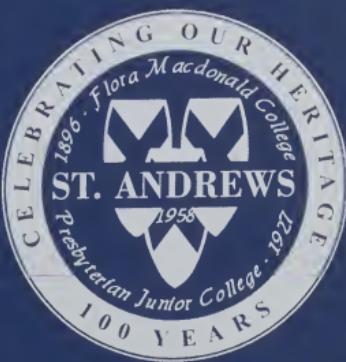


THE SALTIRE



THE OFFICIAL
STUDENT HANDBOOK
OF
ST. ANDREWS
PRESBYTERIAN COLLEGE

The Saltire

1998 - 1999



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

The SALTIRE

TABLE OF CONTENTS

I.	<u>Introduction</u>	1
	Statement of Purpose of the College	1
	The Ultimate Authority	2
	Code of Conduct	3
	A. Preamble	3
	B. Community Honor Code	3
	C. Statement on Student Rights	6
	D. Statement on Student Responsibilities	7
II.	<u>Student Government</u>	9
	Student Government Association Leaders for 1997-1998	9
	Constitution of the Student Association	10
	By-Laws of the Constitution of the Student Association	22
	By-Laws of the Senate	39
III.	<u>Conditions for Continued Membership</u>	45
	Alcohol Policy	45
	Bonfires	53
	Causewalk	53
	Complying with Requests from College Officials	53
	Convicted Felons	54
	Disorderly Conduct/Violation of Laws	54

Drug Policy	54
Fighting	58
Health and Safety	58
Lake Ansley C. Moore	59
Misuse of College Property	59
Party Guidelines	59
Policy Statement/ Acquired Immune Deficiency Syndrome	61
Posting of Signs	62
Selling and Soliciting	62
Sexual Assault/Rape Policy	63
Sexual Harassment Policy	67
Smoking/Non-Smoking Policy	72
"Wall" Policy	73
Weapons and Fireworks	76
Wheeled Conveyances Provisions and Regulations	76
Violations and Sanctions	81
IV. <u>Residential Life</u>	88
Roles of Residence Life Staff	93
Residence Hall Council	94
Residence Hall Accounts	97
Residence Hall Services.....	98
Specific Regulations Regarding Conduct in and Use of Residence Halls	99

V.	<u>Academic Regulations</u>	107
Academic Dishonesty	107	
(Plagiarism, Paraphrasing and the Use of Quotations)		
Academic Probation	108	
Course Loads	108	
Eligibility for Extracurricular Activities	109	
Grade Appeal Procedure	109	
VI.	<u>Student Organizations and Activities</u>	111
Advisor	111	
VII.	<u>Help and Direction</u>	113
Academic Support Services	116	
College Services	120	
VIII.	<u>Appendix</u>	127
A.	Joint Statement on Rights and Freedoms of Students	127
B.	St. Andrews Code of Responsibility	136
C.	Excerpt from the ByLaws of the Board of Trustees	141
	(Article V. Administration of the College)	
D.	Excerpt from the Faculty Bylaws	142
E.	Supplement to the Drug Policy	143
F.	Family Educational Rights and Privacy Act (FERPA) ...	149
G.	Student Life Committee of the Faculty	155
H.	Student Rights & Responsibilities (College Catalog)	156

This handbook serves as a guide to the Conditions of Continued Membership in the St. Andrews College Community; therefore, the College reserves the right to make amendments, or modifications to this handbook during the school year. The College will make attempts to notify students, in a timely manner, of any changes made. Students should contact the Student Affairs 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 understanding and abiding by the conditions outlined in these publications.

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 conditions 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.

CHAPTER I:

Introduction

● Statement of Purpose of St. Andrews Presbyterian College

St. Andrews Presbyterian College is a four-year, church-related, coeducational liberal arts and sciences institution founded in 1958 by the merger of Flora Macdonald College, a four year college which opened in 1896, and Presbyterian Junior College which was founded in 1928. With both residential and non-residential undergraduate programs, the College serves traditional and non-traditional students from diverse national, ethnic and socio-economic backgrounds, by offering degree programs, certification programs and special training programs. One of the first barrier-free campuses, the College takes particular pride in its historical commitment to accommodating students with physical challenges.

St. Andrews breaks down intellectual and interpersonal barriers as well. Members of the faculty work together across disciplines, recognizing their primary roles as teachers and advisors, while maintaining a commitment to scholarship and professional development in their individual fields. Students, administrators and staff also take seriously their shared roles in teaching, advising and mentoring. Through its integrated educational program, the College seeks to graduate informed, articulate individuals, with a comprehension of the complex nature of the problems facing a diverse but interdependent global community, and with the knowledge and skills necessary to lead productive professional lives.

As a college of the Church, St. Andrews believes that knowledge of the Judeo-Christian tradition is vital to understanding the heritage of Western civilization and its place in the contemporary world. True to the historical Presbyterian commitment to intellectual inquiry, St. Andrews views critical exploration in all disciplines as compatible with faithful living. The College's major programs provide students with depth of knowledge in particular disciplines, while also affirming that such knowledge gains in value when placed in an international, intercultural and interdisciplinary context.

St. Andrews understands genuinely successful academic communities to be inclusive and student-centered. In addition to offering programs in the liberal arts and sciences and in selected preprofessional areas, the College fulfills its community service responsibility and also promotes experiential and service learning through internships, community service activities and international travel/study opportunities. Responding to the needs of diverse learning constituencies, St. Andrews offers educational and residential environments which enhance the academic enterprise through an array of career, technological and other support services. Due regard for healthy lifestyles and physical well-being is encouraged through wellness education and athletic programs.

Finally, St. Andrews believes the challenges of the future will best be met by institutions and individuals with the openness and flexibility to adapt to rapid change. It therefore engages in systematic evaluation in order to maintain dynamic and relevant programs, and it encourages students to develop habits of lifelong learning and self-renewal which balance freedom with responsibility and transcend self-interest with a spirit of service.

(Approved by the Faculty on 4-23-96; and the Board of Trustees on 4-26-96)

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."

(The appendix of this *Saltire* contains excerpts from the Bylaws of the Board of Trustees and the Bylaws of the Faculty that pertain to the governance of student community on campus.)

The Code of Conduct for the St. Andrews Community

(Accepted by the St. Andrews Community Spring of 1996)

Preamble

All members of the St. Andrews College Community must be responsible for their choices of behavior and make sure that these behaviors do not infringe upon other community members. The College has the authority and responsibility to establish rules and standards which may require academic, moral, and ethical behavior that is considered above the standards of society at large. The principal responsibility for proper conduct rests with each student, and as much as possible, s/he is encouraged to resolve conflicts of individual rights and responsibilities her/himself. The College will become involved, however, when a student cannot resolve a conflict her/himself, when there exists a reasonable basis to believe that local, state, or federal laws have been broken; when there could be or is potential for personal harm or property damage; or when there exists a reasonable basis to believe that College conditions or policies have been violated.

St. Andrews requires students to obey local, state and federal laws. The College does reserve the right to hold responsible students whose behavior either on or off campus blemishes the College's general image or reputation, or otherwise evidences disregard for the safety, well-being or rights of others. If a student is involved in an illegal act off campus, the College does reserve the right to initiate disciplinary action.

Community Honor Code

(The Pledge)

I PROMISE TO BE A CONTRIBUTING MEMBER OF THE ST. ANDREWS PRESBYTERIAN COLLEGE COMMUNITY AND SUPPORTIVE OF ITS MISSION: TO BE RESPONSIBLE FOR MY CHOICES OF BEHAVIOR, TO BE HONEST IN ALL MY ACADEMIC ENDEAVORS, TO BE RESPECTFUL OF THE PROPERTY AND PERSON OF OTHERS, AND TO LIVE IN HARMONY WITH THE SOCIAL AND NATURAL ENVIRONMENTS WHICH SUSTAIN THIS COMMUNITY.

Why Is the Code Important?

The intent of the Community Honor Code is to give substance and vitality to the Statement of Purpose of St. Andrews Presbyterian College by indicating what principles of behavior and relationships will best enable members of the St. Andrews community to live responsibly and to fulfill that purpose.

How Does Living By the Code Advance the Institution's Purpose?

1. "...a contributing member of the St. Andrews College community..."

Interactive and integrative learning are at the heart of the educational experience at St. Andrews. A student's abilities and a professor's best contributions as a teacher are realized when both are active learners and contributing members working together toward common goals. Educational outcomes are enhanced for all concerned when members of the community are participating in classes and co-curricular activities. *"Students, administrators, and staff take seriously their shared roles in teaching, advising, and mentoring."*

2. "...supportive of its mission."

The community must not only understand the institutional mission but also support it in the particular ways the members best know how. Support is needed in academic programs, in extracurricular involvement and in residential life. Support may come in the form of participation, service, or financial contributions.

3. "To be responsible for my choices of behavior..."

Responsible living comes from the freedom to make conscious, informed, meaningful and wise choices. Behavior has consequences for individuals in the community and for the community as a whole. One's choices are irresponsible when they prevent oneself or others from contributing to the educational community. To the extent that behavior is wisely chosen, the educational community will prosper.

4. "...to be honest in all my academic endeavors..."

Truth-seeking demands honesty. Students and faculty must be able to trust one another; otherwise, no one can depend on the quality or accuracy of work presented. The relationship of teacher and student, one of partnership and mutual respect, is degraded. Critical inquiry and evaluation with the goal of improvement become impossible to carry out.

Suspicion and mistrust undermine the very basis for an academic community. "St. Andrews views critical exploration in all disciplines as compatible with faithful living."

5. "...to be respectful of the property and person of others...."

Respecting people means valuing their presence, their contributions and their friendships. Respecting property and people go together. Lack of respect for either indicates a lack of respect for the diversity and special circumstances of community members. St. Andrews strives to "*break down intellectual and interpersonal barriers.*" Trust and productivity suffer if community members must constantly attend to safety and security in the face of danger from their fellow citizens. The values which the institution promotes are in serious jeopardy when disruptive and destructive behaviors carry the day.

6. "...and to live in harmony with the social and natural environments..."

Living in harmony means, not abolishing conflicts but managing them in positive and productive ways despite significant differences of opinion. Certain basic values and behavior which are characteristic of a civil order must be obtained in an academic community in order for work to be accomplished, especially work that depends on intellectual and social exchange.

The natural environment of St. Andrews in many respects mirrors what this college strives to teach: the benefits of interdependence, respect for diversity, and the value of the whole over the sum of the parts. St. Andrew's natural environment is one of beauty, spaciousness, and coexistence among people, animals, and plants. Harmony in this environment implies thoughtful use and respect for the diversities and relationships which exist. Insofar as St. Andrews is able to fulfill its purpose and sustain the community, it does so, in part, by maintaining the integrity of its natural environment so that this setting is available for all to enjoy and benefit from as they go about their activities.

All quotations in the explanatory paragraphs are taken from St. Andrews Presbyterian College *Statement of Purpose*, April 26, 1996.

Statement of Student Rights and Privileges

St. Andrews is an academic and residential community *dedicated to the development of the individual.* All members of the St. Andrews Community are guaranteed certain rights and privileges so long as they abide by the conditions for membership in this community. For students these rights include, but are not limited to:

- A. The right to an education. This includes the reasonable and legal use of all services and facilities intended for the purposes of development and growth.
- B. The right to study and live in a safe environment in accord with the purposes of the College; the freedom to live in comfortable surroundings without fear, without humiliation and without destruction or diminution of self-esteem, integrity and personal character.
- C. The right to safety in persons and property. All individuals have the right to personal safety, to be free from offensive, riotous, unruly or disruptive behavior on the part of others. Included in this is the freedom from personal force, violence, threats of personal abuse or harassment either as individuals or groups.
- D. The right to privacy of information. Individuals have a right not to have personal information displayed in public. Specific policies governing this right may be found in the "Family Educational Rights and Privacy Act."
- E. The right to pursue exercises of individual appreciation and to examine and discuss questions of interest. Students have the right to show support for any issue of general concern, to express opinions in a public manner, to participate or attend any public event, to pursue any line of inquiry so long as such an expression does not interfere with the rights of other Community members (including the other's ability to participate in the Community).
- F. The right to be free to struggle with principles of conduct in an effort to determine her/his place within the St. Andrews Community. In order to provide for a community and a sense of shared governance, each individual has the ability to decide what her/his role will be in the Community. The scope of possibilities is not narrowed by the phrase "to be a contributing member," rather it is enlarged and each individual is entitled to choose their own aspect.

G. The right to give commentary on or to propose changes to the Community. The Community functions by shared governance; any member of the St. Andrews Community may, through the proper channels, work to modify, enlighten or comment on the structure and nature of the Community.

H. The right to be protected from unauthorized search and seizure, as defined by state and federal law or, where applicable, College policy and regulation.

I. The right to due process within the college judicial system. Individuals have complete freedom and access to the college judicial system; this includes the rights to counsel, to meet in person one's accuser(s), the right not to testify against oneself; the right to a just hearing without delay; the right not to be held responsible for the same offense twice within the college judicial system.

J. The rights and privileges of a student shall not be waived without the specific and direct written consent of the student.

These rights herein stated represent an interpretation of, are guaranteed by, and find justification in the Joint Statement on Rights and Freedoms of Students, the St. Andrews Code of Responsibility and the St. Andrews Community Honor Code.

Statement of Student Responsibilities

A community is an assemblage of individuals come together for a specific purpose. In any community there are responsibilities which must be observed by the individual in order to live in harmony with the social and natural environments which sustain this community. Responsibilities, however, do not supersede rights. Individuals are expected to adhere to these responsibilities only when enforcement of them does not interfere with the rights of a Community member. In order to be a *contributing member* of the St. Andrews Community, all individuals are expected to adhere to certain levels of responsibility. These responsibilities include:

A. The responsibility to participate in the shared governance of the community. Governance of a community succeeds because it is popular. The individuals responsible for the character of the Community are not merely the elected leadership, but every member of the St. Andrews Community itself. Each member of the St. Andrews student body is a member of the Community and as such is expected to be aware of her/his role and potential in the Community as a whole.

