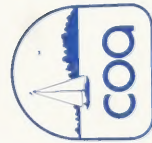


Student Handbook



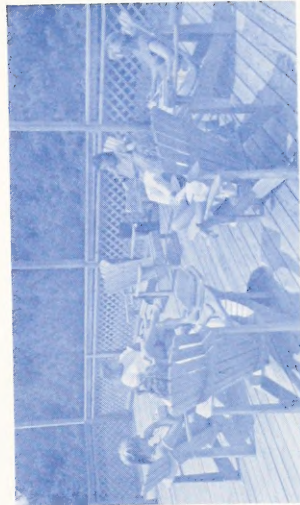
College of
The Albemarle



1991



1992



-INFORMATION DIRECTORY-

ITEM OF INTEREST	STUDENT HANDBOOK PAGE	COLLEGE CATALOG PAGE	WHOM TO SEE	WHERE TO FIND THEM
ACADEMIC CALENDAR	5		MS. BROWN	A121
ACADEMIC HONORS	5	43	MS. BROWN	A121
APPEALS PROCESS	7	45	DEAN SIMMONS	A120
AUDITING COURSES	3	20	COUNSELORS	A118
BOOKS, SUPPLIES	22		MS. HOLLAND, BOOKSTORE MGR., STUDENT CENTER	A152
CAREER PLANNING		30	MR. SCAFFA, ASSISTANT DEAN, PLACEMENT	A119
CLASS ATTENDANCE	3	46	INSTRUCTORS/COUNSELORS	A117
COLLEGE WORK-STUDY		25	MR. ARMSTRONG, ASSISTANT DEAN, FINANCIAL AID	A114
CONTINUING EDUCATION-NON CREDIT COURSES		74	MR. HORTON, ASSOCIATE DEAN, CONTINUING EDUCATION	C102
COOPERATIVE EDUCATION		72	MS. DEBRA WILLIAMS, DIRECTOR, COOPERATIVE EDUCATION	A118
COUNSELING	2	29	STUDENT DEVELOPMENT	A118
COURSE LOAD		46	COUNSELORS	A118
CREDIT BY EXAM		42	COUNSELORS	A118
CURRICULUM CHANGE		47	COUNSELORS	A118
DEANS				
-ADMINISTRATIVE SERVICES			DEAN HARTIS	A133
-INSTRUCTION			DEAN NORFLEET	A102
-STUDENT DEVELOPMENT			DEAN SIMMONS	A120
DISCIPLINARY PROCEDURES	17	36	DEAN SIMMONS	A120
DROP/ADD	5	46	INSTRUCTORS/COUNSELORS	A118
EMERGENCIES	25		STUDENT DEVELOPMENT	A116
EVENING COURSES		73	DR. STERRITT, EVENING DIRECTOR	A117
FINANCIAL AID	11	23	MR. ARMSTRONG	A117
FIRST AID	25		STUDENT DEVELOPMENT	A118
GRADES-GRADING SYSTEM	3	43	INSTRUCTORS/COUNSELORS	A118
GRADUATION REQUIREMENTS		41	STUDENT DEVELOPMENT	A118
HOUSING	25	32	STUDENT DEVELOPMENT	A129
INSURANCE	25	22	BUSINESS OFFICE	A119
JOB PLACEMENT	22	31	MR. SCAFFA	A120
ORIENTATION		20	DEAN SIMMONS	A129
PARKING TICKETS, TICKETS	21		BUSINESS OFFICE	C152
PHYSICAL EDUCATION, INTRAMURALS	24	32	MS. PATTERSON	A106
PRESIDENT			DR. CHESSON, PRESIDENT	A108
PUBLIC INFORMATION			MRS. WANDA WINSLOW, DIRECTOR OF PUBLIC RELATIONS	A118
REGISTRATION		20	COUNSELORS	A120
REFUNDS/TUITION CREDIT	13	22	DEAN SIMMONS	A121
RESIDENCY REQUIREMENTS		21	MS. BROWN	A117
SCHOLARSHIPS	11	25	MR. ARMSTRONG	C135
STUDENT SENATE	24	32	STUDENT SENATE	A149
STUDENT CLUBS	35	32	MS. DWAN TURNER	A137
STUDENT SUPPORT SERVICES	22	26	MS. ANDREA WILLIAMS, DIRECTOR OF STUDENT SUPPORT SERVICES	A125
			MRS. LYNN HURDLE-WINSLOW, COUNSELOR	B105
			RUTH WARREN TUTOR COORDINATOR	A121
STUDENT RECORDS	9	38	MS. BROWN	A120
SOCIAL REGULATIONS-CONDUCT	15	34	COUNSELORS	A119
SUSPENSION	7	45	DEAN SIMMONS	A129
TESTING/PLACEMENT	2	30	MR. SCAFFA	A118
TOWED CARS	21		BUSINESS OFFICE	A137, A231
TRANSCRIPTS		22	STUDENT DEVELOPMENT	A121
TRANSFERS CREDIT		50	ADVISORS-COUNSELORS	
TUTORING	22	31	STUDENT SUPPORT SERVICES/COUNSELORS	
VETERANS AFFAIRS	23	33	MS. BROWN	A118
WITHDRAWAL	5	47	STUDENT DEVELOPMENT	

