. This fund is an emergency fund.
- F. Properly authorized and documented requests for funds will be processed twice a month on the Fridays nearest the 15th and the last day of each month. Funds must be requested on the Monday before these dates by 5:00 P.M. to assure payment. These requests should be submitted to the Business Office.
- G. Monthly print-outs of the hall accounts will be sent to:
1. Director of Campus Life--all accounts
  2. The Resident Director--2 copies, one of which goes to the President of the Residence Hall.

H. Any questions regarding items on any print-out should be directed to the Business Office immediately for explanation.

## Chartered Organizations

The following is a list of some organizations that have been chartered in the past year and their stated purposes. A current list of Chartered Organizations and a list of officers is available from the Student Life Office or the Student Government Association Office in late September or October.

## Honor Organizations

**Alpha Chi** is a coeducational society whose purpose is to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction.

**Beta, Beta, Beta (Tri-Beta)** is a national honor society for Biology students with a three-fold program.

**Pi Gamma Mu** is an international honor society for men and women in the Social Sciences.

**St. Andrews Honor Society** includes all juniors and seniors enrolled during the Spring term who have earned an overall average of 3.50 or better on a minimum of 49 credits at St. Andrews.

## Clubs and Organizations

**Black Student Union** functions to educate St. Andrews students about the various aspects of cultural and other contributions of black people through interaction and educational programs. Open to all. Advisor: David Thornton

**The Business Club** seeks to increase interest and promote a greater knowledge of Business and Economics. Through various rewarding and enjoyable sponsored activities the club provides its members with valuable and relevant experience in both community

service and profit-generating enterprises. Open to all. Advisors: Corinne Nicholson and Bob Littleton

**The Cairn** provides an outlet for writing as an art and to provide an exhibition for these works. Advisor: Edna Ann Loftus

**Chapbook** provides an entry into the world of professional writing for a St. Andrews junior or senior. Advisor: Ron Bayes

**Chemistry and Other Sciences (CHAOS)** is dedicated to promoting fundamental and continuing education in the physical sciences, increase science literacy and environmental awareness in the St. Andrews and local communities. Also, it provides students with the opportunity for qualifying students to participate in the American Chemical Society (ACS) Student Affiliate Chapter at St. Andrews. Open to all. Advisor: James Lankford

**Chorale** provides choral music opportunities for students in which they can perform in a wide range of music on-campus and off-campus, as well as on tour. Open to all. Advisor: TBA

**Christian Service Organization** assists in 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. Advisor: David Thornton

**Cycling Club** functions to provide an opportunity for persons interested in cycling to join together in a common activity for personal enjoyment plus rides to raise funds for charities. To promote an activity good for health and the environment. Advisor: Gordon Wang

**The Debate Society** functions to promote debate as a means of conflict resolution, education and entertainment through off-campus competition and on-campus sponsorship of debate related activities. Open to all. Advisor: Lisa Dubs

**Dimensions** is organized to increase awareness and appreciation of the visual arts by providing a visual arts club at St. Andrews.

Advisor: Stephanie McDavid

**Eco-Action** seeks to raise awareness about local and global environmental issues within the St. Andrews community. Eco-Action also serves to encourage action aimed at conserving and defending the environment. The Club supports non-hierarchical leadership as a means of enticing individual action. Open to all.

Advisor: Frank Watson

**The Extravaganza Core** provides the campus as a whole the opportunity to contribute to the preparation of Extravaganza Weekend. Dedicated people are needed to keep this tradition of St. Andrews College alive. Open to all. Advisor: Cyndy Martino

**Film Society** organizes programs and sponsors activities that will bring interested persons in contact with the broader world of motion picture: film criticism, film making, film festivals, and production companies. It also contributes to the promotion of the humanities and the fine arts at St. Andrews. Open to all. Advisor: Beverle Bloch

**Highland Players** is the theatrical group on campus. Open to all.

Advisor: TBA

**The History Club** seeks to reach out to the entire St. Andrews community with the discipline of history by sponsoring events, lectures, social opportunities and public discussions that will demonstrate how knowledge of the past can enhance one's understanding of world events. Open to all. Advisor: Tom Williams

**Japanese Festival Ensemble** enhances the Asian studies program's efforts to promote understanding of this geographic area through college and public events. Advisor: David Fish

**The Lance** is the St. Andrews community newspaper. The newspaper provides a means of communicating information, views, and

opinions of the St. Andrews community. Open to all. Advisor: TBA

**Math/Computer Science Club** functions to elevate all students' awareness of the increasing role of mathematics and computer studies in today's technical society. Open to all. Advisor: Samad Mortabit

**Model United Nations** is a campus-wide organization open to any student who is interested in the structure and the affairs of the United Nations. Advisor: Howard Reichner

**North Carolina Student Legislature** is a state-wide non-profit, non-partisan, educational organization modeled after the North Carolina General Assembly. Students representing colleges and universities across the state assemble monthly to discuss and create resolutions and policies dealing with the issues facing North Carolina and the nation. The educational part of NCSL comes from the hands-on experience of politicking and legislating. Must be invited to join. Advisor: Corinne Nicholson

**Physical Therapy Club** is organized to promote the understanding and continuing education in the area of physical therapy. To provide programs for persons with disabilities. Advisor: TBA

**St. Andrews Pipe Band** enhances Scottish Heritage in this geographic area through College and public events. Advisor: Bill Caudill

**Psychology Club** promotes the interest of psychology and furthers the knowledge and application at St. Andrews and in the community. Open to all. Advisor: Bill Faw

**Rugby Club** ("The Rhinos") seeks to introduce, promote, and to properly teach members the game of rugby. Members will compete against other teams in the North Carolina Rugby Union. There is both a men's and women's team. Open to all. Advisor: Dennis McCracken

**The Student Activities Union (S.A.U.)** coordinates the total program of residence hall and campus-wide social activities.

Advisor: Preston Swiney

**Student Athletic Trainer's Association** provides an educational and social arena for any student interested in pursuing a career in sports medicine or a related field. Advisor: TBA

**Symposium** seeks to bring together, in an informal setting, students and faculty interested in philosophic and theological issues. Open to all. Advisor: Bill Throop

**The World Culture Society** is an international, inter-cultural organization which strives to gain knowledge about different cultures, traditions, customs and social life. Open to all. Advisor: Howard Reichner

**Volleyball Club** allows those interested in Volleyball/physical recreation the opportunity to learn about Power-Volleyball, team play, and have fun doing all of these things. Open to all. Advisor: TBA

**Writers' Forum** invites poets, novelists and writer of all genres from across the nation and here on campus to share their work with the college community. The purpose is to provide a stomping ground for the muse and continue the oral poetic tradition while paying attention to the fun inherent in poetry. Advisor: Ron Bayes

## CHAPTER 6

### COLLEGE REGULATIONS

#### Community Code

*St. Andrews Presbyterian College is not only a place of learning; it is a community of learning. The difference is that in a collegiate community, members are committed to pursuing their individual purposes in accord with those of others and in integrity with the College's mission.*

*To realize our community, we must not only trust each other but also pledge to be worthy of that trust. For that reason, all of us enter membership in St. Andrews by making this pledge:*

***I promise to support the mission of St. Andrews Presbyterian College by conducting my academic work with honesty and by treating others with respect, and by holding others accountable to this community code.***

*Academic dishonesty includes (but is not limited to) lying, cheating, plagiarism, computer misuse, and unauthorized removal of materials from the library. Disrespect to others includes (but is not limited to) lying, stealing, hazing, harassment, verbal or physical assault, misuse of identification or access cards, and property damage. Any student found guilty of a Community Code violation may be ineligible to participate in major extracurricular activities for twelve months following the sanctioning.*

The St. Andrews community expects students to conduct themselves with a sense of propriety and personal dignity based on reason and responsibility. Students are expected to observe standards of conduct and taste that will not reflect discredit on the college, their fellow students, their guests or themselves. Regulations regarding academic and social conduct are established to provide an atmosphere conducive to learning and to personal and social growth in the context of a collegiate community.

Under ordinary circumstances, disciplinary cases will be handled according to the St. Andrews judicial process, described elsewhere in this handbook. This process is designed to give students an important role in the response of the community to violations of academic integrity or breaches of responsible personal conduct. The administration fully supports responsible judicial action and views the judicial process as a learning experience that can result in growth in personal understanding of one's responsibilities and privileges within the college environment. In accordance with the Faculty Bylaws (Article VI, section 3), "the actions of the judiciary [are] subject to review by the President of the College" (see also page 5 of the *Saltire*).

Each student should be aware of and responsible for adhering to the rules and regulations embodied in the *Saltire*, the College Catalog, the housing contract and other official college publications. Enrolling at St. Andrews does not confer immunity to society's obligations and laws or to the responsibilities of daily living in a broader society.

### **Misuse of College Property**

The unauthorized possession or use of college property including, but not limited to, the unauthorized use of college vehicles or of college keys is an offense.

### **Complying with Requests From College Officials**

Failure to comply with the requests of college officials (e.g., security, student life or residence life staff) acting in the performance of their duties is an offense. Such conduct as failure to provide an ID, falsification of identification, uncooperative or threatening behavior will not be tolerated.

## Health and Safety

Any behavior which creates a risk of danger to the health or safety of others or the college community is an offense. Such hazardous acts include, but are not limited to, propping open doors to residence halls after they have been secured, thus breaching security; disclosing residence hall door combinations to unauthorized person; breaking bottles or glass; throwing, projecting or dropping bottles, cans, objects or debris in a manner which endangers a person or persons or produces an unsafe environment.

## Disorderly Conduct/Violation of Laws

Behavior which disrupts the regular functions of the St. Andrews community including behavior which breaches the peace or violates the rights of others is an offense. This may include behavior which violates federal, state or local laws, even if formal charges have not been filed.

## Contempt of the Judicial Process

Failure to appear before a judicial or administrative hearing, failure to observe or comply with sanctions that emerge from such hearings and knowingly furnishing false information during a hearing or an investigation are offenses.

## Plagiarism, Paraphrasing and the Use of Quotations

Plagiarism is a Community 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 (or otherwise indicating a direct quote) and citing the source in a footnote, the student is guilty of plagiarism. If a student presents ideas of another person in his or her own words without citing the source in a footnote or parenthetical note, 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 of giving credit for ideas from sources other than his/her own.

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

*Webster's New Collegiate Dictionary* says that to paraphrase is "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 his/her 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 or parenthetical note. 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 the source of the ideas and information, and must clearly cite those 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.

## Course Loads

The College recognizes 11-17 credits as a full course load for a student. Students must have permission of the Associate Dean for Academic Affairs to register for less than 11 credits or more than 17 credits. A student must

have the permission of his/her advisor and the Associate Dean for Academic Affairs to drop below 11 credits or to add above 17 credits. A full course load for a Winter Term is three credits.

Students permitted to register for 19 or more credits will be charged full tuition plus an additional charge for each credit above 18.

## **Academic Probation**

To maintain satisfactory progress toward a degree, a full-time student classified as a first-year student must maintain an average of 1.50; if classified as a sophomore must maintain an average of 1.70; and if classified as a junior or a senior must maintain an average of 1.90. Students must pass at least three courses (9 or more credits) during a regular term to maintain satisfactory progress. Students failing to maintain this progress in grade point average or in courses passed will be suspended, or will be placed on academic probation if allowed to continue. Students not placed on academic probation who fail to maintain a 2.0 grade point average for a regular term or a cumulative 2.0 grade point average will receive an academic warning letter.

A student on academic probation who fails to show marked improvement in academic work during the following term may be asked to withdraw from the college. A student still on academic probation after two successive regular terms on academic probation is normally ineligible to return. In any case, continuance on this status or dismissal from the college is determined on consultation with the Dean of the College and the Faculty Executive Committee.

## **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 extra-curricular 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 normally 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 eight credits during the succeeding summer term at St. Andrews.

Any student convicted of a Community Code violation may be ineligible to participate in major extracurricular activities for 12 months following the conviction. (from the St. Andrews Catalog of Academic Regulations)

## **Grade Appeal Procedure**

In the event that a student feels that the grade for a course is not a fair evaluation of the student's effort and performance, the student should make every attempt to resolve the difficulties by discussion with the instructor involved. If such discussions do not result in satisfactory solution to the problem, the student should seek the assistance of the appropriate program chairperson in resolving the problem.

If this fails, a grade appeal committee will be formed by the program chairperson. This committee will consist of three faculty members: one selected by the instructor involved, another by the student, and the third (who shall be chair) by agreement of the first two faculty members selected. It is expected that the committee will receive full cooperation from all parties involved. To take effect, the committee's decision must be ratified by the Dean of the College.

Any formal grade appeal action involving a committee must be initiated by the student at least two weeks prior to the date for clearing incompletes for the term in which the course was taken. The committee shall reach its decision before the date for clearing incompletes for that term. When special conditions exist, this timetable may be altered by the Faculty Executive Committee.

## St. Andrews Presbyterian College Sexual Harassment Policy And Procedures

### Preamble

The St. Andrews Presbyterian College Statement of Purpose affirms the identity of the College as an institution of the Presbyterian Church. As a consequence, the College has special obligations to foster an environment which is based upon the moral and ethical foundations of the Church. Sexual harassment in any situation is reprehensible. It subverts the mission of the College, and threatens the careers of students, faculty members, and staff.