B. The responsibility to respect and observe all duly established College regulations and policies and local, state and federal laws. The St. Andrews Community is a part of greater, external community and our rules and codes of conduct function within the law. Membership in the St. Andrews Community is not equitable with exclusion from the larger community. Consequently, all members of the St. Andrews Community are expected to follow all laws of the land.

C. The responsibility to respect the privacy and personal safety of others within the St. Andrews Community. In a community all behavior choices affect other members. It is irresponsible and improper for one's behavior choices to deny freedom of participation to other members of the St. Andrews Community.

D. The responsibility to comply with requests from College officials. All members of the St. Andrews Community are expected to cooperate with College officials when the officials are carrying out their assigned duties.

E. The responsibility to respect and protect the property of the College. It is further the duty of each student to report cases of persons inflicting damage to said property.

F. The responsibility to work within the St. Andrews Community to give to as well as to take from the whole; to make the Community a stronger, more capable body.

CHAPTER II: ***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 1998-99

S.G.A. President	Chris Ott
S.G.A. Vice-President	Tori Rutherford
Attorney General	Eric Havlik
Student Defense Counsel	Toby Dorling
Treasurer	Aaron Peterson
Secretary	To Be Announced
C.S.F. President	Stephen Kagiri
S.A.U. President	Amanda Suber
Advisor	To Be Announced

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 Honor 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 Honor 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 the Community Hearing Board, and the Appellate Board. As noted in the Faculty By-Laws, Article VI, Section 3, the ultimate authority rests with the President of the College as empowered by the Board of Trustees.

SECTION 2. Attorney General

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

B. In addition to powers and responsibilities stated in Article IV, Section 4B, the Attorney General shall have authority and responsibility to:

- i. 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 cumulative grade point average;
- ii. Investigate alleged violations of college policy;
- iii. 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;
- iv. Assign cases with accompanying evidence to the court with proper jurisdiction and see that the defendant is aware of his or her rights;
- v. Act as prosecutor, or assign prosecution to one of the Assistant Attorneys General, in all cases brought before the Student Faculty Hearing Board or Student Faculty Appellate Board except in those cases when the Attorney General is representing the Association in cases involving constitutional questions;
- vi. Subpoena witnesses and require testimony for prosecution;
- vii. Sit on the Case Review Board;

SECTION 3. The Community Hearing Boards

A. There shall be two (2) Community Hearing Boards. The Community Hearing Boards shall hear cases involving alleged violations of the Community Honor Code, of Conditions for Continued Membership, and any other violation specified in the College regulations which have been referred to the Board by the Office of the Attorney General.

B. The membership of a Community Hearing Board shall consist of six (6) members: three (3) students, one (2) faculty members and one (1) representative from the Student Affairs Office. There shall be one student alternate per panel. The alternate will be non-voting but will participate in all training and in court hearings when a quorum is not met. The Chair of the Community Hearing Board is appointed by the President of the Student Association and acts as a coordinator for all Court activities. The chair maintains correspondence with the Judicial Coordinator. The Secretary of the Community Hearing Board is elected from its members and s/he is responsible for maintaining all records of court proceedings. The students are elected through a general election each spring.

The first level of appeal after a finding by the Community Hearing Board is the second Community Hearing Board (the board initially not assigned the case). Any appeal on the ruling of the second Community Hearing Board can be directed to the Vice-president of Enrollment and Student Affairs.

SECTION 4. Judicial Procedures and Processes

Detailed information on the procedures of the Judicial Department may be found in the By-Laws of the Constitution of the Student Association Article VI, Student Judicial System.

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 and Powers

- A.** A Residence Hall Council is responsible for the general welfare of the students in a particular residence hall.
- 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 Area Coordinator 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 Student Fellowship, one member of the Black Student Union, appointed committee chairpersons and their committee members, four executive officers, and the Director of Student Involvement, who acts as the advisor to SAU

The President and Vice-President of SAU 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 SAU, certain qualifications must be met:

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

SECTION 2. Duties

The SAU shall coordinate some of the residence hall programming and all campus-wide social activities in cooperation with the Student Affairs Office and other student organizations.

SECTION 3. President

The President of SAU 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 Student Fellowship

SECTION 1. Membership

The Christian Student 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 Student Fellowship, in cooperation with the Student Affairs 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 CSF will represent the organization by serving as a member of the Student Activities Union.

SECTION 3. The President

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

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

ARTICLE 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.

ARTICLE 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 Affairs 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.

ARTICLE 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.

ARTICLE 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.

ARTICLE 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 #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 Community Hearing Board, 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 CSF 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 Residence 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. 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 7. 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 8. 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.

ARTICLE VI. Student Judicial System

A. Purpose

The purpose of the Student Judicial System is to provide a clear set of procedures to be followed to determine if a student has violated the College's conditions for continued membership (referred to as the Code of Conduct), and in those cases in which it has been determined that the student has violated code, to impose appropriate sanctions.

B. Philosophy

The Student Judicial System is not a court of law. The System determines responsibility, not culpability. When a judicial body holds a hearing on an incident they reach a finding not on the "guilt" or "innocence" of a student but on whether or not the student was responsible for the actions in question. St. Andrews is a community and an educational institution. The purpose of the College is not to punish people for crimes, but rather to empower individuals to exercise accountability.

Preponderance of Evidence

A decision in the Student Judicial System is based upon a preponderance of evidence. *Black's Law Dictionary* (6th edition) defines a preponderance of evidence as "That which best accords with reason and probability." There must be clear and convincing proof of a compelling argument. An assignment of responsibility reflects the strength and reliability rather than the volume of the evidence.

Double Jeopardy

It is against the tenets of the St. Andrews Community and the external communities for any individual to be tried for the same crime twice -- double jeopardy. In this sense, it is double jeopardy if an individual is adjudicated for the same incident more than once under the Student Judicial System. It is *not* double jeopardy to be held accountable in multiple jurisdictions (e.g. adjudication by college does not preempt, but is separate from local, state or federal law). An individual is a member of the greater communities as well as the St. Andrews Community.

C. Objectives

Every society and community must have standards governing individual behavior, and a college is no exception. Such standards should always be applied equitably and impartially. In keeping with this necessity, it shall be the function of the Community Hearing Board to apply institutional rules in specific cases in such a way that carefully protects a student's right, both procedural and substantive, while also emphasizing the student's obligation to abide by the community norms which the standards reflect. The Community Hearing Board is not a legal "court of law", but an selected group of representatives from the college campus charged with upholding specific Conditions for Continued Membership in the St. Andrews community. The concept of "beyond a resonable doubt" is not applicable since the Board is determining responsibility, not guilt or innocence.

D. Confidentiality

Confidentiality is essential to the protection of the rights and personal integrity of all individuals involved in a case. Board members, the accused, and witnesses all are required not to discuss proceeding with anyone outside of the hearing or meeting.

Maintaining confidentiality is not just a premise that is hoped for, it is an explicit duty of the Community Hearing Board members and others involved in the case. The integrity of each individual involved is at issue, and one of the prime tenets of the Judicial System is to uphold this integrity irrespective of case outcomes.

E. Procedure for Adjudication

Report of Charge

Charges of code violations must be written on an *Incident Report Form* and filed with the Director of Campus Life, the Judicial Coordinator, or the Office of Public Safety/Campus Police. Students, faculty, administrators, or staff members can file charges of code violations.

Notice of Charge

If, after initial fact finding, the Judicial Coordinator and the Attorney General determines that the College should take disciplinary action, a written notice will be delivered to the accused student. The notice will (a) inform the student of the behavior that allegedly violates policy, (b) identify the origin of the incident report, (c) state the student's responsibility to meet with the Community Hearing Board, (d) indicate a date by which the student is to appear before the Community Hearing Board, and (e) provide the student with a Conduct Adjudication Information pamphlet.

Meeting to Admit or Deny Charge

In the Community Hearing Board hearing, the accused student will review with the Board the charge(s) and admit or deny responsibility. If responsibility is admitted, the case will be adjudicated in the hearing, with appropriate sanctions imposed. If the student denies the charge(s), the case will continue to be heard by the Community Hearing Board.

Notice of Hearing

If the accused student requests a hearing, the Board shall either (1) proceed with the hearing and adjudicate the case, (2) set date, time, and place for the hearing, or (3) refer the case to the Attorney General who will inform the accused student of the date, time, and place of his or her hearing before the Hearing Board.

Waiver of Hearing

An accused student who fails to attend the Community Hearing Board hearing by the date set in the Notice of Charge without just reason for failing to do so, waives the opportunity for hearing. In such cases, the hearing will go on without the student present and the hearing board may find that the accused student has committed the alleged act of misconduct and may impose sanctions against the student.

Failure to attend appointments and hearings will not be accepted as grounds for continuance.

I. Organization

- A. There shall be two (2) Community Hearing Boards. Each Community Hearing Board shall consist of six (6) members: three (3) students, one (2) faculty members, and one (1) representative from the Student Affairs Office. There will also be one student alternate per panel. The alternate will be non-voting but will participate in all training and in court hearings when a quorum is not met. The Chair of the Community Hearing Board is appointed by the President of the Student Association and acts as a coordinator for all Board activities. The Chair maintains correspondence with the Judicial Coordinator. The Secretary of the Community Hearing Board is elected from its members and s/he is responsible for maintaining all records of court proceedings. The students are elected through a general election each spring.**

B. Membership Responsibilities

Membership on the Community Hearing Board has first priority for students among out-of-class activities and for non-work related activities for faculty and staff.

1. Student members of the Community Hearing Board will meet the requirements for membership of the Student Faculty Hearing Court, 1997-98.
2. Only absences due to sickness or personal emergency are excused.
3. Two unexcused absences per year are considered grounds for removal from the Community Hearing Board.
4. Remain unbiased during the hearings and deliberations in order to reach a group consensus.
5. Maintain confidentiality. If you are found to be speaking about cases outside of a hearing, you could be removed from the board and could be found responsible for failing to comply with college officials.

6. Participate in Community Hearing Board Forums to educate the campus about the standards system and receive feedback from the campus community.
7. Be available to discuss cases with the Dean of Students in the event of an appeal.

II. Procedures

- A. The Community Hearing Board is scheduled each semester to accommodate the schedules of the panel members, and the individuals involved in the case being reviewed.
 1. The student allegedly accused is notified through campus mail of the scheduled hearing time at least four days prior to the hearing.
- B. The hearing panels meet biweekly (every other week with one panel meeting twice a month).
- C. A hearing panel hears the case and determines responsibility. Each member, including the chairperson, has one vote.
- D. Three members of the hearing panel constitute a quorum. If there are not three panel members present, the case will be reassigned to the other hearing panel for a later date.
- E. With the verdict of responsibility, the hearing panel has the option to decide sanctioning. The sanctions in the Saltire are recommended sanctions and should fit the action.
- F. All actions of the Community Hearing Board are reported to the Student Affairs Office.
- G. All testimony presented to the Community Hearing Board is given under affirmation or oath.
- H. Failure to appear before a hearing board will bring about the finding of responsibility and the student may lose their right to appeal.

- I. When a hearing panel does not have a case in a respective week, they will review policy and possible issues in the Saltire. The entire Community Hearing Board meets once a semester to review policy and sanctioning.
- J. The following offenses will not go to Community Hearing Board:
 1. First offense guest policy
 2. First offense noise violations

These incidents will be followed by the Resident Assistant as a follow-up discussion and noted on the documentation form.

III. Procedure for Appeal Process

A. Appeal of Decisions

If an accused student is found responsible for the incident, then, he/she may appeal the finding of the Community Hearing Board. A written request for an appeal must be submitted to the Judicial Coordinator or Director of Campus Life within forty-eight hours of the decision. An appeal will be granted only if one or more of the following conditions are met:

- Severity or impropriety of consequences over and above the nature of the incident
- New evidence not reasonably available at the time of the original hearing
- Violation of College judicial procedures, including claims that the hearing was not conducted fairly or that the decision was not supported by preponderance of evidence

An appeal is a ruling on the finding of the previous adjudicating body. It is not a new hearing on the original evidence. All record of proceedings of the previous adjudicating body will be made available to the appellate body.

In all branches of adjudication, the Office of the Dean of Students has been designated by the President of the College as the highest appellate authority in the Student Judicial Process.

When an appeal is denied or if a case is at the end of the appeal process, the case will be considered "closed" unless otherwise determined by the Office of the Dean of Students.

B. Appeal of Hearing Board

The first level of appeal after a finding by the Community Hearing Board is the second Community Hearing Board (The board initially not assigned the case). Any appeal on the ruling of the second Community Hearing Board can be directed to the Office of the Dean of Students.

C. Consequences and the Appeal Process

Consequences imposed on individuals deemed responsible are “frozen” until the case is closed; that is, while the appeal process is ongoing no consequences may be enforced.

- An appeal process is a ruling on the finding itself. The decision in an appeal process may mitigate consequences if the issue of severity is ground for an appeal; but an appellate decision cannot exacerbate already existing consequences.

IV. Rights of Students in the Hearing Process

The following rights are provided to students in all hearings:

1. the right to presumption of innocence until responsibility is demonstrated by “a preponderance of the evidence” or “clear and compelling evidence more likely than not”; “beyond a reasonable doubt” standard is not applicable;
2. the right to reasonable notice of a hearing and a reasonably detailed written statement of the accusation;
3. the right to testify in one’s own behalf including written and oral statements and physical exhibits to have material witnesses testify at the responsibility hearing, and to have up to four witnesses testify at the sanction hearing;
4. the right to be present at all phases of the hearing except the board deliberations, and the right to examine and refute evidence introduced at the hearing;
5. the right to decline to testify at a hearing. Students are reminded, however, that the hearing is not a formal judicial or criminal proceeding, and a hearing board may reasonably draw negative inferences from a refusal to answer questions or otherwise participate or cooperate in the hearing process;
6. to receive a timely written decision;
7. to have confidentiality as provided by the Family Educational Rights and Privacy Act;
8. to an appeal or review of the original hearing;
9. the right to be accompanied and assisted by an advisor at all phases of the hearing except the board deliberations, provided that the advisor is a student, faculty member, or staff person of the St. Andrews Community. The advisor’s role is solely to observe and advise the student and not to participate in any way in the hearing, including questioning witnesses or addressing the hearing body. No person from outside the St. Andrews community is permitted to participate formally or

informally in any judicial proceeding, unless called as a witness.