Foreword

This handbook has been prepared with YOU, the student, in mind. As you will see, a variety of information including many of the policies and regulations affecting students, has been included. As a student, it is important that you know the proper procedure to follow in registering for classes, and in officially withdrawing from school, if necessary. It is also important that you know your program advisor, members of the Student Development staff and other officials who can either help you or refer you to the appropriate person, department or office of assistance with specific problems.

In order that you might achieve your educational goal within a reasonable period of time, it is our hope that you will avail yourself of each opportunity to broaden your views by taking full advantage of the facilities and training available to you. If you have not done so already, set a goal for yourself and then work toward it. Get to know the leaders of the Student Senate and the student clubs. Accept the challenges ahead of you with courage and determination. Become an integral part of each of your classes and COA by asking questions and by participating in extra-curricular activities.

Even though this HANDBOOK will answer most of your questions regarding class attendance, our grading system, student records, academic probation and suspension, financial aid, special services available to students, etc., you are still reminded and encouraged to stop by a counselor's office whenever you have a question or a problem with which you need assistance. Please keep this book with you and use it often since you are responsible for knowing and observing all regulations contained herein.

Equal Opportunity Policy

College of The Albemarle is committed to the principle of equal opportunity. It is the college's policy not to discriminate on the basis of race, sex, color, nation origin, religion or handicap with regard to its students, employees, or applicants for admission or employment.

Inquiries regarding compliance with this equal opportunity policy may be directed to the President of College of The Albemarle.

Academic Information and Regulations

Honor Policy

Each student of College of The Albemarle is on his own honor during his relationship with the College. He is expected to abide by the standards and moral code which the College represents.

Guidance and Counseling

Educational, vocational, and personal guidance and counseling are available to all students from the following two sources: The student development counselors and the faculty.

The student development counselors provide admissions counseling designed to assist students to identify programs of study and to select courses for which they are best suited and which lead toward the attainment of their educational objectives. Counselors continue to work closely with students after they are enrolled to insure that their educational program is implemented and that they are making satisfactory progress toward the accomplishment of their educational goals. The counselors are available also for personal and social counseling if students desire to take advantage of this service.

Since the college offers college transfer education, many students frequent the counselors' offices to discuss transfer admission requirements at senior institutions. Although the counseling staff assumes the responsibility to be cognizant of transfer admission requirements, in the final analysis it is the direct responsibility of the student to contact the senior college or university to determine requirements for transfer, thus verifying the information obtained from counselors.

Faculty members post regular office hours indicating when students and prospective students may seek advisement and consultation.

Testing

Incoming students will be given a series of **guidance and placement tests**. The counseling staff can also provide and administer a variety of interest, personality, and aptitude tests when deemed necessary, or upon request by the student.

Class Attendance

COA regards regular class attendance to be an essential feature of the educational program. Class lectures, demonstrations, discussions, and other experiences are vital ingredients of the educational process which can hardly be compensated for in out-of-class make-up work. **Students who miss more than 10 percent of the classes in a course may be disenrolled from that course** if such absences are unexcused. Excused absences include school-related activities which have been approved by the instructor, illness on the part of the student, or serious family problems requiring the student's attention. To qualify for excused status, however, verification such as a physician's statement may be required. Students who become ill, or are otherwise prevented from attending classes, should inform their instructors at the earliest opportunity. Failure to do so may result in disenrollment from the course.