### I. Statement of Policy

It is the policy of this institution that no member of the academic community may sexually harass another. Unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual Harassment defined by these three conditions may involve behavior such as:

**Verbal** - sexual innuendo and other suggestive comments, humor and jokes or gender-specific traits, offensive written notes, sexual propositions, insults, threats

**Nonverbal** - leering, whistling, suggestive or insulting sounds and gestures, showing pornographic materials

**Physical** - touching the body (e.g. brushing, patting, pinching), sexual assault, including date rape, or threat of sexual assault.

Incidents of sexual harassment may involve any of the following: men harassing women, women harassing men, women harassing women, or men harassing men. Sexual harassment is especially serious when it threatens the relationship between student and teacher or the relationship between supervisor and subordinates. Through grades, wage increases, recommendations for graduate study, promotion, and the like, a teacher or a supervisor can have a decisive influence on a student's or a staff member's success and future career at the College and beyond.

When a person is subjected to unwanted sexual attention, a situation is created that may have devastating implications for individual students and staff, and for the academic community as a whole. Through fear of reprisal, a student, staff, or faculty member may submit to unwanted sexual attention at the price of debilitating personal anguish or may withdraw from a course or position and thus be forced to change plans for a life's work. Conversely, a teacher or supervisor may be inhibited from developing a close and professionally appropriate relationship through fear of initiating a misunderstanding as to sexual harassment. In some cases a person against whom a complaint is directed may be unaware that his or her behavior is inappropriate or coercive, or one person's actions or words may be misinterpreted by another. Such misunderstandings, if not resolved, can interfere with the educational and administrative process even when the action is subject to different interpretations.

Unfounded allegations of sexual harassment also are possible. The institution does not countenance sexual harassment or unfounded charges of sexual harassment (slander). The procedures described below are designed to help the institution distinguish one from the other and to protect the rights of both the person making the complaint and the person accused.

While sexual harassment most often takes place in a situation of power differential between the persons involved, this policy recognizes also that sexual harassment may occur between persons of the same College status, i.e. student-student; faculty-faculty; staff-staff. Thus, in both obvious and subtle

ways, the very possibility of sexual harassment may be deeply destructive to individual students and staff. Academic and career relationships may be poisoned by the subtle and destructive overtones of this problem. For all these reasons, the students, staff and faculty of St. Andrews Presbyterian College believe that reaffirmation of a firm stand against sexual harassment and the establishing of procedures specifically designed to resolve complaints of sexual harassment are critically important for this institution.

## II. Procedures

A person wishing to make a complaint may choose to contact one of two Sexual Grievance Advisors whose identity and location shall be widely publicized. One Advisor shall be male and one female. The Grievance Advisor will attempt to resolve the complaint informally. The emphasis at this point is upon maintaining confidences and upon settling the complaint privately to the satisfaction of all parties.

As a second step, or as an alternative, a person may take a complaint or charge against a faculty member to the Dean of the Faculty. A person wishing to bring a complaint or charge against a student may contact the Dean of Students. A person wishing to bring a complaint or a charge against a non-faculty employee may contact the Vice President for Finance. This officer of the college shall consider complaints or charges in order to determine whether "just cause" is present to pursue job or disciplinary action and may assemble a hearing body for this purpose. If such action is warranted, existing due process mechanisms for faculty/staff/students discipline or dismissal shall be utilized.

Due process procedures for formal complaints or charges against students are described within this handbook. If a student is charged with violation of sexual harassment policy, the Dean of Students may appoint a special hearing body to hear and adjudicate the case. Due process procedures for formal complaints or charges against members of the faculty are described in the Faculty Handbook, and due process procedures for complaints or charges against non-faculty employees are in the Staff Manual.

### III. Management of the Sexual Harassment Policy

#### 1. Co-ordination

Sexual harassment cases requiring counseling can occur across more than one administrative line of responsibility. The appointment of a long term Grievance Coordinator with sufficient reduction of other responsibilities insures that continuity and "institutional" memory are maintained in resolving sexual harassment complaints. The obligations of this position would include: obtaining annually, sealed written reports of all cases from the current Grievance Advisors, securing the reports; noting any patterns of misconduct and advising the appropriate administrator thereof; keeping ongoing statistics and reporting them annually to the President, the Dean of the College, the Dean of Students, the Chief Financial Officer and to the Faculty; training new Grievance Advisor-appointees; and generally insuring that policies, procedures and the educational program do not fall between the cracks and that the system works (Alexander, Holmes, Melton memo of April 12, 1990.)

In addition, two Grievance Advisors who represent differences in style, gender and background should be appointed periodically by the President with the advice of the College Council.

Faculty and staff appointees should have demonstrated that they are able to maintain confidentiality, are willing to become knowledgeable in laws, policies and procedures concerning sexual harassment, are experienced in counseling or advising, and are widely respected in the college community. Because situations in these areas can occur in all administrative areas, an advisory committee will be created to emphasize the commitment of the College to the avoidance of sexual harassment and to represent and coordinate efforts in administrative areas. The Committee will be composed of the Dean of Students (chair), a representative of the Dean of the College, a representative of the Vice-President for Finance, a representative of student government, and a representative of the Staff Advisory Committee; a counselor from the Guidance Center, and the College Nurse, and will meet at least once a year.

## 2. Funding

Specific funds are needed for training the Grievance Coordinator and the Grievance Advisors, and for educational materials for annual informative sessions for students, the faculty and staff.

## 3. Guidelines for the Education of Members of the St. Andrews Community

The following procedures have been based on recommendations from the Alexander, Holmes, Melton memo of April 12, 1990 that:

- a) The Dean of Students work with SAGE 105 teams for the educational component on sexual harassment for students, including materials and a brief session for freshmen during Orientation, training Residence Life professional and paraprofessional staffs in the procedural process, and insuring that the brochure and policy statement are available on residence hall bulletin boards and the Belk Center each year. A poster should be developed naming the current two Advisors for display in public areas.
- b) The Staff Advisory Committee determine how to communicate the policies and procedure annually to all categories of the college staff, (and to insure that the brochure is made available to all the staff), how new employees may be oriented about sexual harassment, and see that the current policy appears in the Staff Manual.
- c) A brief segment of Faculty Prep Week continue to be set aside for a refresher on sexual harassment, a statistical report on cases resolved by the Grievance Advisors, and dissemination of the sexual harassment brochure with the names of the current Grievance Advisors included (and the policy for those who have not kept a copy).
- d) Administrators and faculty be educated to use the system should a sexual harassment victim approach them initially, rather than attempting to resolve the problem unilaterally. Since professional experience is vital in counseling extreme cases of sexual assault,

the procedures for such situations developed by the Dean of Students, shall be included in educational sessions.

### **Sexual Assault**

One of the most serious forms of sexual harassment is rape or sexual assault. North Carolina statute defines first degree rape as an act that has occurred "when a person has had vaginal intercourse with another person by force and against the will of the other person" (Statute 14-27.2). Physical abuse, threats of violence or conduct that threatens the health and safety of any person are also prohibited. Community members are expected to understand that popular terms as "acquaintance rape" or "date rape" are still rape and will be dealt with as such. An alleged victim always has the right to file charges of rape with Campus Police who will assist the Laurinburg Police in the investigation of the case. The alleged victim may also file sexual harassment charges with the College. The College makes no attempt to shield members of the St. Andrews community from the law, nor does it intervene in legal proceedings against a member of the community. Membership in the St. Andrews community does not exempt anyone from local, state or federal laws.

### **Policy Statement Concerning Acquired Immune Deficiency Syndrome**

AIDS is one of the most complex medical problems in America today, giving rise to a host of ethical, legal, and public policy issues. Colleges and universities have a moral obligation to their students, to their employees, and to the wider society to establish policies that will reduce the incidence of the disease while at the same time protecting established personal and civil rights.

Because AIDS is a fatal disease for which there is no effective vaccine or known cure, a clear obligation of the college is to make an aggressive effort to educate its students and staff concerning the medical realities of AIDS. This must include specific information concerning how AIDS is spread, and deliberate attention to how it is NOT spread. High risk behaviors must be concretely identified, and specific ways to reduce such risks must be indicated. Emphases should also be placed on the moral and social responsibilities incident to relational life. Educational efforts must influence behavior. They must address not only the medical realities, but

the psycho-social dimensions of AIDS as well. These educational efforts shall be the responsibility of the Student Life Committee.

No known cases of AIDS have yet occurred amongst St. Andrews students and staff, although it is possible that such will occur. In such an event, the college responses will be guided by our commitment to the protection of individual rights (including confidentiality) and by due regard to community health interests. According to the best scientific knowledge, individuals with AIDS, AIDS-Related-Complex, or who test positive to the antibodies test, do not pose a health risk to the community while carrying out their regular activities as students or employees. Such persons will therefore continue their usual activities without special arrangements. In the unlikely event that administrative decisions with respect to participation in college activities and programs become necessary, they will be made on a case-by-case basis in consultation with appropriate public health authorities.

## **Alcohol Policy**

### **I. Introduction:**

Freedom of choice and diversity of opinion have long been traditions at St. Andrews Presbyterian College. The College has never perceived its role to be one of telling the students what they should or should not believe or what choices they should or should not make regarding various issues. The specific issue of whether or not to drink alcoholic beverages is no exception to this belief.

The College believes that it has the responsibility to encourage and sustain a learning environment that both respects individual freedom and promotes the health, safety, and welfare of all members of its community. This responsibility, as it relates to alcoholic beverages on campus, carries with it the following expectations:

- A. That all those who do so will drink alcoholic beverages within the boundaries of the laws, policies, and procedures set forth in this document.
- B. That those who chose to drink alcoholic beverages will do so responsibly. Irresponsible drinking may result in drunken driving, accidents, and, eventually, alcoholism. Irresponsible drinking may

often result in other side effects which are not conducive to the learning environment established by the college. The violation of state laws and the abuse of alcohol are deemed unacceptable by the college.

C. The College believes that its alcohol policy should be carried out so as to provide for a balance of enforcement and educational responsibility.

D. The College believes that it has a responsibility to provide a broad-spectrum alcohol education program with the overall objective of promoting an environment conducive to responsible decision-making concerning alcohol use by all members of the campus community. It shall be the responsibility of the Student Life Office in conjunction with the SAGE team, the Student Association, the Student Activities Union, and the Christian Service Fellowship to implement this broad spectrum alcohol education program.

## **II. Legal Requirements of the State of North Carolina:**

The following is a summary of the North Carolina General Statutes as stated in the Alcoholic Beverage Control Laws. The complete set of general statutes regarding alcohol consumption may be found in the Student Life Office or in the Offices of the Student Association. It is these statutes which help St. Andrews Presbyterian College to formulate its alcohol policy.

A. It is against the law to sell or give beer, wine, liquor, or mixed beverages to anyone less than 21 years of age.

B. It is against the law for a person less than 21 years of age to purchase or possess beer, wine, liquor, or mixed beverages.

A violation of A or B by a person who is less than 21 years of age is an infraction and is punishable by a fine of not more than \$25. An infraction is an unlawful act that is not a crime. The procedure for charging and trying an infraction is the same as that for a misdemeanor, but conviction of an infraction has no consequences other than payment of the fine. A person convicted of an infraction may not be charged court fees.

C. Any under-age person who aids or abets another in violation of A or B shall be guilty of a misdemeanor punishable by a fine of up to \$500 or imprisonment for up to six (6) months.

D. Any person over the lawful age who aids or abets another in the violation of A or B shall be guilty of a misdemeanor punishable by a fine of up to \$2,000 or imprisonment for up to two (2) years or both.

E. It is unlawful for any person to obtain alcoholic beverages by using or attempting to use the following:

1. a fraudulent or altered driver's license;
2. a fraudulent or altered identification document other than a driver's license;
3. a driver's license issued to another person; or
4. an identification document other than a driver's license that has been issued to another person.

F. It is unlawful for any person to allow the use of his or her driver's license or any other official document of any kind by any person who violates or attempts to violate B as stated above.

G. A violation of D, E, F, or B, if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, will result in the court filing a conviction report with the Division of Motor Vehicles. Upon receipt of the conviction report, the Division of Motor Vehicles will revoke the person's license.

### **III. College Policies Regarding the Consumption and Handling of Alcoholic Beverages:**

A. General Policies:

1. Students, Faculty, Staff, their guests, and guests of the College are expected to comply with these guidelines and the North Carolina Alcohol Beverage Control Laws.

2. It shall be the policy of this college that **no kegs or other common alcohol containers** of more than 32 fluid ounces will be permitted on campus unless prior consent has been given by the Student Life Office, Alumni Affairs Office, or by the Special Events and Community Relations Office. Under ordinary circumstances, the only event for which Student Life may approve kegs is Extravaganza Weekend, but a written request must be submitted for kegs early in the Spring term. The penalty for first offense possession of a keg or other multiple serving, common container is normally not less than a \$50. fine, payable in cash to the Student Life Office; second offense, normally not less than a \$100. fine.
3. All alcoholic beverages are strictly prohibited in the P.E. Center, at all athletic events, and on all athletic fields.
4. Any individual who is not a guest of a student, faculty member, or staff member and who is engaging in disorderly or disruptive behavior or is violating this Alcohol Policy will be asked to leave the campus.
5. Possession or consumption of alcoholic beverages on campus is prohibited during athletic preseason training and during new student orientation. Returning students who violate this regulation may be asked to leave campus. New students who do so are subject to normal disciplinary procedures as described below.
6. Consistent with state law, students under 21 years of age are not permitted to possess or consume alcohol. The penalty for first offense possession or consumption of alcoholic beverages by students under 21 years old is normally not less than a \$25. fine, payable in cash to the Student Life Office; second offense, normally not less than a \$50. fine; third offense, normally not less than an additional fine of \$50. and attendance at the St. Andrews Alcohol Education class, for which there is a \$25. tuition charge.