V. Obligations of Students in the Hearing Process

The following obligations are given for each student in the hearing process:

1. You have an obligation to cooperate fully with the panel, to answer all questions truthfully and specifically, and to facilitate the panel's discovery of truth however possible;
2. To give all testimony truthfully and honestly. All testimony given before boards is assumed to be under oath or affirmation;

VI. Role of the Attorney General

The following obligations are given for the Attorney General:

- A. The Attorney General shall be the chief judicial officer of the Student Association, elected in a general election as prescribed in the election By-Laws. The Attorney General must maintain a minimum 2.5 cumulative grade point average.
 - i. Appoint two Assistant Attorney Generals, 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 cumulative grade point average;
 - ii. Investigate alleged violations of college policy;
 - iii. 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;
 - iv. Assign cases with accompanying evidence to the appropriate Community Hearing Board and see that the student involved in the alleged violation is aware of his or her rights;
 - v. Act as prosecutor, or assign prosecution to one of the Assistant Attorney Generals, in level two/three cases brought before the Community Hearing Board;
 - vi. Subpoena witnesses and require testimony for prosecution;
 - vii. Be responsible for keeping the proper record keeping of cases.

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.

VII. Role of Student Defense Counsel

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 student's rights and privileges within the judicial system of the student government. The Student Defense Counsel shall represent students in level two/three cases brought before the Community Hearing Board.

VIII. Role of the Judicial Coordinator

It shall be the duty of the Judicial Coordinator to perform the following duties:

1. Coordinate and train the two Community Hearing Boards.
2. Be responsible for keeping the proper record keeping of cases and report to the Director of Campus Life and Dean of Students the cases and their consequences.
3. Maintain correspondence with the Chair and Secretary of the Community Hearing Boards
4. Receive written appeals of the boards within forty-eight hours of the decision.

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 (3) 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 (3) 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 (2) 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 (1) 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 (2) 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 (2) 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.

1. 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 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.

CHAPTER III: *Conditions for Continued Membership*

Alcohol Policy

A. 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 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:

1. That all those who do so will drink alcoholic beverages within the boundaries of the laws, policies, and procedures set forth in this document.
2. 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.
3. The College believes that its alcohol policy should be carried out so as to provide for a balance of enforcement and educational responsibility.
4. The College believes that it has a responsibility to provide alcohol and other substances educational programming 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 Affairs Office, in conjunction with the SAGE team, the Student Association, and the Student Activities Union to implement this broad spectrum alcohol and other substances educational programming.

B. 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 Affairs Office or in the Offices of the Student Association. It is these statutes which help St. Andrews Presbyterian College to formulate its alcohol policy.

1. It is against the law to sell or give beer, wine, liquor, or mixed beverages to anyone less than 21 years of age.
2. 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 1 or 2 by a person who is less than 21 years of age is an infraction. 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 a fine. A person convicted of an infraction may not be charged court fees.

3. Any under-age person who aids or abets another in violation of 1 or 2 shall be guilty of a misdemeanor punishable by a fine of up to \$500 or imprisonment for up to six (6) months.
4. Any person over the lawful age who aids or abets another in the violation of 1 or 2 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.
5. It is unlawful for any person to obtain alcoholic beverages by using or attempting to use the following:
 - a. a fraudulent or altered driver's license;
 - b. a fraudulent or altered identification document other than a driver's license;
 - c. a driver's license issued to another person; or
 - d. an identification document other than a driver's license that has been issued to another person.

6. 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.
7. A violation of 4, 5, 6 or 2, 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.

C. College Policies Regarding the Consumption and Handling of Alcoholic Beverages:

1. General Policies:
 - a. 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.
 - b. It shall be the policy of this college that **no multiple serving containers such as kegs and alcoholic containers of more than 32 fluid ounces** will be permitted on campus. Under ordinary circumstances, the only event for which a student group may obtain permission to have kegs is Extravaganza. Bottles of wine or liquor are permitted if they are used for personal consumption. 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 container is normally not less than a \$50 fine and restriction; second offense, normally not less than a \$100 fine and suspension.
 - c. All alcoholic beverages are strictly prohibited in the P.E. Center, at all athletic events, and on all athletic fields.
 - d. 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 immediately and may not be welcome to return.
 - e. 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

will be required to leave campus. New students who do so are subject to normal disciplinary procedures as described below.

f. 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 disciplinary action of warning and attendance to an alcohol awareness class; second offense, normally not less than disciplinary action of reprimand with probation; third offense, normally not less than a fine of \$50 and disciplinary action of restriction.

2. 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 and disciplinary action that may include reprimand and probation; for third offense, normally not less than a \$50 fine and disciplinary action that may include restriction.

3. Residence Hall Areas:

a. All persons consuming alcoholic beverages will confine their actual drinking to the suite and the rooms.

4. Residence Hall/Suite/Hall Parties (CLOSED Parties)

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

5. Campus-wide Functions (OPEN Parties)

- a. The organization or Residence Hall hosting the party shall adhere to the party guidelines set forth in this document.
- b. Non-Student groups or organizations must adhere to the supplemental policy: *Conditions Regarding the Sale and Service of Alcoholic Beverages at College-Sponsored Functions by Non-Student Groups or Organizations*. This policy is available in the Student Affairs Office.

6. Drunk, Disruptive, or Disorderly Behavior

Drunk and disruptive, or disorderly behaviors are not acceptable choices of behavior. 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 reprimand and restitution; for second offense, normally not less than restriction and restitution; for third offense, normally not less than revocation of the housing contract and suspension from the college for a term. The student may not return to the College without permission during a suspension period and must reapply to the College for admission.

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, the Student Faculty Court may require students to attend counseling sessions to address alcohol-related problems.

7. Drinking Games or Contests

Participation in drinking games or contests is not an acceptable behavior choice, can have a lasting negative impact on personal health and wellness, and will result in disciplinary action.

D. Party Guidelines and Monitoring System:

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

1. Only valid IDs, such as driver's license, military ID, valid state ID card, birth certificate, or passport, will be considered valid identification.
2. Ticket Sales:
 - a. No tickets shall designate a drinking or non-drinking status to the ticket-holder.
 - b. 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 ID. A second wristband will be placed on the cooler of the buyer, and the alcohol will then be placed in the designated area.
 - c. A person must have his or her valid ID with him/her at all times, and a person hosting the party must request identification from the person drinking.
 - d. It will be a Community Honor Code violation for a member of the St. Andrews community to knowingly provide a drinking wristband to a person who is under-age.
 - e. 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.
 - f. The entrance to the party must be monitored until the close of the party.
3. All those sponsoring parties will provide secondary containers for the placement of alcoholic beverages. The secondary containers must be plastic and hold a maximum of 12 ounces. There must be a sufficient supply of containers to last the entire event.

Students will be allowed to bring in their own containers, which must be empty at the time of entrance.
4. Those hosting a party are required to provide alternative non-alcoholic beverages and snacks in an amount sufficient for the entire party.

5. 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.

6. Attendees will not be permitted to bring in more alcohol after the designated amounts have been depleted for a minimum of two (2) hours after the original supply has been depleted.
7. Either on the recommendation of the sponsor of the party or when a party has more than 20 people, Public Safety will be required to monitor the designated area of drinking and ensure that proper IDs are being looked at and used.

It should be noted that the regulations contained in this section are in addition to the ones set forth in the **Party Guidelines** section elsewhere in this chapter.

E. 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:

1. 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.
2. Promotion of beverage alcohol should not encourage any form of alcohol abuse nor should it place emphasis on quantity and frequent use.
3. Beverage alcohol (such as kegs or cases of beer) should not be provided free as reward to individual students or campus organizations.
4. No uncontrolled sampling as part of campus marketing programs should be permitted and no sampling, or other promotional activities, should include "drinking contests."
5. 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.
6. Promotional activities should not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate institutional officials.
7. Display or availability of promotional materials should be determined in consultation with appropriate institutional officials.
8. Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.

9. 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.
10. 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.
11. 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.

F. Review of the College Alcohol Policy

College Alcohol Policy will be reviewed and evaluated for effectiveness by the *Saltire* Review and Student Life Committees as needed hereafter.

Bonfires

Unauthorized bonfires are prohibited on the property of the St. Andrews campus. To obtain authorization, a bonfire permit must be submitted and approved three (3) days prior to a bonfire. The permit may be obtained from the Office of Student Affairs. Unauthorized bonfires will be extinguished by the Office of Public Safety/Campus Police and documented as a violation of College policy. The minimum disciplinary action of restriction will be taken against those students responsible for the fire.

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.

Complying with Requests From College Officials

Failure to comply with the requests of college officials (e.g. public safety/campus police, student affairs or residence life staff, food service staff, and others) acting in the performance of their duties is a serious violation of the Conditions for Continued Membership. Such conduct as failure to provide an ID, falsification of identification, uncooperative or

threatening behavior will result in disciplinary action that may include reprimand or restriction.

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.

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 a violation of the Conditions for Continued Membership. This may include behavior which violates federal, state or local laws, even if formal charges have not been filed.

Drug Policy

Use of drugs, including alcohol, in such a way as to interfere with the maintenance of an environment of high standards of professional and personal conduct is seriously detrimental to our efforts to fulfill the mission of the College and will not be considered as an acceptable behavior choice. Consequences for the possession, use, and/or distribution of illegal substances range from reprimand to dismissal.

As a community, our concern is primarily for the individual 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. However, all local, state and federal laws will be observed regarding the possession, use, and distribution of illegal substances. This policy complies with 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.

B. Illegal Possession of Drugs

Illegal possession of any controlled substance may be actual or constructive. Actual possession is established as occurring at the time and constructive possession is established by an individual's power and intent to control disposition. The fact that a controlled substance is found on premises controlled by an individual, permits an inference that the individual knowingly possessed the substance.

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.

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 restriction with 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 to and accept such other conditions and restrictions, including a program of disciplinary service, as normal judicial

channels deem appropriate. Refusal or failure to abide by the terms of probation shall result in suspension.

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

* See Controlled Substance Schedules in Appendix E.

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 the possession of paraphernalia, the minimum sanction will be reprimand with probation.

D. Suspension Pending Final Disposition:

When a student has been charged by the college with a violation of policies concerning illegal substances, 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 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 employee 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.

Additional information, including material on Substance Abuse and Its Psychological and Physical Effects and the North Carolina Statutes regarding possession of controlled substances and paraphernalia may be found in the appendix of this document.

Fighting (Physical Altercation or Physical Assault)

Fighting in the form of physical alteration or physical assault is not an acceptable behavior choice and will result in disciplinary action for all involved. From pushing and shoving to hitting and choking, all forms of physical encounters between two or more persons will result in consequences ranging from reprimand to dismissal.

Harassment

The threatening of or verbal abuse directed toward any member of the College Community will be considered harassment. Harrassment includes, but is not limited to, communication of a threat, defamation of character, use of profanity, verbal assaults, indecent language on a telephone, and derogatory, sexist, or racist remarks or any behavior that puts another member of the College Community in a state of fear or anxiety. For more detailed information on *Sexual Harassment* refer to the section on **Sexual Harassment Policy and Procedures** described later in this chapter.

Health and Safety

Any behavior which creates a risk of danger to the health or safety of others or the college community is a violation of the Conditions of Continued Membership. 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 or giving keys 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.

Lake Ansley Moore

A. 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 disciplinary action.

B. 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.

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 a violation of the Conditions of Continued Membership.

Party Guidelines

A. Definition of Terms:

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

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

PARTY PERMIT: A written form that includes information on type and location of event and lists the names of those individuals who agree to sponsor and be responsible for the event. A party permit is required whether alcohol is served or not. The party/event permit for an open event must be obtained from the Office of Student Affairs. A party/event permit for a closed event may be obtained from an Area Coordinator or the Office of Student Affairs and filed as specified below. It is the responsibility of the

sponsoring organization to obtain a faculty/staff representative to be in attendance for the entire length of the event. If the event is sponsored by a residence hall, then the Area Coordinator, as advisor to Hall Council, must sign the party permit. For clubs and organizations, the advisor must sign the permit. The advisor or Area Coordinator cannot give his/her approval for a party if he/she believes that the sponsoring organization has not been responsible in planning the event.

B. Closed Events/Parties

1. Closed Suite Party is a party that takes place in one suite and involves only residents of the hall in which it is held. The members of said suite are responsible for clean-up and damages within that suite. Suite parties require the filing of a party permit for approval by the 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 Area Coordinator.
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.

C. Open Events/Parties

1. All open events/parties require that a party permit be approved. If the event is in or adjacent to a residence hall and/or sponsored by a Residence Hall, it must be approved by the Area Coordinator. A "Residence Hall Planning Form" must be filled out and approved. This form should assist the sponsoring group in organizing the event. All party permits must have the approval of the Director of Student Involvement.
2. The Student Life Committee strongly urges the use of Farrago for events and parties.

D. Additional Party Guidelines

1. In the event of failure to clean-up after a party, or in a case where destruction of property or other detrimental behavior results, the sponsoring organization will be held accountable.

Furthermore, money for damages will be taken from the sponsoring organization'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 advisor and the Director of Student Involvement who will refer violations to the Judicial Coordinator.
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.

In addition to the above guidelines, there are additional regulations concerning this topic under Section D of the Alcohol Policy as previously stated in this chapter.

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 and Health and Wellness Services.

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.

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.