System of Grading

At the end of each quarter, students will receive Grade Reports for each course taken (Grade Reports for the summer mini quarters are mailed at the end of the summer quarter.) The system of grading is as follows.

GRADE	INTERPRETATION	QUALITY POINTS PER QUARTER HOUR
A	Superior	4
B	Good	3
C	Average	2
D	Poor, but passing	1
F	Failure	0

I INCOMPLETE - a deficiency in the quality of work accomplished. Given only when circumstances do not justify giving a specific grade. Must be removed by the end of the quarter following the one in which the incomplete (I) was received, regardless of whether or not the student is officially enrolled (includes Summer Quarter).

W VOLUNTARY WITHDRAWAL by the student for unavoidable reasons as determined by the Office of Student Development or administrative disenrollment by the instructor. Student Development Counselors may assign grades of "W" until the end of the fifth week following the first day of classes for any quarter. Thereafter, instructors assign **all grades**.

AUDIT Will be interpreted as a statement of intent to officially audit the course at the time of registration.

A few courses offered by the College are graded on a satisfactory (S), unsatisfactory (U) basis. These courses are so indicated in their course description.

Auditing Courses

Students who wish to audit courses must do so at the time of registration. Auditors receive no credit but are expected to **attend classes** regularly and participate in class discussions. They are encouraged to do all work expected of regularly enrolled students. Auditors will be charged the same fees as students taking courses for credit and are responsible for observing the same regulations concerning attendance and behavior as students registered for credit.

Grade Point Average (G.P.A.) Computation

John Doe attended C.O.A. last Fall Quarter. He enrolled in five classes, and his final grades were as follows: English 101, "C"; Biology 101, "C"; Math 121, "F"; History 101, "D"; Physical Education 104, "A". As explained in the Academic Regulations, Grading System section of the current **Catalog**, an A = 4 quality points, B = 3, C = 2, D = 1, F = 0. John's grade point average (G.P.A.) is computed in the following manner:

COURSE	GRADE	QUARTER HOURS	QUALITY POINTS	TOTALS
ENG 101	C	3	x 2	= 6
BIO 101	C	4	x 2	= 8
MAT 121	F	3	x 0	= 0
HIS 101	D	3	x 1	= 3
PED 104	A	1	x 4	= 4
		14		21

$$\text{Divide: } 14 \overline{) 21.00} \quad 1.5 = \text{Grade Point Average (GPA)}$$

The 1.5 G.P.A. is equivalent to a "D" average at College of The Albemarle. However, one should note that a 2.0 or "C" is required (1) to graduate from COA, and (2) to transfer to a senior institution. In addition, it must be understood that earning final grades of "D" and "F" on courses with other grades of "C" will eventually result in a student being placed on Academic Alert, Conditional Status, and/or suspended. See "Policy for Encouraging Academic Progress" for further explanation.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 LABOR DAY	3	4 ORIENTATION FOR NEW STUDENTS	5	6	7
8	9 1ST DAY OF CLASSES FINANCIAL AID PAYDAY FOR EARLY REGISTRANTS	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Academic Honors

DEAN'S LIST

In order to qualify for the Dean's List, a student must pass a minimum of 12 quarter hours of course work and attain at least a 3.5 quality point average, with no grade being below a C. COMMENCEMENT MARSHALS

The rising sophomores who have maintained the highest quality point average during their freshman year are honored by being named Commencement Marshals.

The college, in an effort to recognize those candidates for graduation who have excelled academically, awards Honor Seals on degrees in accordance with the cumulative quality point average noted below. The appropriate citation is also read upon awarding the degree at the graduation exercise.

<i>summa cum laude</i> (with highest honors)	3.85-4.00
<i>magna cum laude</i> (with high honors)	3.70-3.84
<i>cum laude</i> (with honors)	3.55-3.69

Schedule Changes

(DROPPING & ADDING COURSES)

At the beginning of each quarter there is a scheduled period in which students may drop and add courses. The time limit for these changes is published in the academic calendar which appears in the front of the college catalog. Those students wishing to change their schedule should consult with their advisor or counselor. However, it should be noted that **students are advised to exercise good judgment and concern when registering with their counselor in order that a class schedule can be devised in which no changes will be needed for the duration of the entire quarter.**

During the first week of classes and if the advisor/counselor agrees that a change is in order, the drop/add form, called a Registration Change Notice, is completed and signed by the advisor/counselor and the student. In addition, all financial aid students must have Registration Change Notices approved by the Director of Student Financial Aid. Finally, all such changes must be approved by the Registrar, validated by the Cashier, and signed by the Director of Accounting.