**B. Public Areas:**

No person shall consume alcoholic beverages or possess open original or secondary containers containing alcoholic beverages in a public area of the campus outside the residence halls or their courtyards (e.g. Granville Beach) except during specific College functions at which the consumption of alcoholic beverages has been approved, and, at such functions, drinking will be confined to the designated area as set forth by the organization hosting the party.

The penalties for public consumption of alcoholic beverages by students under age 21 are the same as described above in item 6. The penalty for first offense public consumption by students 21 years of age or older is normally not less than a written warning; for second offense, normally not less than a \$25. fine; for third offense, normally not less than attendance at the St. Andrews Alcohol Education class, for which there is a \$25. tuition charge.

**C. Residence Hall Areas:**

1. All persons consuming alcoholic beverages will confine their actual drinking to the courtyard, the suite, and the rooms. The Hall Councils will vote at the first hall meeting of each school year to determine if drinking will be allowed in the Residence Hall main lounge.

2. All alcoholic beverages will be placed in secondary containers when taken to courtyards or main lounges of the Residence Halls.

**D. Residence Hall/Suite/Hall Parties (CLOSED Parties)**

1. The suite or Residence Hall members will adhere to the party guidelines and monitoring system set forth in Section V of this document.

**E. Campus-wide Functions (OPEN Parties)**

1. The organization or Residence Hall hosting the party shall adhere to the party guidelines set forth in Section V of this document.

#### F. Drunk, Disruptive, or Disorderly Behavior

Drunk, disruptive, or disorderly conduct will not be tolerated. Persons whose alcohol consumption produces loss of self-control, abuse of the person or rights of others, excessive disturbance or destruction of property will be held accountable for their behavior. The penalty for first offense drunk and disruptive or disorderly behavior is normally not less than a letter of reprimand and a \$25. fine; for second offense, normally not less than a letter of restriction, an additional \$25. fine and attendance at the St. Andrews Alcohol Education class, for which there is a \$25. tuition charge; for third offense, normally not less than revocation of the housing contract or suspension from the college for a term.

Individuals who are drunk and disruptive or disorderly may also be required to submit a formal public apology to the residents of a residence hall or to the particular person or group that they disturbed. In addition, an Administrative Hearing Officer or Student Faculty Court may require students to attend counseling sessions to address alcohol-related problems.

#### G. Drinking Games or Contests

Participation in drinking games or contests can present health hazards and is not condoned.

### IV. Party Guidelines and Monitoring System:

Those hosting a party must adhere to all guidelines set forth in the Saltire, the Student Life Office's Party Permit, and this policy.

A. Only valid I.D.'s, such as driver's license, military I.D., Valid State I.D. Card, Birth Certificate, or Passport, will be considered valid identification.

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B. Ticket Sales:

1. No tickets shall designate a drinking or non-drinking status to the ticket-holder.
2. Once a student who can drink legally comes to the party, a wristband of a different color than those of non-drinkers will be placed upon the buyer's wrist after presentation of proper I. D. A second wristband will be placed on the cooler of the buyer, and the alcohol will then be placed in the designated area.
3. A person must have his or her valid I. D. with him/her at all times, and a person hosting the party must request identification from the person drinking.
4. It will be a Community Code violation for a member of the St. Andrews community to knowingly provide a drinking wristband to a person who is under-age.
5. Any person without a St. Andrews ID must be sponsored by a current St. Andrews student, staff, or faculty member. Both the sponsoring student and the guest must sign a Guest Registration sheet. The sponsoring individual assumes responsibility for the conduct of the guest.
6. The entrance to the party must be monitored until the close of the party.

C. All those sponsoring parties will provide secondary containers for the placement of alcoholic beverages. The secondary containers must be clear plastic and can hold up to 16 ounces. Students will not be allowed to bring in their own containers.

D. Those hosting a party are required to provide non-alcoholic drinks and snacks in an amount sufficient for the entire party.

E. Accepted amounts of alcohol allowed at parties per individual:

1. one six-pack of beer,
2. six wine coolers, or

3. one 25 oz. bottle of wine

All alcoholic beverages must be in their original containers at point of entry. All coolers, grocery bags, and other parcels used to bring beverages to an event, will be checked to ensure that only appropriate amounts of accepted types of alcoholic beverages are allowed in the party. All glass containers will stay in a designated area.

#### **V. Advertising and Publicity of Alcohol:**

In regard to advertisement and promotion of events with alcohol, the College has adopted the guidelines established by the National Association of Student Personnel Administrators (NASPA), American College Personnel Association (ACPA), American College Unions International (ACUI), American College and University Housing Officers (ACUHO), and BACCHUS. These are as follows:

Whereas, alcohol abuse poses a serious threat to the health and welfare of a large segment of the college student population through acts of vandalism and property damage, automobile and other types of accidents, lessening of academic performance, estrangement of social relations, creation of mental and physical problems and, in some cases, bodily injury, illness and death; and

Whereas, inappropriate and irresponsible marketing and promotion of beverage alcohol on campus can contribute to the problems of alcohol abuse; and

Whereas, the institutional policies, practices and regulations should form the basis for responsible approach to this area on campus,

Therefore, be it resolved that:

- A. Alcoholic beverage marketing programs specifically targeted for students and/or held on campus should conform to the code of student conduct of St. Andrews Presbyterian College and should avoid demeaning sexual or discriminatory portrayal of individuals.

- B. Promotion of beverage alcohol should not encourage any form of alcohol abuse nor should it place emphasis on quantity and frequent use.
- C. Beverage alcohol (such as kegs or cases of beer) should not be provided free as reward to individual students or campus organizations.
- D. No uncontrolled sampling as part of campus marketing programs should be permitted and no sampling, or other promotional activities, should include "drinking contests."
- E. Where controlled sampling is allowed by law and institutional policy, it should be limited as to time and quantity. Principles of good hosting should be observed including availability of alternative beverages, food and planned programs. The consumption of beer, wine or distilled spirits should not be the sole purpose of any promotional activity.
- F. Promotional activities should not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate institutional officials.
- G. Display or availability of promotional materials should be determined in consultation with appropriate institutional officials.
- H. Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.
- I. Beverage alcohol marketers should support campus alcohol education programs that encourage informed and responsible decisions about the use and non-use of beer, wine or distilled spirits.
- J. If permitted, beverage alcohol advertising on campus or in institutional media, including that which promotes events as well as product advertising should not portray drinking as necessary to social, sexual or academic success.

K. Advertising and other promotional campus activities should not associate beverage alcohol consumption with the performance of tasks that required skilled reactions such as operation of vehicles or machinery.

## **VI. Review of the College Alcohol Policy**

College Alcohol Policy will be reviewed and evaluated for effectiveness by the Student Life Committee as needed hereafter.

## **Drug Policy**

(Revised 1990)

Preamble - Drug Policy Statement  
(Passed by Faculty November 1990)

Use of drugs or alcohol in such a way as to interfere with maintaining an environment of high standards of professional and personal conduct is seriously detrimental to our efforts to fulfill the mission of the College and is not condoned.

Our communal concern is primarily for persons rather than for enforcement and will encompass programs of intervention, education, and supportive counseling. Such an approach flows from our shared sense of responsibility for the well-being of all members of the St. Andrews community.

All local, state and federal laws will be observed regarding the use, possession, and manufacture of drugs. This policy is based on the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226).

### **A. Trafficking in Illegal Drugs**

The term "trafficking" is used in its generic sense, not its specific application to selling, manufacturing, delivering, transporting, or possessing controlled substances in specified amounts that is the subject of North Carolina General Statute 90-95(h).

For illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, any controlled substance

identified in \*Schedule I, N.C. General Statutes 90-89, or Schedule II (including, but not limited to heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), any student shall be suspended.

For a first offense, involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94 (including but not limited to manufacturing pentobarbital, codeine) the minimum sanction shall be suspension from enrollment for a period of at least one term or its equivalent.

### **B. Illegal Possession of Drugs**

For a first offense involving the illegal possession of any controlled substance identified in Schedule I or II (including but not limited to heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), the minimum sanction shall be suspension from enrollment for a period of at least one term or its equivalent.

For a first offense involving the illegal possession of any controlled substance identified in Schedule III through VI (including but not limited to marijuana, pentobarbital, codeine) the minimum sanction shall be probation, for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent, and accept such other conditions and restrictions, including a program of community service, as normal judicial channels deem appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment for any unexpired balance of the prescribed period of probation.

For a second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including possible expulsion.

\* See Controlled Substance Schedules on subsequent pages.

### **C. Possession of Drug Paraphernalia**

Students should be aware of the State law pertaining to drug paraphernalia, and should take special note to those items legally defined as "drug paraphernalia." The use and/or possession of drug paraphernalia will be considered an additional charge when the illegal possession or use of any controlled substance is proven. This additional charge would affect how long a student would be placed on probation or suspension if found guilty of illegal drug usage or possession.

For only the possession of paraphernalia, the minimum sanction will be a letter of reprimand from the Dean of Students and a written statement from the student stating that he/she will no longer possess drug paraphernalia.

### **D. Suspension Pending Final Disposition:**

When a student has been charged by the college with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment or the housing contract revoked before initiation or completion of regular disciplinary proceedings if the Dean of Students has reason to conclude that the person's continued presence within the college community would constitute a clear and immediate danger to the health or welfare of others. If such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.

### **E. Drug Treatment and Education**

The St. Andrews campus does not have a drug treatment facility, nor does the campus have the counseling resources to help students with drug problems that entail long-term counseling. The PATHWAYS Office is available to conduct initial assessment of substance use/abuse, and to provide short-term counseling related to substance use/abuse and/or referral as necessary. In addition, the Career and Personal Counseling Center is a resource available that can help refer students to the appropriate counseling resources, and can assist in short term

counseling needs. Any student who seeks help with a substance abuse problem, before a disciplinary situation arises, will receive assistance in gaining counseling without risk of disciplinary action. However, this action should not become a cover for continued drug abuse, and this remedy may only be used once by the same person.

St. Andrews Presbyterian College recognizes the health risks that are associated with the abuse of substances. It will be the institution's responsibility to inform and educate the college community of these risks.

#### **F. Drug-Free Workplace Policy**

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the Board of Trustees of St. Andrews Presbyterian College does hereby adopt the following policy:

1. It is the policy of the College to maintain a drug-free workplace. Accordingly, all employees are prohibited from using, distributing, manufacturing or possessing controlled substances of any kind on the premises of the College.
2. Each employee must, as a condition of employment, comply with this policy and notify his or her immediate superiors of any conviction of a drug charge which results in a violation of the College's drug-free workplace policy. Such notification shall be made no later than five (5) days after such conviction.
3. The College will notify any appropriate federal agency or office from which it receives grants, loans or any other financial support within ten (10) days from notification of an employee's drug conviction.
4. Within thirty (30) days of receiving the notice referred to in paragraph 2 above, the College will discipline any employee who is convicted of a drug charge in violation of this policy. Disciplinary action will include suspension from or termination of employment or any other remedy deemed feasible by the College. Among other things, the College may require the convicted em-

ployee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by appropriate federal, state or local agencies, as a condition for continued employment.

5. From time to time, the College will establish drug-free awareness programs to inform the employees about this policy, the dangers of drug abuse in the workplace and available drug counseling, rehabilitation and assistance programs.

6. A copy of this policy statement shall be delivered to each employee of the College and the same shall be posted at appropriate places on the campus.

7. This policy shall be effective from and after April 21, 1989, and the same may be amended, modified or changed, at the discretion of the Board of Trustees.

### **G. Substance Abuse and Its Psychological and Physical Effects<sup>1</sup>**

There are five basic kinds of drugs that are commonly abused: stimulants, depressants, hallucinogens, narcotics, and cannabis. The hazards of using and abusing these drugs are as follows:

#### **1. Stimulants**

a. Amphetamines ("uppers," "speed," "bennies," "pep pills," "whites") -Users can go beyond physical limits and suffer harmful exhaustion; tolerance and physical and psychological dependence can develop; continued high doses can cause heart problems, infections, malnutrition, and death.

b. Cocaine ("coke," "snow," "flake") - Chronic use can destroy nasal tissues; smoking can cause lesions in lungs; tolerance, and physical and psychological dependence can develop; effects are unpredictable - convulsions, respiratory paralysis and death

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<sup>1</sup> Drugs and You,  
Channing L. Bete Co.,  
Inc.

are always possible. "Crack" or "rock" form of cocaine is extremely addictive.

c. Nicotine in tobacco - physical and psychological dependence can develop; long term smoking can cause emphysema, lung cancer, heart disease, and death.

d. Caffeine, as in coffee, tea, cola - can aggravate ulcer conditions; tolerance develops with habitual use.