Selling and Soliciting

Only the Dean of Students or the College Purchasing Agent 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.

Sexual Assault/Rape Policy

A. Preface

St. Andrews values the health and safety of every individual on campus and expects its students to treat other persons with respect and dignity. Any behavior which causes the sexual abuse/assault of another person will not be tolerated, is a violation of the Student Code of Conduct, and may result in sanctions up to a student's dismissal from the College. Disciplinary action on the part of the College does not preclude the possibility of criminal charges against the accused individual.

St. Andrews recognizes the critical need to develop policies and programs that will support the victim/survivor and secondly, that will encourage victims/survivors to report sexual assaults to the College Staff and finally that will educate the community in an effort to prevent rape and sexual assault. The College is committed to providing a working and learning environment that is free from all forms of abuse, harassment or coercive conduct. This policy seeks to protect the rights of all members of the college community to be treated with respect and dignity.

B. Definition of Sexual Assault/Rape

Rape/Sexual assault is the penetration of any bodily orifice by a penis, other body parts, or by any other object that is perpetrated against the will (without consent) of the victim/survivor regardless of whether the assailant is a stranger or acquaintance. The type of force employed may involve physical violence, coercion, or the threat of harm to the victim/survivor. Rape/Sexual assault can occur any time of the day or night, at home, in the work place, in social settings, and in public places. Both men and women have been raped/sexually assaulted by strangers, people whom they have known and trusted, and people whom they have dated.

C. Acquaintance/Date Rape

The most prevalent form of rape on a college campus is acquaintance rape. The acquaintance may be a date or boyfriend of the victim/survivor, or someone the victim/survivor knows only casually, from his/her residence hall, a class, a club, or through mutual friends.

Regardless of the relationship between them, if one person coerces another into submitting to sexual intercourse/penetration for which consent has not been given, the act is defined as rape. The same criminal law and penalties apply in cases of acquaintance rape as in cases of stranger rape.

D. Other Sexual Assaults

Many college students are victims of sexual assaults in which there is not penetration. Examples include the unwanted touching of an intimate part of another person's body or removing another's clothing against his/her will. In addition, the College Sexual Harassment Policy deals with other forms of sexual assault.

E. Administrative Response and Penalties

The College will not tolerate sexual assault in any form, including acquaintance rape. Rape is both a criminal violation of state sexual assault laws and a violation of the Conditions for Continued Membership. Where there is probable cause to believe that sexual assault occurred, the College will pursue administrative judicial action. This judicial action includes the possibility of dismissal from the College.

A student charged with sexual assault can be prosecuted under North Carolina Criminal Statutes and disciplined under the College judicial process. Even if the criminal justice authorities choose not to prosecute, the alleged assailant may be subject to College judicial action.

F. Protocol Following Rape

When a rape is reported to campus authorities, the welfare of the victim/survivor is paramount and it is critically important that she or he is not victimized again.

1. Reassure the victim/survivor; assess situation; do not leave her/him alone.
2. With the consent of the victim/survivor, bring her/him to an office or area away from other students.
3. Stress importance of immediate medical care for the victim's/survivor's well-being and for the documentation and collection of physical evidence of the assault. Transport can be arranged to a local hospital for medical care and/or the collection of evidence kits.
4. Encourage victim/survivor to report incident and/or transport her/him to a medical facility.
5. With the consent of the victim/survivor, report the incident to one or more of the following college personnel or designee as appropriate.

- a. Dean of Students
 - b. Director of Campus Life and/or Area Coordinator
 - c. Director of Public Safety/Campus Police
 - d. Director of Athletics
 - e. Director of Personal and Career Counseling Center
 - f. Director of Health and Wellness Services
 - g. Vice President of Academic Affairs
6. If necessary, arrange through Office of Campus Life to modify living arrangements if the victim/survivor and the accused live in close proximity.
 7. With the consent of the victim/survivor, the Dean of Students can set up an immediate administrative hearing process.
 8. In order to protect the confidentiality of the victim/survivor, all requests for information from concerned students, parents, and press will be referred through the Dean of Students.
 9. The College will establish a notification process to protect the safety of other students when it is deemed necessary.
 10. The Dean of Students or her/his designee will assure that the victim/survivor will be informed about the existence of the following options:
 - a. Criminal prosecution
 - b. Civil prosecution
 - c. The judicial process through the College
 - d. The availability of mediation
 - e. Alternative housing arrangements
 - f. Academic assistance alternatives
 - g. Availability of counseling and support services on and off campus. Rape Crisis Center available 24 hours a day - 276-6268.
 11. Under the Student Right-to-Know and Campus Security Act the College is required to publish statistics on violent crimes which occur on the campus as defined in the Act. Crime statistics pertaining to rape will be compiled by the Director of Campus Life and the Director of Public Safety/Campus Police and published each year and shall not include the victim's/survivor's name, address, or any other identifying information.

G. Procedures when alleged assailant is a St. Andrews Student:

If there is sufficient evidence (i.e. probable cause/strong suspicion) to believe that a sexual assault or rape was committed and the accused individual who attends the College probably committed it, the Dean of Students may immediately interim suspend the alleged assailant from college for a period of up to ten days, pending the outcome of an administrative hearing. An administrative hearing will be established during the 10-day period following the report of the incident to review preliminary evidence and to make recommendations relative to alternative living arrangements for the survivor and arrangements for the alleged assailant, if appropriate.

H. Rights of Survivors

1. The right to have any and all rapes/sexual assaults against them treated with seriousness, and the right, as a victim/survivor, to be treated with dignity.
2. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence, including a medical examination, as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
3. The right to have a person or persons of her/his choice accompany her/him throughout the judicial hearing which may take an extended period of time.
4. The right to remain present during the entire proceeding.
5. The right as established in State Criminal Codes, not to have his or her irrelevant past sexual history discussed during the hearing.
6. The right to make a "victim impact statement" and to suggest an appropriate penalty if the accused is found in violation of the code.
7. The right to be informed of the outcome of the hearing.

I. If you are Raped or Sexually Assaulted:

1. Get to a safe place.

2. Call a friend.
3. Get medical attention immediately. The primary purpose of a medical examination following a rape/sexual assault is to check for physical injury, the presence of sexually transmitted diseases or pregnancy as a result of the rape/sexual assault. The secondary purpose of a medical examination is to aid in the police investigation and legal proceedings. So get medical attention within 72 hours of a rape/sexual assault. If more than 72 hours has passed since the assault, it is still strongly recommended that you have a medical examination to test for pregnancy, sexually transmitted diseases and/or to treat external or internal injuries.
4. Contact Residence Life Staff in your residence hall, or Career & Personal Counseling Center at ext. 5210, or 24 hour Rape Crisis Line - 276-6268.
5. Decide whether you want to report the assault to the police or other authorities. This may be empowering for you, or frightening; we'll help.
6. Don't wash, eat, drink, douche, clean, use the bathroom, or change clothes. You want to preserve any evidence. By doing any of these things you may be washing away evidence. If you do change cloths, be sure to save what you were wearing in a paper bag.
7. Believe in yourself. Your behavior did not cause the rape.
8. Take time to recover.
9. Learn more about acquaintance sexual assault.
10. Strengthen yourself. Take self-defense. Work out. Write in a journal.
11. Believe in yourself!

Sexual Harassment Policy And Procedures

A. 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.

B. 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.

C. 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.

D. Management of the Sexual Harassment Policy

1. Coordination

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 on-going 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 co-ordinate 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 Career and Personal Counseling Center, and the Coordinator of Health and Wellness Services, 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 teams for the educational component on sexual harassment for students, including materials and a brief session for freshmen during Orientation, training AC's and RA's 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.

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. Smoking is not permitted in common areas of the residence halls. Common areas are defined as main lobbies and stairwells
7. 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.
8. 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.

"The Wall" Policy

A. What is The Wall

"The Wall" is located at the edge of the residential side of the Causewalk. It is generally painted white, but is most often decorated with an assortment of slogans and pictures. The Wall has been designated for the free expression of the St. Andrews Community.

B. Purpose of The Wall

Every member of the St. Andrews Community has the right to an equal voice of expression. In order to avoid detracting from the community, there are instances when vehicles of expression must be tended. The Wall is the quintessential example of this contract.

The primary purpose of the Wall is to promote intelligent expression within the St. Andrews Community:

1. For the use of individuals to express themselves with creativity;
2. For individuals who wish to share something meaningful, educational, purposeful, noteworthy or deserving of additional

focus (by painting pictures, writing poems, or sending messages to friends within the St. Andrews Community);

3. Portions of the Wall may also be used as advertisement for upcoming Community events.

Items may be placed on the Wall by any member of the St. Andrews Community, but they must adhere to certain basic guidelines. If a member of the Community takes offense to a work on the Wall, then s/he may issue a complaint to the Chair of the *Expression Panel* and the work will be reviewed by the Panel.

C. Wall Policies

Where can I paint? - Any of the white paint segments of the Wall are open for individuals to express themselves. The only exception to this is the front wall which is used for advertisement; that space may be reserved with the Office of Student Life prior to an event. Any painting on this wall may be covered over to allow for a previously scheduled reservation.

How much space can I use? - Individuals who wish to paint on the Wall are encouraged to use a limited space; this gives others the freedom to use the wall, and projects respect for the St. Andrews Community.

Initialing - In an effort to promote responsibility among Community members; the College strongly encourages all individuals who paint on the Wall to initial the work. Initialing allows individuals to take credit for her/his endeavors and also serves to allow creators to defend her/his work should it be contested as "offensive."

Painting over the Wall - The Wall will be painted over on a biweekly basis. Additional painting may be deemed necessary by the Expression Panel in concert with College policy.

Personal Names - In a community all individuals are required to respect the rights of others, including the right to privacy. There are often many ways to refer to an individual without using her/his name; as such personal names of St. Andrews Community members may not be used as a portion of any derogatory or defamatory statement.

Profanity - The question of profanity as obscenity has been long and vigorously debated. The St. Andrews Community has adopted the

following position: **being profane for profanity's sake is not in accordance with the purposes of the Wall.**

Failure to comply with any of the above guidelines will result in an immediate removal of the work from the wall (i.e. it will be painted over).

D. Students and the Wall

Although open to all members of the St. Andrews Community, the Wall is primarily a student phenomenon.

E. Complaints About the Wall

Filing a Complaint - If any member of the St. Andrews Community is offended by a work on the Wall s/he may file a complaint with the Chair of the Expression Panel. (If a Community member is unsure how to contact the Chair, then please go to the Office of Student Life and inquire.) After receiving a minimum of two complaints about a specific work, the Chair must initiate action. Within two working days of receiving the complaint, the Panel must meet to conduct a finding on the appropriateness of the work.

Notification of Meeting - The Panel will contact the individual(s) who question the work and the artist(s) and inform them of the time and place of the meeting. This should not be taken as an accusation, but rather an attempt to contact the author of the work. (Please recall that in most cases initials are all we have.)

Attendance - Each of the complainants and the individual(s) responsible for the work are expected to be represented at this meeting. The individuals in question must either appear in person or else submit either a written grievance (if complainant) or defense (if artist); **failure to do so will result in the Panel deciding as they deem appropriate.** Any students who feel strongly about an issue may attend regardless of whether or not they have any direct connection to the artwork under scrutiny.

Record - A record will also be kept of all such findings to act as precedent for future administrations of the Wall.

F. The Expression Panel

The enforcement of the above guidelines falls under the jurisdiction of the Expression Panel of the Student Government Association (SGA).

Structure of the Panel - The Panel is comprised of five students appointed by the President of the SGA. One student from each class is chosen plus an additional student who will act as the Chair for the Expression Panel. All decisions of the Panel will be determined by a vote of plurality.

General Duties - The Expression Panel will meet on a biweekly basis to review what has been placed on the Wall. The Panel is also responsible for keeping a record of works on the Wall which they find to be of particular worth. This record will be kept as a guideline for future administrations and will also be published in the *Lance* at least once a semester.

The Expression Panel is principally responsible for maintenance of the Wall policy, but should also be considered the primary reference source in any questions of expression or assembly in the St. Andrews Community.

Weapons and Fireworks

The North Carolina General Assembly passed House Bill No. 499 on April 27, 1971 which "strictly prohibits the possession of any gun, rifle, pistol, bowie knife, dagger, switch-blade knife, explosive of any kind, etc., " on any college campus, public or private. Thus, any item which might reasonably be considered a weapon, functional or non-functional, is prohibited from the St. Andrews campus.

The use of fireworks is prohibited by North Carolina state laws. Students found to be using fireworks will be dealt with according to state law and appropriate disciplinary action will be taken.

Wheeled Conveyances Provisions and Regulations

A. 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.

Caution is to be used when riding on the walkways and when approaching blind corners. The following rules will be adhered to and violations fined:

- * No bikes are to be stored inside the buildings.
- * 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 any building on campus.
- * Skateboards, roller blades and/or other wheeled conveyances are subject to the same rules as bikes and are therefore not to be ridden or worn inside any buildings on campus, including residence halls.

B. 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 names or their parents' names. Proof of ownership must be shown if requested. Vehicles must be registered within one (1) week after the official class registration date. Any motor vehicle on campus after this time and not displaying a registration decal will be subject to a fine. If a decal is lost or if a student wishes to register another vehicle, a second decal may be obtained for a fee. Registration decals are NOT transferable from one vehicle to another or from one student to another. 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 to another or from one student to another. **The decal must be peeled and stuck on either the rear bumper or the rear driver's side window. Only decals displayed in accordance with these instructions will be considered valid.**

Overnight Parking: Overnight parking is only permitted in designated lots. No overnight parking is permitted on streets.

Temporary Registration: If a student has reason to have a vehicle on campus on a temporary basis, a temporary permit may be obtained for

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. Temporary permits will be limited to two (2) weeks (14 days).

Guest Parking: 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.

1. 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 of 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. The speed limit on Magnolia and Elm streets is 25 MPH. The speed limit on Dogwood Mile is 35 MPH. Pedestrians, wheelchairs, and water fowl 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.