From the second week of class through the fifth week of classes, should students need to drop courses, they must see their respective instructors. The instructor will then complete a Schedule Change form for each class the student is dropping and the student must take the form to the Student Development Office.

Withdrawal From College

Students who withdraw from the college must confer with their counselor and complete the appropriate withdrawal form. If the students are financial aid recipients, they must also confer with the Director of Student Financial Aid. In order to ensure that all obligations to and withdrawals from the library are accounted for, the Librarian must also sign the form. The Cashier must validate the withdrawal form.

If the students are unable to confer with their counselor, the students should promptly advise the Dean of Student Development in writing of their decision to withdraw and state the reasons for discontinuing attendance.

Policy for Encouraging Academic Progress

This policy for encouraging academic progress has three goals: (1) prevention of failure, (2) remediation, and (3) as a last resort, exclusion from a program or the college. It applies to all full-time and part-time curriculum students.

To impress students with the necessity of maintaining a good academic record, the college defines three categories of students.

(1) ACADEMIC ALERT

This is a non-punitive category with the purpose of alerting students, counselors, and instructors to potential academic problems. Academic Alert means that students will be notified of their status and will be required to report to their counselor or advisor who will attempt to identify the causes of poor academic performance, suggest ways to improve, and may suggest alternative programs for which the student is better qualified. See Notice #4. Students will be placed on Academic Alert if they have less than an overall 2.00 G.P.A. for any one quarter.

(2) CONDITIONAL STATUS

Students will be placed on Conditional Status if they fail to meet the requirements of the following Academic Progress Scale:

MINIMUM G.P.A.	CREDIT HOURS ATTEMPTED
1.00	0-16
1.25	17-32
1.50	33-48
1.75	49-64
1.90	65-80
2.00	81 and above

This scale does not apply to summer school. Summer school performance will be computed and counted in the cumulative GPA in the succeeding quarter. **Exception:** It does not apply every quarter for students receiving educational assistance under the G.I. Bill.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 FINANCIAL AID PAYDAY FOR LATE REGISTRANTS	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOTICE #1:

Students on Conditional Status may enroll for a maximum of 12 credit hours. In addition, they must fulfill these conditions: enrollment and participation in Applied Psychology (D-PSY 100), which is part of the 12 credit hours, and College Success Skills (ORI 00). Exception: This does not apply to vocational students.

NOTICE #2:

The status of students transferring to COA will be determined by computing the GPA on all hours attempted at other colleges. Following the first quarter at COA, the status will be determined by considering only hours attempted at COA.

NOTICE #3:

Students transferring from COA should be aware that the receiving institution may include all college work ever attempted in computing GPA.

NOTICE #4:

Students enrolled in developmental courses who are on Academic Alert or Conditional Status must meet with the Director of Student Support Services at the end of the first, fifth, and ninth weeks of the quarter (more often if necessary). If they have not already had ORI 99 and D-PSY 100, they shall be assigned to those courses.

(3) ACADEMIC SUSPENSION

Students who are unable to meet the requirement of the Academic Progress Scale after two consecutive quarters of Conditional Status will be academically suspended (or directed to a more appropriate program offered by the college). Any student who fails to fulfill the conditions set forth under Conditional Status will be immediately suspended. Vocational students who do not pass at least one-third of their work on an hourly basis may be excluded from registering for the next quarter or placed on probation.

Conditional Status II students who earn a 2.5 GPA at the conclusion of any quarter may be continued by the Dean of Student Development as a Conditional Status II student for the next quarter without being suspended or having to appeal their suspension to the Academic Appeals Committee. Unless they bring their average up to the minimum GPA on the Academic Progress Scale, students who fail to earn a 2.5 GPA in any quarter thereafter will be suspended but still maintain the right to appeal.

Suspended students who enroll in summer school and pull their overall GPA up to the minimum standards will not have to appeal their suspension to the Academic Appeals Committee.