## 2. Depressants

a. "Downers" include barbiturates (Phenobarbital, Seconal, Amatal), tranquilizers (Valium, Equanil, Librium), Methaqualone (Quaalude, Comnafac, Parest, Mequin). - Tolerance, and physical and psychological dependence can develop with long-term use; people using depressants can cause car crashes and other serious accidents due to slowed reactions, confusion; overdoses can cause coma, respiratory arrest, convulsions, even death.

b. Alcohol - tolerance, physical and psychological dependence can develop; long-term heavy drinking is a factor in liver and heart damage, malnutrition, cancer, and other illnesses; driving under the influence can cause accidents because of slowed reflexes, disorientation.

## 3. Hallucinogens

a. "LSD" or "Acid" - tolerance develops quickly; increased risk of birth defects in user's children; effects may recur ("flashbacks" days or weeks later, even without further use of LSD) death may result from suicide, accident.

b. Phencyclidine ("PCP", "angel dust") - tolerance develops quickly; overdose can cause psychosis, convulsions, coma, death; users perceptions change so that they are more likely to exhibit violent behavior.

- c. Mescaline, MDA, DMT, STP and Psilocybin - similar effects as LSD.
4. Narcotics (heroin, morphine, opium, codeine, meperidine and methadone) - tolerance, physical and psychological dependence can develop; withdrawal is very painful; overdose can cause coma, convulsions, respiratory arrest, death; and risk from long-term use includes malnutrition, infection, and hepatitis.
5. Cannabis (marijuana, hashish, hashish oil) - long-term use may cause moderate tolerance and psychological dependence; overdose may cause paranoia, psychosis-like state; and effects of long-term use are still being studied. However, long-term heavy use can be associated with lung disease and possibly lung cancer.

## NORTH CAROLINA STATUTES REGARDING POSSESSION OF CONTROLLED SUBSTANCES AND POSSESSION OF DRUG PARAPHERNALIA

### *Possession of Controlled Substance:*

*Schedule I Substance - Class I felony punishable by maximum imprisonment of five years and/or a fine (presumptive sentence two years).*

*Schedule II, III, or IV Substance - 100 or more tablets, capsules, or dosage units - Class I felony punishable by maximum imprisonment of five years and/or a fine (presumptive sentence two years).*

*- Lesser amount of a Schedule II, III or IV substance - misdemeanor punishable by maximum imprisonment of six months and/or a maximum fine of \$500.*

*Schedule VI Substance - First conviction for possession of up to a half-ounce of marijuana is punishable by maximum imprisonment of 30 days, and/or maximum fine of \$100; more than a half-ounce of marijuana or more than 1/20 ounce of hashish is a general misdemeanor, punishable by maximum imprisonment of two years and/or a fine; possession of more than 1-1/2 ounces of marijuana, more than 3/20 ounce of hashish...is a Class I felony punishable by maximum imprisonment of five years and/or a fine.*

### *Statute 90-113.21. General Provisions.*

*(a) As used in this article, "drug paraphernalia" means all equipment, products and materials of any kind that are USED TO FACILITATE, OR INTENDED OR DESIGNED TO FACILITATE, VIOLATIONS OF THE CONTROLLED SUBSTANCES ACT, including planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, and concealing controlled substances and injecting, ingesting, inhaling, or otherwise introducing*

*controlled substances into the human body. "Drug paraphernalia" includes, but is not limited to, the following:*

- 1. Kits for planting, propagating, cultivating, growing, or harvesting any species of plant which is a controlled substance or from which a controlled substance can be derived;*
- 2. Kits for manufacturing, compounding, converting, producing, processing, or preparing controlled substances;*
- 3. Isomerization devices for increasing the potency of any species of plant which is a controlled substance;*
- 4. Testing equipment for identifying, or analyzing the strength, effectiveness, or purity of controlled substances;*
- 5. Scales and balances for weighing or measuring controlled substances;*
- 6. Diluents and adulterants, such as quinine, hydrochloride, mannitol, mannite, dextrose, and lactose for mixing with controlled substances;*
- 7. Separation gins and sifters for removing twigs and seeds from, or otherwise cleaning or refining, marijuana;*
- 8. Blenders, bowls, containers, spoons, and mixing devices for compounding controlled substances;*
- 9. Capsules, balloons, envelopes and other containers for packaging small quantities of controlled substances;*
- 10. Containers and other objects for storing or concealing controlled substances;*
- 11. Hypodermic syringes, needles, and other objects for parenterally injecting controlled substances into the body;*
- 12. Objects for ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the body, such as:*
  - a. Metal, wooden, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls;*
  - b. Water pipes;*
  - c. Carburetion tubes and devices;*
  - d. Smoking and carburetion masks;*
  - e. Objects, commonly called roach clips, for holding burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand;*
  - f. Miniature cocaine spoons and cocaine vials;*
  - g. Chamber pipes;*
  - h. Carburetor pipes;*
  - i. Electric pipes;*
  - j. Air-driven pipes;*
  - k. Chillums;*
  - l. Bong;*

*m. Ice pipes or chillers.*

*(b) The following, along with all other relevant evidence, may be considered in determining whether an object is drug paraphernalia:*

1. *Statements by the owner or anyone in control of the object concerning its use;*
2. *Prior convictions of the owner or other person in control of the object for violations of controlled substances law;*
3. *The proximity of the object to a violation of the Controlled Substances Act;*
4. *The proximity of the object to a controlled substance;*
5. *The existence of any residue of a controlled substance on the object;*
6. *The proximity of the object to other drug paraphernalia;*
7. *Instructions provided with the object concerning its use;*
8. *Descriptive materials accompanying the object explaining or depicting its use;*
9. *Advertising concerning its use;*
10. *The manner in which the object is displayed for sale;*
11. *Whether the owner, or anyone in control of the object, is a legitimate supplier of like or related items to the community, such as a seller of tobacco products or agricultural supplies;*
12. *Possible legitimate uses of the object in the community;*
13. *Expert testimony concerning its use;*
14. *The intent of the owner or other person in control of the object to deliver it to persons whom he knows or reasonably should know intend to use the object to facilitate violations of the Controlled Substances Act.*

*90-113.22. Possession of Drug Paraphernalia*

*(a) It is unlawful for any person to knowingly use, or to possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, package, repackage, store, contain, or conceal a controlled substance which it would be unlawful to possess, or to inject, ingest, inhale, or otherwise introduce into the body a controlled substance which it would be unlawful to possess.*

*(b) Violation of this section is a misdemeanor punishable by a fine of not more than five hundred dollars (\$500), imprisonment for not more than one year, or both. A person is guilty of this offense if he knowingly uses or possesses with intent to use drug paraphernalia for any of the following purposes:*

1. *to plant, propagate, cultivate, grow or harvest or,*
2. *to manufacture, compound, convert, produce, process, prepare or*

3. to test or analyze, or
4. to package, repackage, store, contain, conceal or
5. to inject, ingest, inhale or otherwise introduce into the body a controlled substance that is unlawful to possess. Misdemeanor punishable by maximum imprisonment of one year and/or a maximum fine of \$500. "Drug paraphernalia" is defined in G.S. 90-113.21, above. It includes a hypodermic needle and syringe, which previously was exempted from the definition by a specific statute (G.S. 90-113.4), now repealed.

#### CONTROLLED SUBSTANCE SCHEDULES

##### SCHEDULE I (G.S. 90-89):

<i>Heroin (and other specified opium derivatives)</i>	<i>Alfentanil</i>
<i>Lysergic acid diethylamide (LSD)</i>	<i>Alpha-methylfentanyl</i>
<i>Mescaline</i>	<i>Propionalide</i>
<i>Methaqualone</i>	<i>Tilidine</i>
<i>3,4-methylenedioxyamphetamine (MDA)</i>	<i>Parahxyl Fenethylline</i>

##### SCHEDULE II (G.S. 90-90):

<i>Amphetamine (Benzedrine)</i>	<i>Cocaine</i>
<i>Cocoa leaves</i>	<i>Codeine</i>
<i>Methadone (Dolophine)</i>	<i>Sypentani</i>
<i>Methamphetamine (Desoxyn)</i>	<i>Phenylacetone</i>
<i>Methylphenidate (Ritalin)</i>	<i>Morphine</i>
<i>Pentobarbital (Nembutal) (also-see III, below)</i>	<i>Opium</i>
<i>Phencyclidine (PCP)</i>	
<i>Secobarbital (Seconal) (also see III, below)</i>	

##### SCHEDULE III (G.S. 90-91):

<i>Glutethimide (Doriden)</i>	<i>Methyprylon</i>
<i>(Noludar)</i>	
<i>Nalorphine</i>	
<i>Pentobarbital in suppository dosage form</i>	
<i>Secobarbital in suppository dosage form</i>	

##### SCHEDULE IV (G.S. 90-92):

<i>Barbital</i>	<i>Chloral hydrate</i>
<i>(Noctec)</i>	
<i>Chlordiazepoxide (Librium)</i>	<i>Diazepam (Valium)</i>
<i>Ethchlorvynol (Placidyl)</i>	<i>Alprazolam</i>
<i>Meprobamate (Miltown, Equanil)</i>	<i>Methohexital</i>
<i>(Brevital)</i>	
<i>Phenobarbital</i>	<i>Halazepam</i>
<i>Temazepam</i>	<i>Triazolam</i>
<i>Mazindol</i>	<i>Pipradol</i>

##### SCHEDULE V (G.S. 90-93):

*Includes compounds containing mixtures of certain narcotic drugs with other, non-narcotic, medicinal ingredients to give the compound valuable medicinal qualities. For example, it includes a compound with not more than 200 milligrams of codeine per 100 milliliters or per*

*100 grams, or a compound with not more than 100 milligrams of opium per 100 milliliters or per 100 grams.*

*SCHEDULE VI (G.S. 90-94):*

*Marijuana*

*Tetrahydrocannabinol*

*From: North Carolina Crimes - A Guidebook on the Elements of Crime edited by Benjamin Sender and the Supplement to North Carolina Crimes*

## **Prohibition of Weapons and Fireworks**

**Weapons:** G.S. 14-269.2 makes it a criminal offense to carry any type of gun, rifle, pistol, or any type of explosive device on educational property. This statute also covers BB guns, knives, numerous and other "weapons".

**Fireworks:** G.S. 14-410 makes it a criminal offense to possess, discharge, buy, or sell fireworks in the State of North Carolina. Fireworks are explained as those that have an exploding capability.

These items are considered dangerous and violators will be dealt with according to State law as well as appropriate action taken by St. Andrews Judicial System.

## **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.

## **Selling and Soliciting**

Only the College Purchasing Agent 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.

## **Lake Ansley Moore**

### **Swimming and Boating**

Swimming is permitted in the lake only at special events held by the college. Swimming at such events must be supervised by a certified lifeguard. Boats or other flotation devices are permitted on the lake only at special events held by the college. Students in violation of these policies are subject to administrative fines according to procedures outlined in the section of Chapter 7, Residential Life, on administrative fines.

### **Fishing**

All North Carolina State regulations regarding fishing apply to Lake Ansley Moore. These regulations require anyone fishing with artificial bait to possess a valid NC fishing license. Fishing in the lake is open to the public along Dogwood Mile near the bridge. Fishing from other campus locations is restricted to St. Andrews students, employees, and their IMMEDIATE family members. Immediate family members are spouses and dependents only.

St. Andrews Presbyterian College is not responsible for any personal loss or any injuries by anyone using the lake at any time.

## **Wheeled Conveyances Provisions and Regulations**

### **Bicycles**

For the benefit of each owner, bikes should be registered with the Office of Public Safety/Campus Police as soon as possible. This one-time registration is good for the entire time the bike is on campus and is at no cost to the owner. Bikes should be kept locked at all times. It is recommended that one of the high security locks be used in lieu of a chain lock which is easily cut or removed.

Bicycle operators are reminded that pedestrians and wheelchairs have the right of way. Caution is to be used when riding the walkways or when approaching blind corners.

The following rules will be adhered to and violators will be fined.

- No bikes are to be stored inside buildings except at breaks.
- Bikes are not to be operated on the wheelchair ramps at either end of the causewalk or on the upper level of the Belk Building. Bikes are not to be operated inside of any building on campus.
- Skateboards, roller skates, roller blades and /or other wheeled conveyances are subject to the same rules as bikes.

Anyone in violation of the above will be subject to a fine.

### **Motor Vehicles**

The term "motor vehicle" includes motorcycles, motorbikes, and motor propelled conveyers except wheelchairs and the golf carts operated by authorized personnel.

Regular Registration: All vehicles on campus must be registered with the College through the Office of Public Safety/Campus Police and bear the proper decal. Students may register only vehicles which are registered in their name or their parent's name. Proof of ownership must be shown if requested. Vehicles must be registered within one (1) week after the official class registration

date. If a decal is lost it will be replaced at the expense of the owner. No more than two (2) vehicles may be registered by a student. All vehicles registered must be in operable condition and bear a current inspection sticker as well as a current State registration. Registration decals are NOT transferable from one vehicle or from one student to another. THE DECAL MUST BE PEELED AND STUCK ON EITHER THE REAR BUMPER OR THE OUTSIDE OF THE REAR WINDOW. ONLY DECALS DISPLAYED IN ACCORDANCE WITH THESE INSTRUCTIONS WILL BE CONSIDERED VALID.