Motorcycles, motorbikes, mopeds, etc. are not to be kept in or at the residence hall except:

- * Students residing on the east side of 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 campus, i.e. Mecklenberg 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.

2. Traffic/Vehicle Violations

Violations of the following parking and moving vehicle 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; as is 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 suspension of campus vehicle privileges;
- * Exceeding a safe speed, careless and reckless driving on campus;
- * Operating a vehicle on the Causewalk. This Causewalk is for wheelchair, pedestrian 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 is not allowed on or adjacent to the driveway to the Liberal Arts building or on or adjacent to the driveway to the Liberal Arts Building over-hang.

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

3. Traffic Fines Processing

All traffic fines, together with a copy of the ticket, may be deposited in the drop box in the Business Office.

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

Any student who wishes to appeal a traffic ticket should contact the Chief of Public Safety/Campus Police. This must be done within five (5) working

days of the receipt of the ticket. After this time expires there will be no appeal heard. The student 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 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

Note: 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 believe that your vehicle has been towed, please contact the Campus Police Department.

Violations and Sanctions

The following list represents examples of violations of the Conditions for Continued Membership in the St. Andrews Community and/or state and federal laws. Students found responsible for violations of these conditions and/or laws are subject to at least the corresponding minimum sanctions listed. Multiple violations or the severity of a single violation may heighten the sanction beyond the stated minimum. Some violations may fall within two or more categories. In such cases, the College has the right to impose all of the sanctions available for all the offenses.

Level One Violations

Level One Violations are violations of consideration and community responsibility. A first offense of a Level One violation will be adjudicated by the Resident Assistant and will include a minimum sanction of Warning. A second offense of a Level One violation will be adjudicated by the Hall Council and will include a minimum sanction of service to the residence hall and/or

campus community. Any subsequent offenses of Level One violations will be referred to the AC and/or the Case Referral Panel.

1. Violations of the Consideration (Quiet) Hours Policy.
Minimum Sanction: Warning and/or Service
2. Violations of the Consideration (Guest) Policy.
Minimum Sanction: Warning and/or Loss of Privileges
3. Possession of pets or animals in College residence facility.
Minimum Sanction: Warning and Service
4. Misuse of College Property.
Minimum Sanction: Warning and Service
5. Violations of Housing Contract and/or Conditions of Residency.
Minimum Sanction: Warning and Service
6. Violations of the Smoking Policy.
Minimum Sanction: Warning and Service

7. Violation of Alcohol Policy: Underage Consumption or Possession
Minimum Sanction: Warning /Mandatory Attendance to Alcohol Class

Other Level One violations, not necessarily adjudicated through hall councils or the AC:

8. Unauthorized entry to or use of College premises, including unauthorized access to any roof.
Minimum Sanction: Loss of Privileges
9. Selling a book that you do not own back to the Bookstore.
Minimum Sanction: Warning, Service, and Restitution
10. Violation of Motor Vehicle Rules and Regulations.
Minimum Sanction: Warning and/or Loss of Privilege
11. Misuse of elevators, ramps, and other access devices put in place to support the needs of physically challenged individuals.
Minimum Sanction: Warning and Service

Level Two Violations

Level Two violations most often are recorded on an incident report and go to Case Referral Board for adjudication routing.

1. Failure to identify self by presenting ID to College officials acting in performance of their duties, when requested to do so.
Minimum Sanction: Reprimand
2. Failure to comply with the request of a College official.
Minimum Sanction: Reprimand
3. Verbal or written harassment, abuse, and/or disrespect to any person.
Minimum Sanction: Reprimand
4. Physical altercation.
Minimum Sanction: Reprimand
5. Intentional failure to evacuate any College building after a fire alarm has been sounded or during an emergency evacuation.
Minimum Sanction: Reprimand

6. Abuse of the Judicial System, including but not limited to:
 - a. Falsification, distortion, or misrepresentation of information before a judicial body.
 - b. Disruption or interference with the orderly conduct of a judicial proceeding.
 - c. Initiating a judicial proceeding knowingly without cause.
 - d. Attempting to influence the impartiality of a member of a judicial body.

Minimum Sanction: Reprimand and Service

7. Theft or other abuse of computer facilities, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work or another student, a faculty member, or College official.
 - e. Use of computing facilities to send obscene, abusive, harassing or disruptive messages.
 - f. Use of computing facilities to create false IDs.

Minimum Sanction: Reprimand, Loss of Privilege, Restitution

8. False reports of fire or other dangerous conditions, failure to report a fire properly or interference with the response of College or local, state, or federal officials to such emergency calls.

Minimum Sanction: Reprimand

9. Lewd or indecent behavior and/or sexual misconduct, other than sexual assault which is a Level III Violation.

Minimum Sanction: Restriction

10. Disorderly Conduct.

Minimum Sanction: Reprimand

11. Acts of dishonesty, including, but not limited to the following:

- a. Fraud, e.g. bouncing bad checks.
- b. Furnishing false information to any College official, faculty member, or office; possession of a fake ID.
- c. Tampering with the election of any College recognized student organization.
- d. Cheating
- e. Plagiarism

Minimum Sanction: Restriction

12. Possession of a controlled substance Schedule III-VI.

Minimum Sanction: Restriction

13. Illegal act off campus up to a misdemeanor.

Minimum Sanction: Reprimand

14. Distraction, abuse, or vandalism of college property.

Minimum Sanction: Reprimand or Restriction

15. Personalization of Room or Suite with Paint Without Approval

Minimum Sanction: Reprimand and Restitution

Level Three Violations

Violations listed below will result in a minimum of suspension.

1. Physical assault.

2. Rape and/or sexual assault.

3. The creation of a fire hazard, the endangering of the safety of persons or property through tampering with fire safety equipment, improper use and/or possession of inflammable or hazardous substances, fire setting, or arson.

4. Possession of firearms or weapons on campus.

5. Hazing, defined as an act which endangers the mental or physical health or safety of a student or other person, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for membership in a group or organization. Hazing includes, but is not limited to, extended deprivation of sleep or rest, forced consumption of food, alcohol beverages or drugs, beating or branding. Hazing is a violation of North Carolina state law -- N.C. Statues 14.35 - 14.38.

6. Theft

7. Possession of controlled substances Schedule I or II.

8. Trafficking in illegal drugs

Sanctions

A. WARNING

A *WARNING* may be verbal or written. If verbal a notation is made in the student's file. If written, an official letter is sent to the student outlining the actions which brought the student to the attention of the College, consequences for those actions, and a warning of possible consequences for continued actions of the same nature.

B. REPRIMAND

A *REPRIMAND* is an official letter indicating the nature of the unacceptable behavior choice(s) and indication of possible consequences for further misconduct. Included with this sanction is *PROBATION* for a period no less than four months. Probation is a middle status between good standing and possible suspension from the College. Further misconduct during the probationary period could result in restriction or suspension. A copy of the reprimand letter is placed in the student's file and sent to the appropriate college officials and parents or guardians as defined in the Communication Policy for the Laurinburg Campus.

C. CENSURE

CENSURE is the same as a reprimand except that it is used for organizations or organizational leaders as distinguished from individuals. Censure carries with it the sanction of probation as defined in reprimand. A copy is sent to the organization's advisor.

D. RESTITUTION

RESTITUTION is compensation for loss, damage or injury through the payment of money or through appropriate work requirement related to the offense.

E. LOSS OF PRIVILEGE

LOSS OF PRIVILEGE is the taking away of specified privileges for a designated period of time.

F. LIVING AND LEARNING CONTRACT

A *LIVING AND LEARNING CONTRACT* is a disciplinary letter which places a student on probation with specific requirements. The letter is signed by the student requiring him/her to satisfy certain requirements within a period of time.

G. DISCIPLINARY SERVICE

DISCIPLINARY SERVICE is work assignments, service to the College or other discretionary assignments.

H. RESTRICTION

Under *RESTRICTION* the student continues in attendance, however, will be on probation for a period of 12 months, required to perform disciplinary service, and will be ineligible to participate in extracurricular activities for a period no less than one year. Further misconduct during the restriction period will most likely result in suspension. A copy of the restriction letter is placed in the student's file and sent to the appropriate college officials and parents or guardians.

I. SUSPENSION

SUSPENSION is a temporary separation of the student from the College. The student is excluded from the College for a stated period. Tuition and fees are not refundable when a student chooses behaviors that result in suspension. The student may request to be re-admitted at the end of the suspension period by writing a letter to the Dean of Students, but re-admission is never automatic. A copy of the suspension letter is placed in the student's file and sent to the appropriate college officials and parents or guardians. The student may not return to the College without permission during the suspension period.

J. DISMISSAL

DISMISSAL is permanent separation of the student from the College. The student is excluded from the College permanently. Tuition and fees are not refundable when a student chooses behaviors that result in dismissal. A notation is placed on the student's permanent file in the registrar's office. A copy of the dismissal letter is placed in the student's files with the College and sent to the appropriate college officials and parents or guardians. The student may not return to the College without permission for any reason, including to visit.

K. INTERIM SUSPENSION

Although not a sanction, INTERIM SUSPENSION is an action that can be initiated by the Dean of Students for the following reasons:

- a) to ensure the safety and well-being of members of the College community or to protect College property from damage;
- b) to ensure the student's own physical or emotional safety and/or well-being;
- c) if there is reason to believe that the student poses a threat of disruption to or interference with the normal operation of the College.

During INTERIM SUSPENSION, a student will be denied access to the College (including classes) and all other College activities or privileges for which the student might otherwise be eligible as determined by the Dean of Students pending judicial action.

CHAPTER IV:

Residence Life

The Residence Life program is designed to enhance a student's total educational experience by utilizing the residence hall as a unique learning environment. Programs, small group discussions, faculty involvement, and personal attention are all common to the education which occurs within the residence halls at St. Andrews.

Life in the residence halls is an integral part of the overall college experience. As new students leave their homes to become part of a community, their continued personal development is one of the college's first priorities. This community seeks to challenge individuals to develop autonomy and competence, manage emotions, establish identity, develop interpersonal relationships, appreciate and celebrate differences, and live with purpose and integrity.

The residential community at St. Andrews is designed to provide the structure necessary for academic success while allowing students maximum opportunity to experience the freedom of college life.

RESIDENCY REQUIREMENT

St. Andrews in Laurinburg is a residential, liberal arts College, where the daily living environment plays as important a role in the learning and development as the academic experience. As a result, all full-time students are required to live and eat on campus. The College does not offer on campus housing for part-time students. The College will review on a case by case basis a special request of a part-time student desiring to reside in the residence halls. It should be noted that a request is rarely granted for less than ten credit hours. A request through a written statement specifying reason for living on campus as a part-time student should be submitted to the Director of Campus Live.

Exceptions to the policy requiring all full-time students to live on campus are, (1) living either with parent or guardian and are within reasonable driving distance of the college; (2) married or a parent with custody of children; (3) 23 years of age prior to matriculation [first enrollment date] at St. Andrews; or, (4) in need of personal assistance beyond what Burris Center can provide. 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. Applications with an accompanying written statement specifying significant documented reasons for living somewhere other than on campus should be submitted to the Dean of Students at least four weeks prior to the term. Students living off-campus without permission risk not being allowed to register and having their registration canceled in addition to disciplinary action for violating college policy.

The following information is intended primarily for residential students; however all students are expected to observe these guidelines.

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 within the conditions for continued membership of the residential community. Since residency is a requirement, if a student loses the privilege to reside on campus, he/she also could be able to continue as a student at St. Andrews.

RESIDENCE HALL ROOM DEPOSIT

All students living on campus must have purchased a Room and Board Contract before a room selection or assignment can be made. The cost of the contract is \$100 with this amount being applied towards the student's account. A designated period is established to purchase a contract prior to the room sign-up period for returning students in Spring Term and for new students during the Summer New Student Orientation Program.

ROOM INVENTORY

Each student must complete a Room Inventory Form upon check-in to a residence hall room. The condition of the room upon check-in is noted on the Room Inventory Form. Any changes in room conditions and or damages not noted on the inventory form are identified at check-out and appropriate charges are assessed to the responsible student. A proper check-in and check-out must include a member of the Residence Life staff.

ROOMMATES

Most people enjoy the company of others, and a roommate can be one with whom to share opinions, interests, and good times. However, sharing a room can sometimes result in a few challenges. Moving away from home and sharing a space with another person can be stressful for both roommates. Experience shows that those roommates who get along well usually work at getting along well. Even those roommates who do not

become lifetime friends contribute to each other's growth process and college education. Here are a few hints for becoming a good roommate.

1. Communicate-- Roommates should talk about habits, preferences, moods, and values at the beginning of the term. Even "best friend" roommates may be surprised at how many things they can learn about their roommate. It is not wise to let frustrations build if conflicts arise. Examples of such conflicts include different study habits, different tastes in music (including volume), and different attitudes toward cleanliness and neatness. Talking about concerns can lead to mutual understanding. Initial awkwardness may save future hurt feelings.

2. Establish House Rules-- Roommates need to establish ground rules regarding the use of each other's belongings, room cleaning, telephone use and bill paying, entertaining guests, and all-night studying. Asking first and discussing before going ahead with an action can result in a greater trust and respect.

3. Know When To Talk and When Not To-- Sharing ideas and discussing situations is an integral part of residence life. Individuals should be aware, however, that excessive interruptions in studies can sometimes result in irritations and frustrations. Once again, roommates should talk before frustrations build and anger can occur.

Roommates are individuals, with individual interests, goals, likes and dislikes. It is not necessary to share every aspect of college life with one's roommate. If conflicts do arise, it is best to talk through a problem before it becomes a major conflict. If this step is not successful, students should consult a resident assistant, and if necessary the Area Coordinator. Each residence hall staff is experienced in dealing with these problems and should be able to offer sound advice. Students should always bear in mind that it is basic courtesy to speak with one's roommate first.