Appeal of Suspension

The Academic Appeals Committee is composed of the Faculty Executive Committee, the Dean of Instruction, and the Dean of Student Development—all being voting members. In addition, faculty members who serve as advisors to students making appeals are consulting members of the committee. It considers letters of appeal from students who have been suspended because of unsatisfactory academic progress. All letters from suspended students must be received by the Dean of Student Development no later than noon of the second day of classes of the quarter following suspension. The committee meets at 10:00 a.m. on the third or fourth class day of the quarter, whichever falls on a Monday, Wednesday, or Friday. A quorum of three committee members is necessary for it to consider appeals. It is chaired by the Chairperson of the Faculty Executive Committee.

The Dean of Student Development is responsible for distributing letters of appeal and students' transcripts to members of the Academic Appeals Committee prior to an assigned meeting. Students wishing to appeal their suspension must submit a written appeal, including their home address and telephone number, to the Dean of Student Development. The dean will notify appellants of the date, place, and time the committee will discuss their appeal. Students may appear before the committee and speak in their own behalf.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
					LAST FINANCIAL AID PAYDAY FOR FALL QUARTER	
10	11	12	13	14	15	16
			REGISTRATION-SEE YOUR ADVISOR			
17	18	19	20	21	22	23
			EXAMS		QUARTER ENDS	
24	25	26	27	28	29	30
				THANKSGIVING DAY		

Student Records Confidentiality and Release

College of The Albemarle recognizes the importance of exercising responsibility in the maintenance and security of all student records in order to meet the responsibility and the requirement of the Family Rights and Privacy Act of 1974, as enacted by Congress, the College makes the following information known:

- I. Types of education records and information which directly relate to students and which are maintained by the College:
 - A. **Permanent Student Files:** Transcripts of work at other institutions, health forms or records, recommendations letters, placement test profiles, application and residency forms.
 - B. **Transcripts:** Academic record of all courses taken while enrolled at the College.
- II. The official responsible for the maintenance of each type of record, the persons who have access to those records, and the purpose for which they have access:
 - A. The Registrar is the individual responsible for the maintenance of student files and transcripts.
 - B. The permanent clerical staff in the Student Development office have access to the files for maintenance purposes.
 - C. The counselors and faculty advisors have access to the files for the purpose of academic advisement.
 - D. Members of the Academic Suspension Appeals Committee when a case comes before that Committee.
 - E. Other authorized committees whenever the nature of their responsibility requires access to student records (e.g., determining awards at graduation, etc.).
- III. The policy of the College for reviewing, maintaining, and expunging records:
 - A. As a matter of policy the institution destroys all student records except the official transcript five (5) years after the student leaves the College.
 - B. Parents and legal guardians of independent students 18 years of age or older do not have the right to view records, grades, test scores, etc. unless written consent of the student is received. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954 may review student records **without** the written consent of the student.
 - C. Request for student transcripts will not be honored as long as the student has any outstanding debt to the College.

D. Official transcripts and placement files will be forwarded only upon the written request of the student.

E. Whenever it is requested that grades or records of students be released to faculty or to any agency, written permission must be obtained from the student except as outlined in II preceding. Forms are available in the Registrar's office for this purpose.

F. Instructors may post final exam and end of course grades provided student social security numbers are used, unless the student notifies each instructor five class days before the end of the quarter that he/she does not wish his/her grades posted.

IV. The procedures established by the College providing access to records:

A. Upon receipt of a written request from the student, the Registrar shall within forty-five (45) days:

1. Allow the student to inspect and review the permanent file and transcript.
2. Provide the student with copies of the material at a cost of \$.50 per page if the student so desires.
3. Interpret the records to the student.
4. Allow the student to challenge, in writing, the content of the files. Upon receipt of the challenge, in writing, the content of the files. Upon receipt of the challenge, the Registrar shall conduct a hearing at which time any materials found to be inappropriate or misleading will be corrected. The student shall also have the opportunity to insert into the file any written explanations he/she deems appropriate.