Temporary Registration: If a student has reason to have a vehicle on campus on a temporary basis, a temporary permit may be obtained for a small fee from the Office of Public Safety/Campus Police. These permits will be limited to two (2) weeks. Requirements stated above pertaining to ownership of vehicles will also apply.

Guest Registration: Any student having a guest on campus must contact the Office of Public Safety/Campus Police for a parking permit. Temporary permits for groups on campus will be coordinated with sponsoring individuals and the Chief of Public Safety/Campus Police.

#### TRAFFIC/VEHICLE RULES:

The student in whose name a vehicle is registered is responsible for any citation given while the vehicle is parked. In the event of a moving violation, the person operating the vehicle is responsible. If in this type case, the operator is a non-student, then the student in whose name the vehicle is registered is responsible for any tickets received.

The maximum speed limit on campus at all times is 20 MPH. Pedestrians and wheelchairs will be given the right of way at all times.

All vehicles must be parked so that the parking decal is clearly visible from the street or parking lot. Backing into a parking space is strictly prohibited and a citation will be issued for this violation.

No motorcycles, motorbikes, etc. are to be kept in or at the residence hall except:

- Students residing on the east side of the campus, i.e. Albemarle, Wilmington, Granville and Concord may park motorcycles and motor bikes under the west overhang of Concord Hall.
- Students residing on the west side of the campus, i.e. Mecklenburg, Orange, Winston Salem may park same under the north overhang of Winston Salem Hall.
- When parking bikes at these locations the bikes must be pushed, not ridden, to and from the Halls.

**TRAFFIC/VEHICLE VIOLATIONS:** Violations of the following parking and moving regulations will result in a fine and/or suspension of campus vehicle privileges:

Unauthorized parking in a reserved space (designated).

Parking in excess of time limit one (1) hour in the Belk Circle.

Parking at any yellow curbs.

Blocking Wheelchair ramps.

Driving vehicles to residence halls is prohibited. Driving on grassed areas or blocking ramps. Vehicles found in violation of this rule will be subject to a fine and a second offense will result in a six (6) weeks suspension of campus vehicle privileges.

Exceeding a safe speed, careless and reckless driving.

Operating vehicle on the causewalk. This causewalk is for wheelchair, pedestrians and bicycles only.

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.

Parking on or adjacent to the driveway to the Liberal Arts building.

NOTE: With the exception of driving to residence halls, all fines double after the first offense. After the third violation the campus vehicle privileges are subject to withdrawal.

#### TRAFFIC FINES PROCESSING:

All traffic fines, together with a copy of the ticket, may be deposited in the drop box in the Business Office or the College Book Store in the Belk Center.

Any visitor receiving a ticket should report to the Chief of Public Safety/Campus Police whose office is located in the Belk Building.

Any student who wishes to appeal must contact the Chief of Public Safety/Campus Police. This must be done within five (5) working days of receipt of the ticket. After this time expires there will be no appeal heard. The students wishing to appeal must bring the windshield copy of the ticket with them when making the appeal.

The following reasons will not be accepted as grounds for an appeal:

- Lack of knowledge of traffic regulations
- Being late for class or an appointment
- Inability to locate a legal parking space
- Mechanical failure of vehicle if ticket was issued for a valid reason
- Inclement weather

The College reserves the right to remove any vehicle that is illegally parked, non-registered or parked in such a way which constitutes a hazard, impedes vehicle or pedestrian traffic, blocks the operation of emergency equipment, or interferes with services. Owners are required to pay all costs involved in the removing, impounding and storing of such vehicles. St. Andrews Presbyterian College is not responsible for damages to, the loss of, or theft from towed vehicles. The towing of vehicles is accomplished by local towing services. If you have reason to believe that your vehicle has been towed, please contact the Office of Public Safety/Campus Police .

## **Bonfires**

Unauthorized bonfires are prohibited on the property of the St. Andrews campus. A permission form must be submitted and approved 3 days prior to a bonfire. This form may be obtained through the Student Life Office. Unauthorized bonfires will be extinguished by Public Safety and/or residence hall staff, and appropriate disciplinary action will be taken against those students responsible for the fire.

## **"The Wall"**

"The Wall" is used for students who wish to advertise upcoming events, or simply to air views about a certain issue. It is also reserved for students to use as an outlet for creativity; to write poems, paint pictures, or to send messages to friends.

The front wall is used for advertisement, and may be reserved prior to an event. Students are advised to use limited space and good taste in painting the wall. This gives others the freedom to use the wall, and projects maturity and respect for the St. Andrews community. Maintenance generally paints over the wall every three weeks, but can revise their schedule for special occasions if requested through the Student Life Office.

## **St. Andrews "Causewalk"**

The Student Association has passed a resolution concerning the use of the St. Andrews Causewalk as a means to advertise events or make written protests. College community members are prohibited from writing on the causewalk for any reason. Community members found guilty of writing on the causewalk will be appropriately sanctioned and will be expected to compensate the college for all damages.

## **Posting Signs**

Signs posted must have the name of the sponsoring person or organization. Signs must have a date of an event or an expiration date. Masking tape is not permitted for posting signs on glass or wallpaper. The bulletin board located on the wall inside the entry door of DeTamble Library is the only

approved space in the library for posting signs. Signs posted elsewhere in or on the library will be removed. Writing on the library is prohibited.

Signs may not be posted on the entry doors of the Belk Center. It is expected that the sponsoring person or organization will remove signs the day after the event.

## **Smoking/Non-Smoking Policy**

(Approved by the Faculty April 27, 1993)

In recognition of the health hazards posed by environmental tobacco smoke, the faculty instituted the following policies on smoking for buildings on the south side of Lake Ansley C. Moore on the St. Andrews campus. It is our view that the opportunity to smoke tobacco products is a privilege subject to regulation by the college. It is, therefore, the general approach of these statements to designate areas where smoking is permitted. Where smoking is not explicitly permitted, it is prohibited. Areas such as hallways and rest rooms fall into this category.

1. Smoking will not be permitted in the DeTamble Library.
2. In all other academic buildings (Vardell, Liberal Arts, Morgan-Jones) occupants of staff and faculty offices may smoke if only one person occupies an office, or if all occupants of an office agree that smoking is permissible. In a shared office, if one occupant requests a smoke-free work area, then that request should prevail. It is highly recommended that faculty and staff members who smoke in their offices purchase air purifiers appropriate to their smoking habits.
3. Smoking will not be permitted in the Vardell building except in offices as permitted according to item 2 above.
4. Smoking will not be permitted in the Morgan-Jones Science Center except in offices according to item 2 above.
5. In the Liberal Arts building, smoking will not be permitted except in the room now designated [in 1993] as the commuter lounge and in offices as permitted according to item 2 above. The functions of the commuter lounge (and therefore, mailboxes,

lockers, and some furniture) will be combined with those of the current faculty lounge and mailroom, where smoking will not be permitted. The current faculty lounge will be designated as the Community Lounge, an area for informal interaction available to students, staff, and faculty members. The possibility of locating drink-vending machines in the new smoking lounge and Community Lounge will be explored.

6. Ashtrays will be provided in appropriate outdoor locations adjacent to building entrances to accommodate the expected increase in smoking in these areas. Ashtrays will be removed from locations where smoking will no longer be permitted. Appropriate signs will be posted to designate smoking policies in various areas inside and outside buildings.

7. The office of the Dean of the College will initiate an appropriate campus-wide educational campaign concerning the health hazards associated with smoking and with environmental tobacco smoke.

## CHAPTER 7

### RESIDENTIAL LIFE

#### 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 living either with parents, a guardian, or a 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 Dean of Students. Students living off-campus without permission risk not being allowed to register or having their registration canceled.

The following information is intended primarily for residential students. However all students are expected to observe these guidelines. All students, including men and women not residing with parents, guardian, or spouse, are classified as residential students.

The College reserves the right not to house students who may be disruptive to the residential environment and reserves the right to cancel a housing contract when it is proven that a student has been unable to live by the rules and regulations of the residential environment.

## **Area Coordinators**

Each residence hall is supervised by a Campus Life staff member. The A.C. is a member of the Student Life Staff. Responsibilities range from managing the general affairs of the hall to counseling and consulting with residential students individually and in groups. The Area Coordinator resides in an apartment located in a hall and is available both during the day and in the evening to lend assistance whenever the need arises.

Conflicts that cannot be resolved by residents, Resident Assistants and/or suite leaders are to be brought to the AC for consultation. If, after conference with the AC, a behavioral problem persists, the AC 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/Director of Campus Life) for adjudication.

## **Resident Assistant - "RA"**

These students are selected to serve as peer counselors and peer advisors to individuals and to groups of students. The RA assists in the administrative operation of the hall, helps ensure that the rights of students are protected and not abused by others, provides information about college services and resources, and helps to stimulate educational, cultural, social, and recreational programs in the residence hall. Resident Assistants are employees of the Student Life Office and report to Area Coordinators. As members of the Student Life Staff, Resident Assistants are responsible for supporting the policies and pursuing the goals and objectives of the Student Life Office. Resident Assistants may act on behalf of Area Coordinators in their absence.

## **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 (e.g., Student Association, Hall Council, Student Life Office). 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 available in the Student Life Office.

### **SUITE LEADER ELECTION AND IMPEACHMENT PROCEDURES**

- A. Suite leaders are to be elected by members of their suites. 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.
- B. The election process is to include the following:
1. Each spring a residence hall meeting must be held TEN DAYS prior to the election.
  2. At the meeting, the responsibilities, (i.e., job description) will be read, explained, and discussed.
  3. The list of responsibilities will be distributed to the present suite leaders for posting in each suite, with copies available in the Area Coordinator's apartment.
  4. The actual election process itself is also to be explained at the meeting.
- C. Each nominee will submit to the AC 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.
- D. There will be ONE WEEK'S TIME (SEVEN DAYS) between the posting of the nominees' names and the actual vote.
- E. One member of a group composed of the AC, 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

1. Voting is done by secret ballot.
2. The votes are counted at the suite meeting when the election takes place.

F. 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. The Hall Council 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.

G. It is unwise to ask a suite leader to be both a supportive representative of the suite and a police person acting as an extension of the Student Life Office. Without intending adversarial positions, the suite leader is an elected representative of the suite. It should be clear that the suite leader functions as a community role model.

## **Specific Regulations Regarding Conduct In and Use of Residence Halls**

*(NOTE: The college reserves the right to assess appropriate administrative fines for instances of disruptive or destructive behavior.)*

### **College Property**

Residence Hall furnishings and fixtures are not to be dismantled or relocated without the written permission of the Area Coordinator. A charge to store unused furnishings will be levied by the Student Life Office. There will be an administrative fine if all furnishings are not in the room when the student checks out. Loss of furniture should be reported to the Area Coordinator, 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 who move college-owned furnishings to their rooms or elsewhere without the approval of the Student Life Office will be required to return the furnishings to their proper locations and will be assessed an appropriate administrative (\$50 min.) fine.

## Cooking, Appliances, and Food

For health and safety reasons, cooking with unapproved appliances 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 3.6 cubic feet are permitted (one per room). 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. *Appliances or utensils left in bathrooms will be discarded.*

## Damages

In the event of damage to a room or its furnishings, the college will charge the cost of repair to the occupants of that room until responsibility for such damage is determined. Such charges may include damage to the lock and exterior of the room door unless such is promptly reported to campus police as vandalism. *The cost of repairs for damages to other areas of the residence hall will be charged to the appropriate suite or to all hall residents (or deducted from hall activity fees) until responsibility for such damage is determined.*

## Electrical Appliances

Residence halls and resident rooms are arranged not only for the comfort of the student, but also for compliance with fire regulations. The electrical system at St. Andrews is not designed to carry heavy loads of electrical equipment.

The following appliances are approved for the residence halls: slow cooker/crock pot, blender, can opener, coffee pot, hair dryer, electric shaver, radio, small microwave oven (1.0 cu. ft. or less and no more than 500 watt max.), stereo, and television. *Prohibited appliances include open coil burners (hot plates), deep fat fryers, hot oil popcorn poppers, electric woks, electric griddles or grills, regular toasters, electric hamburger cookers, indoor grills or open broilers and any high heat appliances or other appliances capable of heating grease to a burning point.*

Violating requirements limiting use of electrical equipment will be taken seriously. If, during a room inspection, prohibited appliances are seen, the occupants will be given 48 hours to dispose of these appliances after which a \$25/day administrative fine will be assessed.

It is the responsibility of the student to ensure that any extension cords used are in proper condition and used appropriately. Students must use only U.L. Seal of Approval power strips, with built-in circuit breakers.

### **Electrical Additions**

*Ceiling fans are prohibited.* Extra lights or any items that cannot be plugged into the electrical receptacles provided **MUST** be approved by the Director of Physical Plant. This applies to rooms, hallways, and suite lounges. The student will be charged for any damages and an administrative fine assessed.

### **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 Student Faculty Hearing Court, and will be dealt with according to State Law.

### **Flammable Items**

Decorative items, such as fishnets, parachutes, and other such flammable items should be fireproofed. Such items may not be suspended from ceilings or lofts. Candles are prohibited except where used for decoration, with wicks showing no evidence of burning.