Guide to Residence Hall Living, North Carolina State University, 1989-90.

THE ROOMMATES' BILL OF RIGHTS

Each Roommate has:

1. The right to read and study without interference, unreasonable noise and other distractions;
2. The right to sleep without undue disturbances;
3. The right to have personal privacy in one's room;
4. The right to live in a clean environment;

5. The right to host guests, with the understanding that guests will honor other resident's rights;
6. The right to have free access to one's room and hall facilities;
7. The right to be free from intimidation and physical and emotional harm;
8. The right to assume that there will be reasonable cooperation in telephone use; and
9. The right to expect respect for one's belongings and personal property.

ROOM/ROOMMATE CHANGE

There are two opportunities scheduled during the academic year, one in the fall term and one in the spring term, where students may change rooms and/or roommates. This is done by filing a "Room Change Request Form" and receiving approval from the Area Coordinator and the Director of Campus Life. Copies of this request form are available in the Office of Student Affairs or from an Area Coordinator. Students wishing to change to a single room must first be approved financially for a single room before proceeding with the "Room Change Request Form". This is done by filling out a "Single Room Request Card" in the Office of Student Affairs. The Office of Student Affairs will contact the Business Office and then notify the student of the decision. After the single room has been approved, the student may proceed with the "Room Change Request Form". Any student, who changes rooms without prior approval, will be imposed a \$50 cash fine as indicated on the back of the housing contract.

Students who believe they need to change rooms and/or roommates, after the room change period has ended, must meet with their Area Coordinator and participate in a mediation process. Information concerning the dates for the room change period is posted throughout the residence halls or may be obtained in the Office of Student Affairs at the beginning of each term.

There are times when a student might be without a roommate. A student without a roommate (for whatever reason) will be notified by the Director of Campus Life. The notification will state that a student must see the Director of Campus Life indicating a desire to: (1) have the Housing Office make a new assignment, (2) choose a new roommate personally from the list of other students needing a roommate, (3) if possible, retain the room as a single room and be assessed one and one half times the double room rate. (Typically, first year students do not qualify for a single room). Failure to follow this procedure will be understood as a statement of no preference and will result in a single room charge. The Office of Residence Life retains final authority to make room and roommate assignments.

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. Residents 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.

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 action will be taken.

NOTE OF EXPLANATION REGARDING RESIDENCE HALL ROOMS IN PRIVATE COLLEGES

Resident students have the primary right to study, learn and sleep in residence halls. Members of the Residence Life staff and other staffs of the College are expected to respect the privacy and dignity of individual students at all times. Students, however, do not rent (as in an apartment) or own the space they are assigned on campus. That space is owned by the College and governed by institutional policies. Students sign a contract that includes terms and conditions of residency as set forth by the College. In doing so, they have accepted that they share with the institution, as defined by the institution, terms and conditions that govern their use of college-owned space. Those terms and conditions are set forth in the Saltire, the College Catalog and the Room and Board Contract.

Roles of the Residence Life Staff

A. Director of Campus Life - DCL

The Director of Campus Life is the senior student affairs area manager responsible for residence life and judicial affairs. The Director is responsible for the development and maintenance of the residence life program that supports a positive living and learning community on campus. The Director of Campus Life serves as the liaison with the Director of Physical Plant and the Chief of Public Safety/Campus Police ensuring proper custodial, maintenance, and safety standards of the halls. The director oversees the administrative functions of issuance of housing contracts and keys, room selection, and opening and closing procedures for the halls.

B. Housing Coordinator

The Housing Coordinator is responsible for coordinating housing operations with the Director of Campus Life. The Coordinator provides operational support for housing by assisting the Director of Campus Life with: (1) housing assignments and room changes throughout the year; (2) residence hall statistical computations; (3) student billing from single rooms, damages, and other billing issues; and, (4) maintaining up-to-date hall rosters.

C. Area Coordinators - AC

Each residence hall is supervised by a professional Residence Life staff member. Reporting to the Director of Campus Life, the A.C. is a member of this staff and is responsible for the supervision of four residence halls. 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 residence 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, Head Resident Assistants, 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 Student Judicial System for adjudication.

D. Head Resident Assistant- "HRA"

The Head Resident Assistant is the senior member of the Resident Assistant staff who reports to the Area Coordinators. The HRA assist the RA staff who is responsible for supporting the policies and pursuing the goals and objectives of the Office of Residence Life. These paraprofessionals are the liaison between the RA staff and the Area Coordinators.

The Head Resident Assistant resides in an apartment located in a residence hall and is available both during the day and in the evening to lend assistance whenever the need arises.

E. Resident Assistant - "RA"

While these students are selected to serve as peer counselors and peer advisors, Resident Assistants are employees of the Residence Life Program and report to Area Coordinators and the Director of Campus Life. As such R.A.'s are responsible for supporting the policies and pursuing the goals and objectives of the Office of Residence Life. The Resident Assistant assists in the administrative operation of the hall, helps to 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 paraprofessional staff and are at the level between the Area Coordinator and the individual hall members. If an issue cannot be satisfactorily resolved between members of the residence hall, it should be brought to the attention of the Resident Assistant. If resolution is still unsuccessful, it is the job of the R.A. to refer the issue to the Head Resident Assistant.

Resident Assistants may act in some instances, on behalf of Area Coordinators in their absence.

Residence Hall Council

A. Responsibilities and Membership

1. The following is quoted from the Constitution of the Student Association, Article VI "Residence Hall Organization," Section 2:

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 of [the] 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 Area Coordinator 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."

2. Residence Hall Council sessions are open to all members of the residence hall. The elected hall officers are required to make each meeting, but additional student interest is welcomed.

B. President

The President of a residence hall is the chief representative of the residents of that hall and is to represent the desires of her/his constituents accordingly. It is the duty of the president to lead weekly Residence Hall Council sessions, attend all Senate meetings, help to organize hall social events and to make sure that the chain of information between administration and student is not unduly disrupted.

C. Vice-president

The Vice-president of a residence hall is responsible for notifying hall members of upcoming meetings and events, acts as judicial secretary in event of an adjudication (see *Residence Hall Adjudication*, below), attends weekly Residence Hall Council sessions and is a member of the Student Senate

D. Social Chair

The Social Chair of a residence hall is the individual responsible for organization of hall wide social events - such as planned parties, exam breaks for the hall, community involvement, et cetera. - in addition, s/he comes to weekly Residence Hall Council sessions and is a representative of the Student Activities Union.

E. Suite Leaders

1. What is a Suite Leader? A Description of Responsibilities

Elected by members of their respective suites, *suite leaders are responsible, self-motivated individuals who act as a peer facilitator and representative of her/his suite.* A suite leader is a mediator in the case of roommate or suite-mate disputes, serves on the Residence Hall Council (RHC), holds regular monthly meetings, becomes involved in suite security, health, and fire safety programs. As a member of the RHC, a suite leader is expected to participate in all of its projects including coordination of hall activities (fund-raisers, clean-ups, etc.), adjudication's, and information dissemination. The suite leader has the responsibility to, whenever possible, pass information originating from the Student Association or the Office of Residence Life (via the RHC) to members of the suite.

It is unwise to ask a suite leader to be both a supportive representative of the suite and an enforcement individual acting as an extension of the Office of Residence Life. *The suite leader's primary function is as a representative of their peers' interests.*

The suite leader is a valuable member of the St. Andrews community. Not only is the suite leader the first level of communication between the individual and the college; but the position is also one of potential first involvement in student governance. The sole criterion for running for suite leader is that one must live in their constituent suite. The college encourages all interested students to participate at this level of governance.

2. Election Procedures

Suite leaders are to be elected by members of their suites. This process helps to protect the rapport and trust which must be maintained for the sake of an effective community.

The election of suite leaders should take place as soon as possible after the close of the Room Change Period (generally the second week of classes) in the fall. It is assumed that the election will take place after a suitable enough length of time that new and returning students know each other well enough to hold a fair election.

One member of the Residence Hall Council and at least two-thirds of the constituent suite must be present at these elections. The member of the RHC is to describe the duties and responsibilities of a suite leader as specified in the Saltire. At these meetings nominations for suite leaders will be made and the candidates will be given a chance to explain both their qualifications and why they wish to be suite leader.

Election is by plurality (the individual receiving the most votes is elected). The member of the RHC will count all votes and announce the new suite leader. The suite leader assumes office effective immediately.

The suite leader will sign the *Student Leadership Pledge* in the presence of the RHC at her/his first Council meeting.

3. Removal of a Suite Leader

A suite leader has signed the Student Leadership Pledge which promises to uphold the duties of their office for the school year.

Consequently, if a suite leader feels unable to carry out her/his duties; it is incumbent upon her/him to find a replacement. The suite leader may designate a pro temp replacement if need be, but is also charged with arranging a second suite election in order to find a suitable replacement.

If the suite is dissatisfied with the suite leader; the suite may impeach the leader. A general suite meeting must be called (along the same guidelines as for election of suite leader), and a list of grievances is to be presented to the suite leader. The suite leader may only be impeached by a two-thirds majority. A new suite leader must be elected at this meeting. If a new suite leader cannot be agreed upon, the impeachment process is considered null and void and the previous suite leader continues in her/his duties.

Residence Hall Accounts

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.

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.

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 third week of each school year.

The Business Office agrees that only requisitions, requests, etc., submitted with one of the three person's signatures and also signed by the Area Coordinator will be approved for payment. No charges will be assessed the activity accounts without these authorizations.

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 conjunction with the Area Coordinator. This fund is an emergency fund.

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.

Monthly print-outs of the hall accounts will be sent to:

1. Director of Campus Life--all accounts
2. The Area Coordinator -- 2 copies, one of which goes to the President of the Residence Hall.

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

RESIDENCE HALL SERVICES

A. 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.

B. Cable Service

Each student room is cable-equipped with basic cable channels provided free of charge. Additional cable services are not available.

C. Fire Protection

The College has installed fire alarm systems in each residence hall for the protection of residential students. Fire extinguishers and smoke

alarms are also available in each suite. The college is served by the Laurinburg Fire Department. It is a serious violation of state law and the conditions for Continued Membership for persons to tamper with fire protection equipment.

D. Vending Machines

Vending machines for soft drinks and snacks are available in various locations in the residence halls and around campus. For refunds of any money lost in vending machines, contact the Business Office located in the Liberal Arts Building.

E. Laundry Services

Washing machines and dryers are available in each residence hall. These machines are owned, operated, and maintained by a private company on behalf of the College. For service related reports, contact the Residence Life staff located in the Office of Student Affairs. For refunds on any money lost in these machines, contact the Business Office located in the Liberal Arts building.

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.*)

Administrative Fines

The Judicial 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. Incidents for which such fines are assessed will not be documented as infractions of the Conditions for Continued Membership and will not impact the academic or social standing of the student. Cases where such fines are related to behavioral infractions will 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 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.

Alcohol-Free and/or Smoke-Free Suites and Rooms

There are many reasons an individual may choose an alcohol-free suite while living in a residence hall. These reasons range from personal lifestyle preferences or religious beliefs to desires related to recovery from a personal or family abuse problem. One roommate's reason for choosing an alcohol-free suite may be very similar to or very different from the other's. The Residence Life Program offers **Alcohol-Free Suite Lounges and Rooms** available in Granville Hall, Wilmington Hall and Mecklenburg Hall.

Students who reside in alcohol-free suites agree not to possess or consume alcohol in those suites and are responsible not only for their own behavior, but for the behavior of their guests concerning this policy. Additionally, persons under the influence of alcohol may not be in the suite while intoxicated.

Smoke-Free suites are designated throughout each residence hall. Students wanting to choose these options may do so by writing "*alcohol-free and/or smoke-free suite*" in the space for SPECIFIC ROOM REQUEST on the Housing Contract.

CONSIDERATION POLICIES

Quiet Hours Policy

Quiet Hours are designed to support and promote a productive living and learning environment. St. Andrews is both an academic and residential community. As such residents are expected to show consideration for others at all times by reducing excessive noise and eliminating disruptions.

Each suite in each residence hall is given the responsibility to establish a period designated as *Quiet Hours* from at least 11:00 pm to 9:00 am Sunday evenings through Friday mornings and from 1:00 am to 10:00 am on Saturdays and Sundays. The suites may extend *quiet hours* to as long as all day for limited periods of time such as during exam weeks. All hours must be posted by the suite leader in a conspicuous location in the suite.

Noise generated during *quiet hours* that goes beyond the room in which it is generated and intrudes upon any other area of the residence hall will be considered excessive and in violation of the *quiet hours* policy. Residence hall rooms, courtyards, main lounges and other common areas are not to be utilized for instrumental rehearsal without the consent of the Area Coordinator.

The primary responsibility for enforcement of *quiet hours* will rest with suite leaders and the individual(s) who have been distracted by the noise. Residence Life staff will intervene to support *quiet hours* in those

situations when they encounter a disturbance or when a suite leader and/or resident has been unable to accomplish a successful intervention.

Members of the community who are visiting in a suite are responsible to abide by the *quiet hours* as established by the suite in which they are a visitor. A visitor who violates the suite *quiet hours* will be required to leave the suite in which they are a visitor and return to their assigned residential area. A community member who repeatedly violates *quiet hours* as a visitor faces a consequence of loss of privilege to visit any residential areas for a period of time to be specified through Hall Council or Administrative Hearing. A community member who repeatedly violates *quiet hours* within their own residential area faces a consequence up to probationary status as designated by Hall Council and/or Administrative Hearing.

Non-community members or guests are also responsible to abide by the *quiet hours* as established by the suite in which they are a guest. A guest who violates *quiet hours* will be required to leave campus.

Visitor and Guest Policy

A St. Andrews community member who spends time in any portion of a residence hall, other than the hall he/she is assigned to, is considered a *visitor*. A non-St. Andrews community member who spends time in any portion of a residence hall is considered a *guest*. *Guest* may visit the halls between 10:00am to 12:00 midnight, Sunday through Thursday and 10:00am to 2:00am Friday through Sunday mornings. The residence life staff must be notified of *non-resident guests* in the halls. There are no established hours or registration for *resident visitors*. When a resident has a *guest*, that resident accepts full responsibility for the *guest*. All *guest* and *visitors* are responsible to abide by the consideration policies established by the college and the suite.