B. Student Directory Information includes the following:

1. Name, address, and phone number
2. Date and place of birth
3. Program of study
4. Participation in officially recognized activities
5. Dates of attendance
6. Degrees and awards received
7. The most recent previous educational agency or institution attended by the student.
8. Graduation honors

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 1ST DAY OF CLASSES FINANCIAL AID PAYDAY FOR EARLY REGISTRANTS	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 FINANCIAL AID PAYDAY FOR LATE REGISTRANTS	19	20 CHRISTMAS HOLIDAY BEGIN AFTER CLASS	21
22	23	24	25 CHRISTMAS DAY	26	27	28
29	30	31				

Financial Information, Obligations, Procedures, and Assistance

Financial Obligations

Students are responsible for payment of all obligations to the Business Office or Library. Anyone with unpaid tuition and fees or unpaid Library fines may be excluded from registering and attending classes until such obligations are cleared with the appropriate office. No transcript request will be honored for any student with an unpaid Business Office or Library account.

Student Financial Assistance

Financial assistance is available to the students attending College of The Albemarle who demonstrate need and who meet satisfactory academic and measurable time progress requirements. The financial assistance, granted on the basis of individual need, is administered by the financial aid office staff. This office also assists other agents in the administration of financial aid.

Financial assistance may be awarded in the form of a scholarship, grant, loan, part-time employment, or any combination of these. Scholarships and grants are awarded outright and do not have to be repaid. A student loan consists of a sum of money awarded to a student on a temporary basis to be used to help meet the student's educational expenses and must be repaid after the student leaves the college.

In addition to the college scholarships, which are awarded to eligible financial aid applicants, the college participates in the following federally sponsored programs:

- PELL GRANT
- NC STUDENT INCENTIVE GRANT (NCSIG)
- COLLEGE WORK STUDY (CWS)
- SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)
- STAFFORD LOANS (formerly Guaranteed Student Loans)

Application Procedure

For a student to be considered for all assistance offered by COA, he/she must request the following forms from the financial aid office, complete them, and have the FFS reviewed by the staff before mailing (optional):

1. Family Financial Statement (FFS) Packet
2. Private Scholarship Application (optional)

The following forms are required for financial assistance from federal sources:

1. Three copies of the Student Aid Report (SAR)
2. Other forms which may be requested if the student is validated, such as the student's or parent's tax forms
3. Financial Aid Transcript from all former colleges attended.
4. Financial Aid Need Analysis (which is mailed directly to the college)

Students whose folders are complete by June 1 should receive their Award Letters no later than August 1. Others will be notified by an Award Letter when their application for financial aid is complete. If notification has not been received within a reasonable time after the student believes all forms should have been received, it is recommended that he/she contact the financial aid office concerning the application.

Effective Spring Quarter 1990, applicants for Stafford or Supplemental loans must meet the following requirements:

1. Complete ACT family financial statement (FFS).
2. Receive a completed student aid report (SAR).
3. Complete folder - (must include all required documentation; such as; student/parent 1040's, IVF, etc.)
4. Complete College Foundation application and budget information.
5. All Stafford (formerly GSL)/SLS (Supplemental Loans for Students)/PLUS loan funds must be deposited in the individual students account to pay for tuition, fees, and books for the academic year. A student will be allowed to request only the amount not covered by another source for their tuition, fees, and books. At the end of the year College of The Albemarle will release to the student/or lender all remaining funds.
6. Student must have earned 42 credit hours before a second loan application will be processed at COA.

NOTE: The above applies only if **NO** other funds are available to the student to pay for their tuition, fees, and books.

Scholarships

COA offers more than forty scholarships to certain eligible students. Please inquire at the financial aid office for applications for these scholarships which range from \$50 to \$1500 a year. Most scholarships require that the student attend full time (12 or more hours), maintain a 2.5 or better grade point average, and complete forms showing financial need and scholastic aptitude.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 CLASSES RESUME	7	8	9	10	11
12	13	14	15	16	17	18
19	20 MARTIN LUTHER KING, JR. DAY --HOLIDAY-- COLLEGE CLOSED	21	22	23	24	25
26	27	28	29	30	31	

Deadline Dates

Deadlines are necessary for certain awards. The following completed forms must be at their destination by the dates given below:

North Carolina Student Incentive Grant March 15
Most COA Scholarships May 1

Academic Requirements

Students who drop below the GPA satisfactory academic requirements or the measurable time progress requirements will be removed from financial assistance the following quarter and will not be eligible for further financial aid until a 2.0 GPA (with a minimum of six credit hours) has been maintained for each quarter thereafter or until their overall GPA is within the satisfactory academic requirements scale and the measurable time progress requirements scale. Financial assistance may be reinstated the quarter following demonstration of satisfactory progress in academics and time progress. Also, students who fall below a 2.0 will not be paid until Payday 1B on the Pay Schedule.