### **Liability Renters Insurance**

The College does not assume any liability for the loss, damage, or theft of any personal property, or the damage or injury resulting from explosion, fire, mechanical failure of water, steam or gas lines, or from any defective wiring, or the negligence of any other occupants of the building. Tenants wishing to protect themselves from the possibility of such losses should cover their belongings with the appropriate insurance. It is to the students

advantage to contact any of the local insurance companies and obtain "renters" insurance (ask for the HO-4 type policy). These policies can be obtained in relatively small amounts and are a very wise buy. However, students may experience some difficulty in purchasing this type of insurance unless the insurance company approached covers their automobile insurance, or the various insurance policies carried by their parents. In some cases students may find they are covered under the terms of an existing home-owners policy carried by their parents.

### **Loft Policy**

The Student Life/Campus Life Office does not recommend or suggest that residents build beds for their rooms. The Campus Life Office is **not in any way responsible for such beds or any damages or injuries caused by their use.**

If a student decides to build a loft, designs and construction must meet Safety and Fire hazards standards. While our staff is not adequately trained to notice construction errors, they may elect to inspect the student's loft for obvious hazards. The loft may not be supported by furniture or attached to wall/ceilings. Additional guidelines may be obtained from the Area Coordinator or the Student Life Office. Failure to follow guidelines could result in one or more of the following: confiscation and/or removal of the loft, disciplinary action and/or fine.

### **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. Residence hall rooms, courtyards, or common areas are not to be utilized for instrumental rehearsal without consent of the AC.

### **Painting**

Permission to paint rooms or common areas must be secured from the Director of Campus Life. A policy for painting and the appropriate form are on file in the Student Life Office. Rooms or hallways which have been painted within two years are not generally permitted to be re-painted.

## Painting of Suite Lounges

The Student Life Office encourages students to personalize their suite lounges and believes that planned personalization creates an atmosphere which is more comfortable and personal, thus promoting student satisfaction. Those students wishing to personalize their suite should make plans well in advance to allow time for the approval process. Students will need to obtain a "Suite Lounge Personalization Permit" from the Student Life Office and follow the procedures stated on the form. Students may be required to pay a deposit to insure that work will be completed responsibly. The suite will be held financially responsible for the condition of their suite lounge and hallway.

## 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 PERMITS**: 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. The party permit is required whether alcohol is served or not. The party permit may be obtained from the Student Life Office or the Area Coordinator and filed as specified below. The Area Coordinator, as advisor to Hall Council, must sign the party permit. If the Area Coordinator signs the permit, the AC or designee agrees monitor or be in attendance for the entire period of time. The AC cannot give his/her approval for a party if he/she cannot be in attendance and/or if the AC believes that the Hall Council has not been responsible in planning the party.

### 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. An AC does not have to be in attendance during the entire event; however, the AC will monitor the event through the scheduled time. Students who sponsor parties have the responsibility to uphold and inform guests of the state law and college regulations concerning alcohol. Suite parties require the filing of a party permit for approval by the Area Coordinator. Residents of a suite hosting a Closed Suite Party can invite guests limited to a total of 26 non-suite members. Any guests that are not current St. Andrews students must be registered with the residence hall AC.

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 Area Coordinator. Approved permits must be registered with the Director of Campus Life. Parties of this type require campus police to monitor the designated area of drinking and to ensure that proper I.D.'s are being looked at and used.

### C. Open Events/Parties

1. Suite, Multiple Suite and All-Residence Hall sponsored open events are open to individuals outside the residence hall and require that a party permit be approved by the Area Coordinator. An Area Coordinator is not obligated to approve a party if all specific conditions cannot be met, and if the AC or designee cannot attend the party. Events and parties that are open must have a party permit filed for approval with the Student Life Office with the appropriate campus police officer(s) being required.

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 Director of Campus Life. This individual will be responsible for pre- and post-event arrangements.

3. Chartered organizations and the Student Activities Union 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 Area Coordinator who will refer violations to the Residence Hall Council or Student-Faculty Hearing Court. All other event/party violations involving campus-wide parties, Student Activities Union, or chartered organizations will be referred to the Student-Faculty Hearing 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 alcohol to individuals under the age of 21, parties which provide such alcohol are prohibited.

**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.

**Pets**

No animals, birds, or reptiles of any type are allowed in the residence halls. Animals present several potential health hazards including: lice, fleas, feces, fungus infections which can be transmitted to humans, allergies and communicable and infectious diseases. Live animals have the potential to cause damage to college and personal property. Fish in small aquariums are permitted as long as they are kept in sanitary condition. Exceptions made on the basis of a student's disability must be authorized by the Director of Health and Rehabilitation Services. An administrative fine of \$50 will be imposed for violation of this policy.

**Private Rooms**

Private rooms may be available at an additional charge. If a student's roommate moves elsewhere, the student who remains must find a new roommate or accept a new housing assignment by the Campus Life Office. 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. Typically, first year students do not qualify for a private room.

**Quiet Hours**

Quiet hours will be in force in all residence halls from 10:00 p.m. to 9:00 a.m. Sunday evenings through Friday mornings and from 1:00 a.m. to 9:00 a.m. on Saturday and Sunday mornings. Each suite may establish additional periods of quiet hours. All hours will be posted conspicuously in the suite.

Quiet hours are designed to promote an environment conducive to study. Residents are expected to show consideration for others at all times and

should avoid excessive noise. Noise generated during quiet hours must remain within the room in which it originated and must not intrude upon any other room. The primary responsibility for enforcement of quiet hours shall rest with individuals who are bothered by noise. Student Life Staff will intervene to support quiet hours in those situations when they personally know of noise or when a resident has been unable to accomplish a successful intervention. In response to violations of quiet hours, sanctions will be assigned.

### **Roofs**

*All campus buildings:* For the protection of lives and property, no one is permitted to walk on the roof of a campus building without prior approval from the Physical Plant Director. Violations will be subject to adjudication and/or an administrative fine (\$50) imposed.

### **Room/Roommate Change**

Students may change rooms or roommates after filing a request and receiving approval from the Area Coordinator and the Director of Campus Life. Copies of this request form are available either in the Student Life Office or from the Area Coordinator. 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 Campus Life will be administratively fined (\$50). This fine is applied to all persons occupying rooms other than those to which they have been specifically assigned by the Student Life Office. A student without a roommate (for whatever reason) must see the Director of Campus Life 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. (First year students do not qualify for privates.) 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. A copy of the Room Change Policy, including dates for regular room changes, is available in the Student Life Office.

### **Room Entry/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 term for a health, safety, and maintenance evaluation. A safety violation noted during a safety inspection must be corrected within 48 hours or an administrative fine will be levied.

### **Room Search**

Specific policies concerning room search are covered in the "Personal Privacy and Safety" section of the St. Andrews Code of Responsibility (see pg. 20-21).

### **Safety, Mechanical, and Electrical Equipment**

A resident will be subject to disciplinary action for tampering with safety equipment in a residence hall or any other facility on campus. A first offense will result in a minimum \$200 administrative fine. Subsequent offenses may result in criminal prosecution and/or housing contract revocation.

- A. Ceiling/Wall Access - Ceiling access and removal of ceiling tiles or other access panels is prohibited and will result in an administrative fine of \$100 plus restitution.
- B. Tampering - Any student found tampering with fire systems, electrical systems, telephone systems, cable systems, or other services or accessing information without authorization shall be administratively fined \$200 plus restitution. Further disciplinary action or criminal prosecution may be implemented as deemed appropriate under the circumstances.
- C. The college reserves the right to assess such fines to the residents of suites or halls on a prorated basis. The hall council may elect to pay the fine out of activity fees, name the individual(s) responsible, or pass the charges in equal proportion to all students.

Cases involving extenuating circumstances or where the tampering occurred without knowledge of residents may be excepted on verification.

### **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. A minimum \$25 storage fee will be assessed.

### **Telephone Service**

Each residential student's room is wired for local telephone service. Students must provide individual telephone instruments. Long distance service is available through Business Telecommunications Incorporated (BTI). Each applicant approved by BTI will receive an authorization code for access to the long distance network. All charges against the individually assigned authorization number will be billed directly by BTI and are the responsibility of the person to whom the number is assigned. If a student wishes to use another long distance company, a Telephone credit card should be obtained from one of the other available long distance carriers providing service to the Laurinburg community.

The College's telephone system is designed to restrict all toll charges from student telephones. The services noted above may be used for long distance calling. As a matter of policy, students are prohibited from accepting collect calls on their student telephones, except in the case of an emergency. If collect calls are received, special fees may be assessed by the College to identify the responsible party and to collect the appropriate charges.

### **Vandalism**

Individuals, suite mates or hall residents will be charged a minimum charge of \$5.00 for vandalism to college property. A processing fee will be assessed for each person and labor charges will be added to the final bill for replacement or repair of the property that was vandalized.

## Visitation and Guests

**Visitation hours in all suites will be 10:00 a.m. through midnight, Sunday through Thursday and 10:00 a.m. to 2:00 a.m. on Friday through Sunday mornings.** The main residence hall lounges are exempt from this policy to allow for late night study groups.

The visitation program permits guests of the opposite sex to visit a student's room during the designated time period. A student may not have a guest over the objection of his/her roommate. It will be required of each resident to assume responsibility for his/her guest. It is the responsibility of each resident to confront and communicate with other residents of the hall that are failing to assume their individual responsibility. The area Coordinator should be contacted when an individual continues to fail to assume responsibility.

Only a student assigned to a room may live in that room. Students are welcome to have **overnight guests** of the same sex. Overnight guests should register with the Area Coordinator or Resident Assistant. Any guest staying longer than forty-eight hours must have permission in writing from the Director of Campus Life. Guests staying over three nights are encouraged to stay in Pate Hall (if available) or a local hotel.

## Waterbeds

A. Before installation of a waterbed, the student must notify the residence hall president, the suite leader, the Resident Assistant and Area Coordinator.

B. Before installation of the waterbed, the student must sign a statement accepting financial responsibility for any damage that may be caused by the waterbed. Failure to complete this approval process will result in an administrative fine (\$25 min.). The statement can be obtained in the Student Life Office.

## Administrative Fines

The Area Coordinator or Director of Campus Life reserves the right to assess administrative fines where applicable. Such fines are typically

related to housing regulations or contractual expectations. Such fines will not be considered "behavioral" infractions and will not impact the academic or social standing of the student. Cases where such fines are related to behavioral infractions may, at the discretion of the staff, be referred for formal adjudication. Restitution charges for damages may also be assessed administratively as outlined in the housing contract. Students retain their right to appeal such fines to the Dean of Students.

Due process for such violations shall consist of written notice of the charge and intent to fine. The student will then have five (5) class days to schedule an administrative hearing. If no hearing is scheduled, the fine will be considered permanent.

## CHAPTER 8

# STUDENT LIFE OFFICE STAFF AND SUPPORT SERVICES

### Student Life Statement of Purpose

St. Andrews Presbyterian College recognizes the importance of educating students for personal growth and competence as well as for academic growth. Student Services at St. Andrews consist of the following programs: Residential Life, Student Activities, Religious Life, Health Services and Rehabilitation, Career Services Center, Career and Personal Counseling, Campus Security, and PATHWAYS (Promoting Activities for Total Health Without Any Yucky Stuff - Wellness Programming). These student services can help students experience community living, share leisure time, learn leadership skills that transfer to professional life, develop an appreciation for living in a community with others, understand themselves in relation to possible vocations and establish lifestyle patterns that promote individual well-being throughout life. The specific programs and competencies that it is anticipated students will attain are as follows:

The Residential Life program at St. Andrews can provide students with the opportunity to develop the skills necessary for living successfully in a community and a democratic society. Through a self-governing system of hall councils, students learn leadership skills, independence, and assessment of values, and develop the spirit of community building. Living with a roommate requires the development of tolerance and conflict resolution skills.

Student Activities are an integral part of college life. Extracurricular activities contribute to an environment which fosters student development. Through participating in and planning activities, students learn to manage academics and recreational time. Cooperation, teamwork, leadership, and interdependence are developed in each student through social, cultural, and intramural athletic events. Exposure to these opportunities for individual growth gives students the ability to plan their recreational time with regard to their values and interests. It is anticipated that students will learn to be

responsible for their own leisure time by creatively planning, and following through, and evaluating student activities.

As a college of the church, St. Andrews believes in the importance of the quest for spiritual development for each student. The college's general statement of purpose reads, "...St. Andrews Presbyterian College believes that knowledge and faith are inseparable, that, without knowledge, faith is fanatical, and without faith, knowledge is cynical." It is with this in mind that the Religious Life program assists students in becoming aware of the need of their neighbors both near and far in the global community. A variety of programs exists for students to participate in and lead which provide contact with persons in the local community and the world at large. Students provide leadership in the weekly worship services and Bible studies. Outside speakers offer a glimpse of the world around us and how students can make a difference with their efforts.

Students can take stands and join causes for the vast needs of those less fortunate in the world. This heightened awareness allows some students to carry on their work following graduation from St. Andrews as volunteers in their communities. As a result of this exposure, some students choose careers in which the opportunity to serve others is inherent.