A guest who will be staying past the established hours is considered an *overnight guest*. *Overnight non-resident guest* must be registered in writing with the Area Coordinator or Resident Assistant and agreed to by the roommate of the resident who is requesting an *overnight guest*. *Overnight non-resident guests* must be of the same gender as the suite; so, male suite residents may have male overnight guests and female suite residents may

have female overnight guests. Guest staying longer than forty-eight hours must have prior permission in writing from the Director of Campus Life.

Anyone who cannot produce valid and current St. Andrews identification will be considered a *non-resident guest* and subject to abide by all community standards and conditions. A *non-resident guest* in violation of any community standard or condition will be required to leave campus immediately or face the consequence of being arrested and charged with trespass.

(Amended to this form 18 September 1995)

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 community 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: 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 an administrative action will be taken. 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.

FIREARMS AND FIREWORKS

North Carolina Law prohibits any type of firearm (including BB, pellet guns, air guns, or other weapons), explosive devices and/or fireworks on campus. The College prohibits all fireworks either on campus or in the residence halls. Possession of a firearm on campus or shooting off fireworks, either in the residence hall or in the vicinity thereof, is a very serious violation of College policy, will severely jeopardize a student's ability to continue at St. Andrews and will be dealt with according to State Law.

FLAMMABLE ITEMS

Flammable items are not allowed nor are they to be used in the residence halls. This includes: lighted candles, fireworks in any form, ammunition, oil lamps, halogen lamps, etc. Items which may be flammable or deter in fire rescue may not be suspended in the room. Decorative items, such as fishnets, parachutes, and other such flammable items should be fireproofed. Candles may, however, be used for decoration, as long as wicks show no evidence of burning.

FURNITURE POLICY

The college provides each resident a bed, mattress, desk, desk chair, and closet and drawer space. The assigned furniture is the responsibility of the resident. The resident will be held financially responsible for the condition of items and items not in their room at the time of check-out. Beginning in Fall Term 1997 and thereafter, all students will be assigned furniture. While the college implements this policy during the 1997 and 1998 fall terms, students who enrolled under the 1996-97 College Catalog may continue to select a combination of the furniture to be placed in their room.

St. Andrews recognizes the importance and value of allowing students to make their living area as comfortable as possible. As a result, the college provides students the opportunity to bring to their residence hall rooms some personal furniture. College furniture placed in the hallway or courtyard will be removed and a \$50 service charge per item will be assessed to the individual responsible. Personal items left in the hallway or courtyard will be immediately disposed of by the college.

KEY POLICY

Each student is issued a room key and where applicable a suite key during check-in. These keys are the property of the College. Duplication, possession of duplication, or providing unauthorized persons with an original or duplicate of a college key is prohibited. All keys issued must be returned to an RA or AC at check-out. A \$25 per key replacement cost will be assessed for a lost key or a key not returned.

LOFT POLICY

The Office of Residence Life does not recommend or suggest that residents build beds for their rooms. The College is NOT IN ANY WAY RESPONSIBLE FOR SUCH BEDS OR ANY DAMAGES OR INJURIES CAUSED BY THEIR USE.

MISUSE OF COLLEGE PROPERTY

Residence Hall furnishings and fixtures are not to be dismantled or relocated without the written permission of the Area Coordinator. There will be restitution of replacement cost 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 approval will be required to return the furnishings to their proper locations and an administrative action will be taken. Misuse of college property is a violation of the Conditions for Continued Membership and will be handled through the student judicial system.

PERSONALIZATION OF ROOMS/SUITES

Residence Life encourages students to personalize their suite lounges and residence hall rooms and believes that planned personalization creates an atmosphere which is more comfortable and personal, thus promoting student satisfaction. This does not mean however, that residents can paint, mark or write on ceilings, floors and furniture. Although posters and banners are the recommended method for personalization, students may personalize by painting a design or mural on a wall. To do this, a suite or room "Personalization Permit" must be obtained. Where applicable, the suite leader or resident(s) of the room must meet with the Director of Campus Life for approval. Residents 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. Generally, a suite wall that is personalized is not repainted for three or four years.

Residents of a room will be held financially responsible for getting their room back in the original condition when they leave that room.

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

For health reasons and protection of animals, no animals, birds, or reptiles of any type are allowed in residence halls. Animals in the residence halls present several potential health hazards including: lice, fleas, feces, fungus infections which can be transmitted to humans, allergies, communicable diseases. Fish in small aquariums are permitted as long as they are kept in sanitary condition. Students are prohibited from keeping all other pets in the residence halls unless they are authorized by the Director of Health and Rehabilitation Services to have an exception made on the basis of their disability. Failure to comply with the policy regarding pets on campus, is a serious violation of community standards and the Conditions of Continued Membership and may jeopardize a student's ability to continue at St. Andrews.

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.

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. Subsequent offenses may result in criminal prosecution and/or housing contract revocation and suspension from the College.

- A. Ceiling/Wall Access - Ceiling access and removal of ceiling tiles or other access panels is prohibited and will result in an administrative action.

B. Tampering - Any student found tampering with electrical systems, telephone systems, cable systems, or other services or accessing information without authorization will be subject to administrative action. 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 upon verification.

SINGLE ROOMS

Single 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 made by the Office of Residence Life. A request to retain the room as a single 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 single room.

STORAGE

Personal items are not to be stored in hallways, suite lounges, bathrooms, or in any public areas. Items not properly stored may be confiscated.

CHAPTER V: *Academic Regulations*

Academic Dishonesty: Plagiarism, Paraphrasing and the Use of Quotations

Plagiarism is a Community Honor Code violation. 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.

Academic dishonesty is a Level Two violation of the Conditions for Continued Membership. Academic dishonesty carries with it two actions. First the student and faculty member must meet. It is entirely up to the faculty member to decide what action will be taken regarding the student's status in the class. Second, the case must be adjudicated through the student judicial system. Minimum sanction for academic dishonesty is Reprimand which includes a four month probationary period.

Course Loads

The College recognizes 12-18 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 12 credits or more than 18 credits. A student must have the permission of her/his advisor and the Associate Dean for Academic Affairs to drop below 12 credits or to add above 18 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 extracurricular activities.

A student who is placed on academic probation in two consecutive regular terms and who does not get off academic probation prior to the beginning of the next regular term will 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.

Students found responsible for certain Level Two Community Honor Code violations may be ineligible to participate in major extracurricular activities for up to 12 months.

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.

Where to Direct Further Questions

Further questions regarding the Academic Regulations of St. Andrews Presbyterian College may be answered either by the Academic Catalog or else by the Office of the Registrar (located in the Liberal Arts Building).

CHAPTER VI: ***Student Organizations and Activities***

"Why Participate in Campus Organizations?"

There are some things you just cannot learn out of a book or in a classroom. Involvement in extracurricular activities can provide personal growth and practical experience. At St. Andrews, there are over 30 organizations in which students may choose to participate, 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.

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.

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 Student Involvement; b) Each club or organization is to have an advisor from the faculty or staff of St. Andrews College; c) Bylaws 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 Club and Organization Fair held every year in the first few weeks of the Fall term.

The Student Life Committee is the official college committee that grants all charters and renewal of charters. The Director of Student Involvement 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 Student Involvement 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 Student Involvement 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.

CHAPTER VII: **Help and Direction**

Whom to See for What

Where to go if you have questions on any of the following topics
(Please See Campus Directory for phone numbers)

Academic Records

1. Registrar's Office

Automobile

1. Registration--Campus Police Office in Belk College Center

Bicycle

1. Registration - Campus Police Office in Belk College Center
2. Theft - Campus Police Office

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 Student Involvement and First Year Programs

Community Honor 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. 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. Resident Assistant
2. Area Coordinator
3. Director of Campus Life

Health Services

1. Burris Health Center

Lost and Found

1. Student Affairs Office
2. Business Office
3. Campus Police

Off-Campus Housing Request

1. Director of Campus Life
2. Dean of Students

Parking or Traffic Tickets

1. Campus Police
2. Business Office

Party Permits (See Party Guidelines)

1. Area Coordinator
2. Director of Student Involvement and First Year Programs

Physical Education Facilities

1. Athletics Office

Publications

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

Publicity

1. Lance editor
2. Communications Office

Reserving Rooms on Campus

First speak with the Director of Conferencing and then the following:

1. Avinger Auditorium - Registrar's Office
2. Belk College Center - Student Affairs Office
3. Cafeteria - Director of Food Services
4. Farrago - Director of Student Involvement and First Year Programs
5. Gathering Place - Director of Student Involvement
6. Gym - Athletic Office
7. L. A. Building - Registrar's Office
8. Morgan-Jones Science Building - Registrar's Office
9. Pate Hall Conference Center - Director of Conferencing
10. Vardell Building - Registrar's Office

Residence Hall Personal Problems

1. Suite Leader
2. Resident Assistant
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 (Campus Police)

1. Located in Belk College Center

Sell or Solicit on Campus

1. Dean of Students
2. Business Office

Transferring and Transfer of 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

Working On-Campus

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

Academic Support Services**A. Computer Services**

St. Andrews is fortunate to have a 9:1 student/computer ratio. There are seven student computer labs or classrooms on campus. General use labs are open 24 hours a day, seven days a week. More than 100 software programs are available to the approximately 250 computers on campus.

B. DeTamble Library

The library houses more than 109,000 books and 335 periodicals plus the College Archives and the Scottish Heritage Center. A variety of reading and studying settings is available, including an Automated Reference Center.

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

The Library hours are :

Monday through Thursday	8:00 A.M. -10:30 P.M.
Friday	8:00 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 hours will be posted on the library door and various locations on campus. There is a book deposit drop at the front 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 in the Belk Center Post Office area is open for the return of books.

1. General Library Policies:

- (a) A student ID that has been validated for each term and coded with a library bar-code is required to check out books.
- (b) 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 is shortened so all books are due on the last day of the term.
Exception: Spring Term, graduating seniors are required to have books returned and library accounts cleared on the day grades are due for graduating seniors.
- (c) The library sends up to five 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*. Fines are 20 cents per day for each overdue book (max. \$5.00 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 has been billed to the Business Office, payment

must be made to the Business Office.

(d) Reserve Materials:

Request 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 \$5.00 per item.

(e) Non-Circulating Materials:

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

(f) Lost Books: **WARNING!!**

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 \$40.00 for books no longer in print) plus a **\$15.00 non-refundable processing fee**. If the book is returned, the student's account will be credited only for the cost of the book. Once the student's account is billed to the Business Office, any payments or refunds will be handled by the Business Office.

(g) Damaged Books:

Students will be billed a \$10.00 charge for books that are returned damaged and need to be rebound. The student will be responsible for the replacement cost of the book (see Item f. - "Lost Books" for charges) plus a \$15.00 non-refundable processing fee, if books are damaged beyond repair.

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

(i) 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 student judicial system for action.

2. Interlibrary Loan Service :

Books may be requested from other libraries for a \$1.00 service charge for each title. Photocopies of periodicals may be ordered from other libraries for .10 cents per page. Payment is required upon receipt of interlibrary loan material.

3. Photocopy Service:

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.

4. The Scottish Heritage Center and the College Archives:

The College Archives may be used by appointment only.

The Scottish Heritage Center is located in the first floor wing of the library. The hours are :

Monday through Friday 8:30 A.M. - 5:00 P.M.

Saturday CLOSED

Sunday CLOSED

C. 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 considered for financial assistance. It is important to apply as soon as possible after January 1st to ensure the best award package possible.

Students placed on academic probation also receive financial aid probation for the same 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.

D. 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.

College Services

A. Dining Room

Only students with valid ID cards will be permitted in the Dining Hall. Lost ID card cost \$20. to replace. Hours are subject to change depending on class schedules for each term and will be posted.

Basic rules:

Students must present their St. Andrews ID 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 Honor Code. Any student or students throwing food or other items are subject to a \$50 fine per person and also reported for a Community Honor Code violation.

B. Snack Bars

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

C. Post Office (Campus)

All St. Andrews students are required to have post office boxes on campus in the Belk College Center or the commuter student lounge. Mailbox numbers are assigned to all students by the Office of Student Life. There is no general delivery service to students' residence halls or rooms. Special Delivery letters and packages and UPS packages are delivered to the campus post office daily. Students residing off-campus must inform the Office of Student Life of their addresses. Students are also requested to notify all publishers and banks 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.

D. 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.

E. 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 Cashiering office in the Liberal Arts building, as well as 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.

F. 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 10:00 P.M.
Saturdays*	1:00 P.M. to 10:00 P.M.

Main Gymnasium Facilities:

Weekdays*	3:00 P.M. to 10:00 P.M.
Saturdays	1:00 P.M. to 10:00 P.M.

Weight Room:

Monday - Friday	3:00 P.M. to 10:00 P.M.
Saturday	1:00 P.M. to 10:00 P.M.

Racquetball Courts:

Monday - Friday	3:00 P.M. to 10:00 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	6:00 P.M. until dark.
Tennis Courts	6:00 P.M. to 11:00 P.M.

Saturday & Sunday	
Track and	When available until 11:00 P.M.
Tennis Courts	When available until 11:00 P.M.

**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. A reasonable fee will be charged for equipment such as weight pins, racquetballs, racquets, ping pong balls, and tennis balls.

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..

APPENDIX A:

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. 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.

APPENDIX B:

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.

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 Campus Police 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 Affairs Staff, 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. I) and V. B., and for the faculty shall conform to the 1940 Statement of Principles on Academic Freedom and Tenure.

APPENDIX C:

Excerpt from the 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."

APPENDIX D:

Excerpt from the Bylaws of the Faculty

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.