St. Andrews is committed to the education of all academically qualified students regardless of physical disability. The level of physical disability is limited only by the ability of the College to provide adequate support services and the student to participate in the college program. The goal of the Rehabilitation program is to support the disabled student in reaching his/her educational goals. A host of services is provided for disabled students, from nursing/attendant care to transportation services. These services and the academic experience St. Andrews offers enable many disabled students to live full and productive lives.

St. Andrews seeks to enable each student to develop a mature and disciplined mind. The accomplishment of that goal is enhanced when the student maintains good general health. Therefore the college provides, through the Health Services program, primary health care, first aid, and referral services for each student as appropriate for general physical well being. In response to the efforts of health services, students should gain information and skills which assist them in remaining in good health after leaving St. Andrews.

The Career and Personal Counseling Service is a program agency of the Presbyterian Synod of the Mid-Atlantic associated with St. Andrews Presbyterian College by a long-standing contractual arrangement. Current staffing consists of full-time professional counselors, an administrative assistant, and a psychometrist. The program with St. Andrews is based upon two basic philosophies. First, to function as effective adults, students must learn to achieve and maintain successful interpersonal relationships. Second, students face the significant tasks of identifying their occupational choices and developing a life plan. Through the counseling services available, students develop a sense of their values, experience personal growth, and learn to cope with problems they encounter. In addition, counselors work with students in dealing with issues such as assertiveness, effective communication, conflict resolution, grief, self-esteem, study habits, autonomy, and individuality. The career development program offered by the Counseling Service entails extensive testing and evaluation to help students discuss their interest patterns, personality traits, work values, and abilities. Through these four dimensions, students come to understand themselves and how these factors relate to satisfactory career choices. As a part of this program, students have access to an extensive career and educational resource library of over 3,000 volumes. Materials consist of current descriptive information about careers and education programs throughout the nation and abroad. *Discover*, a comprehensive computer program, provides additional opportunity for self-exploration and career information.

Campus Police at St. Andrews is charged with making the college a safe and peaceful community. Recognizing that the security of the campus can be effective only with the help and cooperation of its residents, ongoing efforts are made to gain this assistance. Programs such as self-defense courses, property identification, and safety awareness are utilized throughout the year. In many cases, outside agencies such as the local police department are used to assist in presenting these programs to the campus community. As students become involved with these programs, they can gain a sense of their responsibility to not only the college community, but to society in general.

St. Andrews Presbyterian College maintains a Career Services Center to provide activities that will assist students in gaining self-understanding and in determining career objectives. In order to succeed in planning a career

after completion of one's undergraduate education, certain goals must be attained by the students participating in the program: self-exploration, scanning the world of work, identifying potential employers and the development and implementation of the job search. These goals are attained through regularly scheduled workshops which address the fundamentals of resume writing, letter writing, and interview techniques. On-campus and off-campus interviews are offered as well as guest speakers and seminars. As a result of the program, St. Andrews students are armed with a better understanding of the world of work and the relationship between work and lifestyle, an improved ability to communicate effectively, a realistic attitude of what to expect in the marketplace, and a knowledge of the variety of career paths they may follow.

All the programs and services of Student Life are involved in the Alcohol and Drug Education program. This program strives to educate students about choices and options, and for those who choose to drink, encourages responsible decision making about personal consumption that is appropriate for the individual. Student Life programs encourage students to continue developing their self-esteem and understand their own personal worth, living a full life, without the abuse of substances.

The overall goal of the Student Life Services is to ensure that students are prepared for life after college and prepared to continue the life-long learning process. Student services are an integral and significant part of a student educational experience that attempts to educate the whole person.

## 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 Coordinator of Student Activities, the Director of Campus Life, the Office of Public Safety/Campus Police, the Office Secretary, and an Administrative Assistant. Staff members located in the Burriss Rehabilitation Center are the Director of Health and Rehabilitation Services, nurses, and several attendants and aides. The PATHWAYS Office is located off the main lounge of Albermarle Hall. The Director of Career Services is located in room 180 of the Liberal Arts Building. In addition, Area Coordinators, who supervise the residence halls, and Resident Assistants are members of the Student Life Staff.

The Career and Personal Counseling Center staff and Marriott Food Services have a contractual relationship with the college, and are a part of the Student Life 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 Director of Campus Life administers the residence life program and facilities under the supervision of the Dean of Students. Live-in staff are 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. The Resident Assistant is a student who assists the Area Coordinator and serves as a peer counselor.

## **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, for larger groups such as a Residence Hall or club, or for the entire community. Together with the Student Activities Union (SAU), the Coordinator of Student Activities serves as a central resource for coordinating, registering, and supporting a wide variety of activities sponsored by various clubs and organizations.

## **Christian Service Organization**

The Christian Service Organization, given leadership by its Council, assists in 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.

## **Farrago**

Located in the northeast corner of the campus, Farrago is the primary facility for entertainment and dances for students. The Student Activities Union is the managing organization for Farrago, and information concerning rules, regulations, and reservations should be directed to the S.A.U. or the Coordinator of Student Activities.

## **The Gathering Place**

The Gathering Place located on the first floor of the Belk Center is a place for relaxation and socializing. During the year, coffee houses and other forms of entertainment occur in this room. The Gathering Place is also a snack bar which operates on a cash basis and students may transfer cafeteria meals from the cafeteria to the snack bar for lunch and dinner. The hours of operation are posted on the door to The Gathering Place. The Gathering Place is a non-alcohol environment on campus. Alcohol is not permitted at any time in the Gathering Place.

## **Career Services Center (CSC)**

The Career Services Center provides an array of services for students. The goal of the Career Services Center is to assist students in understanding the realities of the world of work and in realistically relating their own career interests, needs, and goals to the opportunities available.

Specific services offered are: (1) maintaining a complete placement file for education majors, (2) providing a current list of job vacancies throughout the world, (3) participating in the Metrolina Job Fair held in November of each year, (4) hosting special events such as Career Day, Graduate School Day, Teacher Education Day, Summer Job and Camp Fair, (5) coordinating job placement opportunities and interviews on and off campus, (6) providing access to KiNexus, an international, computer-based job candidate information service, (7) teaching career workshops on career exploration, resume preparation, writing cover letters and effective interview techniques, (8) helping students to learn about internships and to obtain scholarships, assistantships, and fellowships for graduate schools (9) providing a resource library containing current information on graduate schools, company

annual reports, salary surveys, and career information, and (10) individual career counseling.

The Career Services Center is located in the LA Building, near the Financial Aid Office. Appointments may be made by coming in or by calling the office at 277-5003.

## **Career and Personal Counseling Center**

Located on the St. Andrews campus, but operated by the Presbyterian Synod of the Mid-Atlantic, the Career and Personal Counseling Center is known throughout the Southeast for its excellent career counseling and testing services. St. Andrews maintains a contractual agreement with the center so that its students, faculty and staff may use the services free of charge. The Center's staff can help individuals deal with personal concerns, as well as educational and occupational decisions. An up-to-date resource library is maintained and contains extensive occupational/educational material. A computer-based aid to career decision making, Discover, is available in conjunction with counseling by a member of the Center's professional staff.

Assistance is offered in such areas as choice of college major, planning one's career, clarification of values and beliefs, assessment of abilities, personal adjustment concerns, choice of graduate school.

Appointments are made on an individual or walk-in basis and are highly confidential. Information and materials concerning a student will not be released to any institution or person without written permission of the client. Appointments are made by calling the Counseling Center Office.

## **PATHWAYS**

PATHWAYS, located in Albemarle Hall, stands for Promoting Activities for Total Health Without Any Yucky Stuff, and coordinates Wellness programming at St. Andrews. Wellness encompasses six dimensions of your life: social, emotional, physical, spiritual, intellectual, and occupational. These dimensions are interrelated, and the positive and/or negative choices we make in one area often affect other areas. The goal of PATHWAYS programming is to maximize individual community members' abilities to choose a lifestyle which nurtures and allows optimal well-being by creating

a balance among all six dimensions of wellness. The PATHWAYS program includes a Resource Center and a group of Peer Facilitators. The Resource Center provides information (videos, books, pamphlets, etc.) that can be used for research projects, presentations, promotion of personal wellness and self-knowledge, and helping friends or family members. The Peer Facilitators are a group of trained students who, through a variety of approaches, provide information, motivation, and support for their fellow students to explore and make decisions about their personal well-being.

## **Health Services**

The college provides routine medical and first-aid services to students at no 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 responsibility of students and their parents. Transportation to local medical facilities is available through Health Services.

## **Rehabilitation Services**

A comprehensive program of rehabilitation support services is available at St. Andrews. 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 education, wheelchair repairs, adapted housing, physical therapy, and transportation by special vehicles.

## **Campus Police**

The Campus Police Department is established at St. Andrews for the primary purpose of protecting the students, faculty, and staff as well as its properties from danger, theft, vandalism, and intruders. The officers are certified police officers, certified by the North Carolina Attorney General's office after attending the N.C. Basic Law Enforcement Officers course. The department officers are responsible for maintaining order and enforcing the

rules and regulations of the College as well as the laws of the State of North Carolina.

Under normal circumstances, there is an officer on duty 24 hours a day, 7 days a week. If assistance is needed, the officers may be reached by calling 277-5112 (office) or by calling 277-5111. This is an emergency number and is integrated into the radio system.

### **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 three faculty members (including a chairperson) for membership on the Committee and hears and approves recommendations of five 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.

## CHAPTER 9

### ACADEMIC SUPPORT SERVICES

#### DeTamble Library

The library houses more than 107,000 books and 400 periodicals; the College Archives; Scottish Heritage Center; and the William H. Somerville Microcomputer Laboratory. A variety of reading and study settings is available.

The library staff includes: a Director, Catalog Librarian, Serials & Interlibrary Loan Librarian, and support staff.

The Library hours are as follows:

Monday through Thursday	8:30 A.M.-10:30 P.M.
Friday	8:30 A.M. - 5:00 P.M.
Saturday	1:00 P.M. - 5:00 P.M.
Sunday	2:00 P.M.-10:30 P.M.

Holiday, end of term, and summer variations will be posted on the library door and various locations on campus. *There is a book deposit slot at the back of the library to be used for returning books only when the library is closed.* Toward the end of fall and spring term the book drop is open in the Belk Center Post Office area for the return of books.

#### 1. General Library Rules:

(a) An ID that has been validated for each term and bar-coded with a library bar-code is required of each individual to check out books.

(b) Non-circulating materials (reference books and current and bound periodicals) will be reshelved daily. Circulating materials can be left on a table or carrel for up to three days, if requested by a written note that is signed and dated.

(c) Books circulate for 28 days (14 days during summer session) and may be renewed unless requested by another patron. Books must be brought to the library for renewal; phone renewals are not accepted. As each term draws to a close, the circulation period will be shortened so all books are due on the last day of the term. Exceptions - Spring Term, graduating seniors are required to have books returned and library accounts cleared on the day grades are due for graduating seniors.

The library sends up to three notices of overdue books, but *it is the student's responsibility to know when the books are due and to see that they are returned on time.*

(d) Fines are 20 cents per day for each overdue book (max. \$5 per book). At the end of each month unpaid fines are turned over to the Business Office for billing to the student's account. Once the student's account is billed, payment must be made to the Business Office.

(e) Smoking, tobacco, food, and beverages are not permitted in the Library building.

## 2. Community Code Violation:

Removing materials from the library without checking them out and/or mutilation of any library materials is considered a Community Code Violation. Violations will be reported to the Attorney General for action.

## 3. InterLibrary Loan:

Books may be requested from other libraries for a \$1 service charge for each title. Photocopies of periodicals may be ordered from other libraries and the charge is .10 per page. Payment is required upon receipt of interlibrary loan material.

## 4. Lost Books:

Any books not returned by the end of a term will be declared lost and the student's account billed through the Business Office for the cost of the book (\$17.50 minimum and \$40 for books no longer in print) plus a \$10 non-refundable processing fee. If the book is returned, the student's account will be credited for the cost of the book. Once the student's account is billed, any payments or refunds will be handled through the Business Office.

#### 5. Damaged Books:

Students will be billed a \$10. charge for each book that is returned damaged and needs to be rebound. The student will be responsible for the replacement cost of the book (see Item 4. - Lost Books for charges) plus a \$10. non-refundable processing fee, if books are damaged beyond repair.

#### 6. Photocopy Services:

Photocopies are available for 5 cents per copy; microfilm/fiche copies are 10 cents per copy. Change is available at the Circulation Desk. Personal copies (non-library materials) are limited to a total of 25 copies. If copies are needed which exceed this limit, use the Administrative Support Center in the Liberal Arts building.

#### 7. Reserve Materials:

Ask for reserve materials at the Circulation Desk. A current, valid ID is required to check out reserve items. Some reserve items may be checked out for overnight use one-half hour before the library closes and are due back within the first hour the library opens the next day. Fines for overdue reserved items are \$.50 per hour or major part of an hour, with a maximum of \$5 per item.

## Computer Services

Located in the Liberal Arts Building room 174, Computer Services maintains the St. Andrews Academic Computing Network (SAAC-NET). This local area network (LAN) consists of approximately 70 IBM

compatible personal computers situated in the Liberal Arts Building (2 labs), the Morgan-Jones Science Building (1 computer classroom, some faculty offices, and the Division Office), and the William H. Somerville Microcomputer Center in the DeTamble Library. Each workstation is equipped with software such as WordPerfect, Lotus 1-2-3, dBase III, email, and a variety of course-specific packages. Except for times reserved for classroom instruction, all networked computers are available for general use. User assistance is available from student assistants and Computer Services staff from 8:00 a.m. to 11:00 p.m. weekdays and 1:00 p.m. to 11:00 p.m. on weekends. The labs in the Liberal Arts Building are open 24 hours per day virtually every day of the year (except holidays and other special days). Other labs are open the same hours as the buildings that house them.

New students may access the network in either of two ways: as a guest or as a registered user. A guest login gives access only to WordPerfect, requires the storage of documents on a floppy disk, and is excluded from using the Internet, email, laser printers, and other network services. Registration gives the user 3MB of disk space on the network and provides full access to all network services. Applications for user registration may be obtained in LA Lab A (Liberal Arts Building room 168) or from Computer Services. Use of SAAC-NET is governed by the *St. Andrews Acceptable Computer Use Policy*. Violation of any of the provisions of that policy may result in temporary or permanent suspension of user registration.

No charge is made for using College computing facilities. Students must, however, purchase their own floppy disks. These are available at the College Bookstore and Computer Services.

## Financial Aid

Located in the Liberal Arts Building, the Office of Student Financial Planning offers a comprehensive program designed to provide students with assistance in financial planning, to disseminate scholarship and grant information, to assign part-time jobs to college students, 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 con-

sidered 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 term. If still on academic probation the following term, students are ineligible for aid until probation is removed. If students drop below full-time at any time during a term, they become ineligible for certain aid programs. A conference with the Director of Student Financial Planning before dropping a course is advisable.

### **Office of the Registrar/Associate Dean for Academic Affairs**

The Office of the Registrar/Associate Dean for Academic Affairs is located in the Liberal Arts building, room 133. The Registrar's Office maintains student academic records and transcripts, and manages course registration including advanced registration, drop/add and selection of the pass/fail option. The office also is responsible for granting permission to audit courses or to register below 11 credits or above 17 credits; for assigning classrooms; for establishing the academic calendar and exam schedule; for assigning academic advisors; for evaluation of transfer credits; and for approval of summer term courses completed elsewhere. On the basis of academic performance, the Associate Dean identifies students for inclusion on the Dean's list, for issuing of letters of warning or probation and for graduation honors.

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedure covering the privacy rights of students be made available. The law provides that the institution will maintain confidentiality of student education records.

Student files in the Registrar's Office normally contain the following items:

1. Personal information forms, such as the application.
2. Transcripts of academic records;
3. Copies of grade reports;
4. Copies of SAT scores;

5. Copies of letters sent to students (and/or students' parents) from various administrative officials of the college.

It is unusual for any item to be in a student's file that has not been seen by the student. In some cases, confidential letters and statements of recommendation pertinent to a student's original admission to St. Andrews placed in student files prior to January 1, 1975, may not ordinarily be made available to the student.

Any St. Andrews student (former or present) may examine his or her academic record in the Office of the Registrar. A written, signed request for an appointment should be sent to the Registrar if a student desires to examine his or her academic record. The Registrar will respond to the request in writing and make an appointment for the student to examine his or her records within 45 days of the original request. Normally, appointments are granted within two weeks of the original request. The Registrar's Office will not permit access to or the release of personally identifiable educational records of students other than directory information (name, address, phone number, date of birth, dates of attendance at St. Andrews, rank in college, names of parents, academic major), without the written consent of students to any party other than the following:

1. The President of the College, the Dean of the College, the Dean of Students, the Director of Admissions, and the Academic Advisor(s) of a student;
2. In compliance with a judicial order, or pursuant to any lawfully issued subpoena;
3. Certain State and Federal Officials, as required by the Act;
4. In connection with a student's application for, or receipt of, financial aid;
5. Accrediting organizations in order to carry out their accrediting functions;
6. Coaches, athletic directors and conference personnel (in reference to athletes, only)
7. Other individuals, college officials, and professors who have been determined by the Registrar to have legitimate educational interests may have access to the student's academic transcript (not the complete file.)

## CHAPTER 10

### COLLEGE SERVICES

#### Dining Room

NO STUDENT WILL BE PERMITTED INTO THE DINING HALL WITHOUT A VALID ID CARD. For any student reporting his or her ID card lost, \$20 is the cost of replacement. Hours are subject to change depending on class schedules for each term and will be posted.

##### **Basic rules:**

Students must present their St. Andrews I.D. cards at all meals to be run through a scanner. Any students leaving the dining hall to eat on the patio or use the restrooms must again present their ID card to be scanned before re-entering the dining hall. Also, under no circumstances may food or utensils be carried out of the dining hall area. Any student removing dishes or other equipment from the dining hall or providing food to an unauthorized guest will be reported to the Dean of Students and the Attorney General for violating the Community Code. Any student or students throwing food or other items are subject to a \$50 fine per person and also reported for a Community Code violation.

#### Snack Bars

In addition to the regular dining hall service, the college provides a snack bar, The Gathering Place, located in the Belk College Center. Regular hours will be posted.

#### Post Office (Campus)

All St. Andrews students are required to have a post office box on campus in the Belk College Center (for resident students) or the Community Lounge (for commuter students.) Mailbox numbers are assigned by the Student Life Office.

There is no general delivery service to students' residence hall rooms. Also, the campus does not receive mail (including express mail) on weekends. A student may receive express mail sent via the U.S. Postal Service on Saturdays by picking it up before 12:00 noon from the Main Post Office in Laurinburg. Special Delivery letters and packages are delivered Monday - Friday to the campus post office.

Students residing off-campus must inform the Student Life Office of their addresses. Students are requested to notify publishers, banks and creditors of their new address when departure time from St. Andrews is near.

Mail will be delivered to student mailboxes only if the addressee name matches the name of the student assigned to a specific box. With the exception of nicknames, all mail addressed to a name different from that assigned to a particular box number will be returned to sender.

Students are requested to complete a forwarding address form at the end of each academic year and after the summer session if in attendance. These forms should be filed with the Administrative Support Center (A.S.C., Liberal Arts building, Room 187) at least one week prior to departure from the campus. In the absence of a forwarding address form, all mail will be forwarded to the address shown for the student in the student directory.

## **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 P.M. Summer term hours are 11:00 A.M. - 1:00 P.M. Cash, checks, Mastercard, and VISA are accepted.

### **Textbook 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.

## Check Cashing Services

Students are encouraged to have checking accounts with local financial institutions. Several institutions with automatic teller machines which accept the commonly held cash cards are located within walking distance of the campus.

Personal checks up to \$25 per student, per day can be cashed in the College Book Store in the Belk Center. Students must present a valid college I.D. Only checks drawn on the personal account of the student or his/her parents will be cashed.

## 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 P. E. 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 those areas.

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

Sundays Closed

#### **Knight Room:**

Weekdays*	9:00 A.M. to 9:45 P.M.
Saturdays*	1:00 P.M. to 9:45 P.M.

#### **Main Gymnasium Facilities:**

Weekdays*	3:00 P.M. to 9:45 P.M.
Saturdays	1:00 P.M. to 9:45 P.M.

**Weight Room:**

Monday - Friday	3:00 P.M. to 9:45 P.M.
Saturday	1:00 P.M. to 9:45 P.M.

**Racquetball Courts:**

Monday - Friday	3:00 P.M. to 9:30 P.M.
Saturday	1:00 P.M. to 9:30 P.M.

**Swimming Pool**

*Pool Closed on Sunday.*

Monday and Wednesday	3:00 P.M. to 5:00 P.M. 7:00 P.M. to 9:00 P.M.
Tuesday and Thursday	3:00 P.M. to 9:00 P.M.
Friday	3:00 P.M. to 7:00 P.M.
Saturdays	1:00 P.M. to 4:00 P.M.

**Outdoor Facilities:****Weekdays\***

Track and Tennis Courts	6:00 P.M. until dark. 6:00 P.M. to 11:00 P.M.
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**Saturday & Sunday**

Track and Tennis Courts	When available until 11:00 P.M. When available until 11:00 P.M.
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*\*Weekday schedule subject to change to accommodate class schedules.  
Hours are subject to change due to general college functions and athletic practices and contests.*

## **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 included in tuition.

## **Faculty and Staff**

No charge will be made for the use of the facilities to the individual full time 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**

A fee will be assessed for persons not employed by the college. Individual and family membership information may be obtained from the P. E. Office.

## **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.

## General Rules for Physical Education Facilities

*Alcoholic beverages are prohibited at all outdoor and indoor sporting events, including intramural activities.*

### Activity Areas:

Street shoes may not be worn in activity areas. Use athletic shoes, such as basketball, tennis.

Food and drinks are not permitted in activity areas.

Smoking is prohibited in all areas of the facilities.

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 two table tennis tables, tables and booths in a fellowship area, and a large exercise area, 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 as approved.

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.

**Track:**

Flat shoes must be worn when using all-weather track.

The track is to be used exclusively for walking or running.

No bicycles, skates, or skate boards are allowed.

**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..

## CHAPTER 11

### WHOM TO SEE FOR WHAT

*(Please See Campus Directory for phone numbers)*

#### **Academic Records**

1. Registrar's Office

#### **Automobile**

1. Registration--Office of Public Safety/Campus Police in Belk College Center

#### **Bicycle**

1. Registration - Office of Public Safety/Campus Police in Belk College Center
2. Theft - Office of Public Safety/Campus Police

#### **Cashing Checks Under \$25 (Must present valid student ID)**

1. Cashier's Office
2. College Book Store

#### **Class Registration**

1. Registrar's Office

#### **Club Information**

1. Director of Campus Life

#### **Community Code Violation**

1. Dean of Students
2. Attorney General of Student Association

#### **Counseling (Career or Personal)**

1. Career Services Center, Liberal Arts Building
2. Career and Personal Counseling Center
3. Dean of Students
4. Coordinator of PATHWAYS.

**Emergency**

1. Office of Public Safety/Campus Police, Belk College Center, 277-5111
2. Laurinburg Police Department, 276-3211.
3. Laurinburg Fire Department, 276-1811.
4. Burris Health Center, 277-5038.
5. Scotland Memorial Hospital, 276-2121.
6. 911 - General Local Emergency Referral

**Financial Aid**

1. Director of Student Financial Planning, LA Building

**Graduate School Information**

1. Career Services Center, Liberal Arts Building
2. Career and Personal Counseling Center

**Guests on Campus**

1. Area Coordinator
2. Director of Campus Life

**Health Services**

1. Burris Health Center

**Lost and Found**

1. Student Life Office
2. Business Office
3. Office of Public Safety/Campus Police

**Off-Campus Housing Request**

1. Dean of Students, Student Life Office

**Parking or Traffic Tickets**

1. Office of Public Safety/Campus Police
2. Business Office

**Party Permits (See Party Guidelines)**

1. Area Coordinator
2. Director of Campus Life

**Physical Education Facilities**

1. Athletics Office

**Publications**

1. Cairn (Literary Magazine)
2. Lance (Newspaper), Communications Office - L.A. Building
3. Lamp and Shield (Yearbook), TBA

**Publicity**

1. Lance editor
2. Communications Office
3. WSAP (campus radio station)

**Reserving Rooms on Campus**

1. Avinger Auditorium - Registrar's Office
2. Belk College Center - Student Life Office
3. Cafeteria - Director of Food Services
4. Farrago - Student Life Office
5. Gathering Place - Student Activities
6. Gym - Athletic Office
7. L. A. Building - Registrar's Office
8. Morgan-Jones Science Building, Registrar's Office
9. Pate Hall Conference Center - Student Life Office
10. Vardell Building - Registrar's Office
11. Office of Special Events - L. A. Building

**Residence Hall Personal Problems**

1. Resident Assistant
2. Suite Leader
3. Residence Hall President or Vice-President
4. Area Coordinator
5. Director of Campus Life

**Residence Hall Maintenance Problems**

1. Resident Assistant
2. Area Coordinator
3. Director of Campus Life
4. Dean of Students

**Room/Roommate Change**

1. Area Coordinator
2. Director of Campus Life

**Security (Office of Public Safety/Campus Police)**

1. Located in Belk College Center

**Sell or Solicit on Campus**

1. Dean of Students
2. Business Office

**Transferring and Transfer Credits**

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

**Withdrawal from Class**

1. Professor of the course, then
2. Faculty Advisor, then
3. Registrar

**Withdrawal from the College**

1. Faculty Advisor, then
2. Dean of Students, then
3. Registrar, then
4. Area Coordinator

**Working Off-Campus**

1. Director of Career Services Center

**Working On-Campus**

1. Director of Student Financial Planning
2. Business Office
3. Director of Food Service
4. Director of College Work-Study

This handbook serves only as a guide to the rules, policies and services of the College; therefore, the Student Life Office and the College reserve the right to amend, modify or change regulatory policies, and financial charges stated in this handbook during the school year. The College will make attempts to notify students, in a timely manner, of any changes in policies

and regulations. Students should contact the Student Life Office if they have questions regarding information in this handbook. The handbook does not constitute the whole of College policy concerning students. The College Catalog and other official College publications are important references. Each student is responsible for the contents of the publications.

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