APPENDIX E:

Supplemental Information to the Drug Policy of St. Andrews Presbyterian College

Substance Abuse and Its Psychological and Physical Effects¹

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 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.

¹ Drugs and You,

Channing L. Bete Co.,
Inc.

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. Bongs;
 - 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):

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

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

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

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

Glutethimide (Doriden) (Noludar)	Methyprylon
Nalorphine	
Pentobarbital in suppository dosage form	
Secobarbital in suppository dosage form	

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

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

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

APPENDIX F:

Family Educational Right To Privacy Act (FERPA)

The Student and the College

St. Andrews Presbyterian College has set forth policies and regulations which recognize the College as an adult community in which academic and personal conduct are based upon individual responsibility and respect for others. Such policies and regulations are written in the various college publications and contracts, (e.g. the *Saltire* - the St. Andrews Student Handbook, and the College Catalog.) It is your responsibility to read all college policies and be familiar with your rights, the rights of others, and your responsibilities as a St. Andrews College student.

The College embraces the philosophy that it is working with students in a "partnership." All contracts and obligations are between you, the student, and the College. In the spirit of cooperation and common interest, the College will periodically communicate with families about important St. Andrews-related information and deadlines (e.g., pre-registration and financial aid deadlines, dates that student grade reports will be issued, room selection dates.)

Students must understand that because of federal laws, it is imperative that the College keep specific records. In addition to satisfying federal regulations, it permits St. Andrews to better serve students. By maintaining confidential records of grades, co-curricular involvement, financial aid information, and other historical data, the College can offer students greater assistance in the process of securing references for future employment or graduate school. It also allows St. Andrews to obtain federal and state funds so that students can receive financial aid; and it enhances the College's eligibility for participating in other state and federally sponsored programs.

Your Rights to Your Records

St. Andrews complies with the provisions of federal laws governing the privacy and disclosure of student information (FERPA - Family Educational Rights and Privacy Act of 1974.) Under the federal laws, you have a number of rights concerning your educational records at the College, although these records belong to the College. Each office which maintains student records has developed procedures for the handling of these records. Your rights as they relate to this matter are as follows:

1. You have the right to inspect and review your educational records. [Certain information is not available to you, such as medical and/or professional counseling records used only for treatment purposes, administrators' personal notes, or financial information furnished by a parent or legal guardian in support of an application for financial aid.]
2. You have the right to challenge information in these records and to seek to amend your educational records.
3. You have the right to be notified of your privacy rights.

Access to the information in your educational records (including access to your grades) is not permitted to outsiders (third parties) without your written consent with a few exceptions. One exception is that a parent or legal guardian of a dependent student has the right to access these educational records by submitting a written request. Public information may be accessed according to policy. Records may be accessed through court order and subpoena, including request

of regulatory and investigating agencies. However, medical records are completely confidential and transcripts can only be requested by the student. If you, the student, want access to any of your records, you must submit your request in writing to the office which holds those records.

ST. ANDREWS (LAURINBURG CAMPUS) COMMUNICATION POLICY

St. Andrews strongly encourages its students to stay in close contact with their families to keep them informed and connected. However, the College reserves the right to communicate directly with parents of dependent students regarding academic and non-academic matters. For example, professors and academic advisors may communicate with a dependent student's parents regarding academic progress; and members of the Student Life staff may communicate with a dependent student's parents regarding conduct.

If a student who is classified as a dependent student is involved in a situation that results in a disciplinary sanction that could jeopardize the student's ability to continue at St. Andrews, such as probation, removal from campus housing, suspension, or dismissal from the College, parents will be notified.

St. Andrews classifies all students as dependent unless proper information is provided to declare independent status. To be identified as independent, a student must satisfy the guidelines set forth by federal regulations and the St. Andrews Office of Student Financial Planning. In compliance with the provisions of the Family Educational Rights and Privacy Act of 1974, parents of a dependent student will be afforded access to the student's official educational records. A request by parents to examine their student's educational records should be made in the same manner as a student's request to examine his or her records. A written, signed letter must be sent to the office that maintains the records requesting an appointment to review the records. Educational records include a student's non-academic records. Requests should specify which records, academic or non-academic, are to be reviewed. The student will be notified that access to his or her record has been given.

Educational records will be shared among college officials on a *need to know* basis. What this means is that faculty, staff and administrators will share information that is considered part of educational records with each other whenever they deem that sharing the information will clarify or support student situations. Students will be notified when information is disclosed by court order or action.

If a student who is classified as a dependent student is involved in a situation that results in sanctions of reprimand with probation, suspension, or dismissal, the academic and co-curricular advisors (including athletics), in addition to parents, will be informed of the student's status.

Definitions:

FERPA - Family Educational Rights & Privacy Act of 1974, also known as the Buckley Amendment

STUDENT - Any individual who is or has been in attendance at the college

NOTIFICATION - Students will be notified about FERPA annually in the student handbook, the *Saltire*, and at New Student Orientation

EDUCATIONAL RECORDS - All records (in print, tapes, film, handwriting, or other means) that are:

- A) Directly related to the student
- B) Maintained by the educational institution or an agent acting for the institution

With the following exceptions:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by the Law Enforcement Unit of the College if the record is maintained solely for law enforcement agencies of the same jurisdiction, and the Unit does not have access to education records maintained by the College.
4. Records maintained by the Student Health Center if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.
6. Official transcripts are disclosed only by request of the student or court order.

PUBLIC INFORMATION:

The following items are considered public information/data and may be disclosed by the College in response to inquiries concerning individual students, whether the inquiries are in person, in writing or over the telephone:

- * Name
- * Affirmation of whether currently enrolled
- * Dates of attendance
- * Date of graduation

Unless the student has officially filed an Information Waiver with the Registrar by the end of the first week of classes of the Academic Year, the items listed below, in addition to those above, are considered public information and may be included in appropriate College directories and publications. In addition, it may be disclosed by the designated staff members in response to inquiries concerning individual students, whether the inquiries are in person, in writing or over the telephone.

- * Degrees received
- * Honors received
- * Participation in officially recognized activities and athletics
- * Weight and height of members of athletic team

Official Transcripts Policy

In order for a student to receive his or her transcript or have it sent to another institution, the Registrar's Office must have a written request with the student's signature. The first transcript a student requests is free; a fee of \$5.00 is charged for subsequent transcripts; \$3.00 for each additional transcript requested at the same time. The normal turnaround for requests is 2 - 5 days, unless the transcript requires the last term's grades: Computer processing of final grades takes approximately seven days after the grades are due in the Registrar's Office.

If a student has a balance on his/her account, the business office has the power to "block" the transcript by prohibiting the Registrar's Office to release it.

Transcript requests are not taken over the phone. Transcripts are not faxed.

An official transcript (bearing the college seal) must be sent directly to another school, firm or agency. An official transcript cannot be hand delivered or issued to the student. If the student receives the transcript, it will be stamped, "Issued to the Student" and will normally not be considered by another institution.

TYPES, LOCATIONS, CUSTODIANS OF EDUCATIONAL RECORDS:

TYPE	LOCATION	CUSTODIAN
Academic	LA-133	Registrar
Admissions	LA-200	Dean of Admissions & Student Financial Planning
Disciplinary	Berk Center	Dean of Students
Financial Aid	LA-t88	Director of Student Financial Planning
Financial Records	LA-t38	Vice President for Finance
Formal Academic Docket	LA-118	Vice President for Academic Affairs/Dean of the College
Health Records	Student Health Center	Director of Student Health Services
News Releases	LA-148	Director of Communications
Placement/Credentials	LA-t88	Director of Career Services

Procedures Regarding Access Rights

Students (or parents of dependent students) desiring access to any of those specific records detailed above, shall submit a written request to the office that maintains the records (custodian). Although the College has 45 days by law in which to comply, in most cases the necessary arrangement will be made within a few days of submission of the formal request.

Procedures for Challenging Content of Records

In those cases where the student feels that the official records contain misleading, inaccurate or misinformation, or is in violation of the student's rights, she/he may request a formal review of the contents in question by submitting a written appeal to the Registrar or the Dean of Students. The appropriate College official will subsequently schedule a hearing to enable the student to challenge the record in compliance with federal regulations. During the hearing, the student will be given an opportunity to present evidence relevant to the issues raised in the request to amend the record. If the finding of the hearing is such that there is inaccurate, misleading or misinformation in the record, the College will inform the student of his/her right to place a statement in the record or stating why he/she disagrees with the decision. If a statement is placed

in the record, the College must maintain the statement with the contested part of the record for as long as the record is maintained. The College must also disclose the statement whenever it discloses the portion of the record to which the statement relates.

It should be noted that the intent of this procedure is to enable the student to present evidence that the record in question contains inaccurate, misleading or otherwise inappropriate information. It is not intended to be an avenue of contesting the grade(s) a student has earned, nor is it a means of contesting a sanction imposed pursuant to college policy concerning student discipline.

A student may file a written complaint regarding an alleged violation of the act to:

Family Policy & Regulations Office
U.S. Department of Education
Washington, D.C. 20202

Record of Access

Records shall be maintained in each student file to document the use of that file by individuals other than members of the faculty and professional staff of the College. The record shall indicate the date of the request, the individual or organization using the file, and the purpose for which it was used. The student (or parent of a dependent student) may inspect and review their file.

Right of College to Refuse Access

St. Andrews has the right to refuse to permit a student to inspect the following records:

1. The financial record of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in the files before January 1, 1975.
3. Some records connected with an application to attend St. Andrews Presbyterian College.
4. Those portions of a record that pertain to another student.
5. Those records which are excluded from the FERPA definition of education records.

Fees for Copies of Records

St. Andrews does not have a uniform fee for copies of records. Each custodian within the College reserves the right to assess a fee for specific records.

Disclosure of Education Records

St. Andrews will disclose information from a student's education records only with the written consent of the student, **except:**

Exception 1. To College officials who have a legitimate educational interest in the records.

A College official is:

- A person employed by the College in an administrative, supervisory, academic, research or support staff position.

- A person elected to the Board of Trustees.
- A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.

A college official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

Exception 2. To officials of another school, upon request, in which a student seeks or intends to enroll. (Note: FERPA requires St. Andrews to make a reasonable attempt to notify the student of the transfer of this information.) This does not apply to official academic transcripts.

Exception 3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

Exception 4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

Exception 5. If required by a state or local law requiring disclosure that was adopted before November 19, 1974.

Exception 6. To organizations conducting certain studies for or on behalf of the college.

Exception 7. To accrediting organizations to carry out their functions.

Exception 8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

Exception 9. To comply with a judicial order or a lawfully issued subpoena.

Exception 10. To appropriate parties in a health or safety emergency.

Exception 11. Directory information so designated by the College.

Exception 12. The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

APPENDIX G:

Student Life Committee of the Faculty

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 Office of Student Affairs.

APPENDIX H: **Student Rights & Responsibilities**

Statement of Student Rights & Responsibilities from the College Catalog

St. Andrews students are members of a community. Conditions of membership are written in *The SALTIRE*, the student handbook. A copy of *The SALTIRE* is distributed to all students at the beginning of the Fall Term. Students are expected to conduct their lives responsibly and with regard for the rights of others. When a student chooses to act in ways contrary to the purposes, policies, and procedures of St. Andrews College, the College reserves the right to require the withdrawal of the student. This right is normally executed by the Dean of Students. Normal options for hearings and appeals apply as found in *The SALTIRE*.

INDEX

A

- Academic Probation, 108
- AIDS, College Policy, 61
- Alcohol, College Policy, 45
- Alcohol-Free Suites and Rooms, 100
- Alcohol, NC Laws, 46
- Appeal Process, 36
- Area Coordinators, 93
- Attorney General, 15

B

- Bicycles, 76
- Board of Trustees, Bylaws, 141
- Boating, 59
- Bonfires, 53

C

- Cabinet, 14
- Causewalk, 53
- Christian Student Fellowship, 21
- Code of Conduct, 3
- Community Honor Code, 3
- Complying with Requests From College Officials, 53
- Cooking, Appliances, and Food, 102

D

- Dismissal, 86
- Disorderly Conduct, 54
- Drugs, College policy, 54

E

- Election Procedures, 24
- Elections Board, 24
- Elections, Residence Halls, 28
- Electrical Additions, 103
- Electrical Appliances, 102
- Eligibility Rule for Extracurricular Activities, 109

F

- Faculty, Bylaws, 142
- Fighting, 58
- Fishing, 58

G

- Grade Appeal Procedure, 109
Graduation Committee, 24
Guests, 101

H

- Handbook Committee, 23
Harassment, 58
Housing Coordinator, 93

J

- Judicial System, 29

K

- Kegs, 46

L

- Lake Ansley Moore, 59
Liability Renters Insurance, 92
Loft Policy, 104

M

- Motor Vehicles, 78

O

- Orientation Committee, 22

P

- P.E. Facilities, Hours, 122
Party Guidelines, 48, 59
Personalization of Rooms/Suites, 104
Pets, 105
Plagiarism, 107
Privacy and Safety, 139

Q

- Quiet Hours, 100

R

- Residence Assistant (R.A.), 94
Residence Hall Council, 94
Residence Hall Organization, 19
Residential Life, 88
Roofs, 105

Room Search Authority, 92

Room Search Policy, 139

S

Sanctions, 85

Senate, 10

Senate, Bylaws, 39

Sexual Assault/Rape Policy, 63

Sexual Harassment Policy, 67

Single Room, 106

St. Andrews Code of Responsibility, 136

Storage, 106

Student Activities, 111

Student Association Constitution, 10

Student Activities Union, (S.A.U.), 20

Student Defense Counsel, 16

Student Government, 9

Student Government Leaders, 9

Student Life Committee, 155

Student Responsibilities, 7

Students, Rights and Privileges, 6

Suite Leader, 96

Swimming, 59

T

Telephone Service, 98

The Wall, 74

Traffic Fines Processing, 79

V

Violations and Sanctions, 81

W

Weapons and Fireworks, NC laws, 76