Support Services

All students who are receiving financial aid whose grade point average falls below 2.0 are requested to apply for the Support Services Program.

Repeating Courses

Students cannot be paid twice for the same course. If students are paid for taking a certain course and withdraw from that course, they cannot be paid if they repeat the same course.

Award Letter

When eligible students receive Award Letter, they should answer the appropriate questions, sign and return it immediately, signifying acceptance of the award. If the aid is not suitable for the student's needs, he/she should make an appointment with the Assistant Dean of Student Financial Aid for consultation.

Personal Interview

The Assistant Dean of Student Financial Aid and staff will be happy to have a student and his/her parents visit the campus and discuss financial matters personally. Although an appointment is not necessary, it is suggested that visitors advise the financial aid office of the proposed visit. Office hours are from 8 a.m. to 4:30

p.m. weekdays. The offices are located in Building A, Rooms 123 and 117.

In Summary

The financial aid office staff is here to help you in any way we can with your financial needs while you are attending COA. To assure a continued flow of your financial aid, you should:

1. Register during the early registration period.
2. Keep your grade point average above 2.0.
3. Enroll for at least 12 hours.

And you must:

1. Pay for courses you repeat if you withdraw from them.
2. Take and pass sufficient credit hours to show that you are progressing normally toward your degree/certificate program.
3. Apply yearly for financial aid.

Refunds and Tuition Credits

Tuition refunds shall not be made unless the student is, in the judgment of the institution, compelled to withdraw from the college for unavoidable reasons. In such cases two-thirds of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of \$5.00 or less, unless a course or curriculum is not offered, in which case all tuition shall be refunded. All refunds are forfeited for failure to adhere to proper withdrawal procedures.

All fees, including student activity fees, are non-refundable and forfeited upon withdrawal from college.

Where students, having paid the required tuition, withdraw from the college before the end of the quarter and the reasons for withdrawal are found unavoidable by the college, they may be allowed credit for unrefunded tuition if they apply for re-admission during any of the next four calendar quarters and petition in writing to be allowed such credit. All credits are forfeited for failure to adhere to proper withdrawal procedures.

Petitions for refunds and credits must be made in writing to the Dean of Student Development within ten (10) calendar days of the official date of withdrawal. Forms for this purpose are available in the Student Development Office. Reasons for withdrawal will be considered unavoidable when circumstances beyond the control of the student affect the life and livelihood to such an extent as to make continued enrollment impossible. Matters of personal convenience or preference are not considered unavoidable reasons.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

LAST FINANCIAL AID
PAYDAY FOR WINTER
QUARTER

← REGISTRATION-SEE YOUR ADVISOR →

← EXAMS →

General College Regulations

Student Responsibilities, Regulations and Conduct

1. Admittance to all social events will be by student identification cards.
2. No outside guests, other than a student's date, are allowed.
3. Dress of students (or their guests) should be appropriate for the occasion according to the school function involved.
4. College students are considered to be mature individuals. Their conduct, both in and out of school, is expected to be that of responsible adults in public places. Any and all actions or materials prohibited by federal, state, and city-county law also are prohibited on the COA campus. Common courtesy and cooperation are the basic rules for conduct.
5. The playing of portable radios, tape recorders, and other similar equipment by students in halls, classrooms, labs, student center, and other common areas is prohibited. However, with the approval of an instructor, students may use tape recorders to record lectures and class discussions.
6. The use of skateboards on campus is prohibited.
7. General misconduct by students (or their guests) at school functions will subject them to disciplinary action by the Disciplinary Committee.
8. Each student is held responsible for information published in the College Catalog and Student Handbook and announcements placed on the student bulletin boards.
9. Students who negligently lose, damage, destroy, sell, or otherwise dispose of College property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
10. Under no condition will intoxicating liquor (any beverage containing as much as one half of one percent alcohol), narcotics, illicit drugs, hallucinogens, barbiturates, or amphetamines be permitted in or on College property. Anyone known to be under the influence of same is prohibited from College property. Additionally, the introduction, possession, sale, exchange, and/or use thereof is considered grounds for dismissal and possible legal action. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

11. Students who engage in such acts as stealing, cheating, gambling, use of profane language, personal combat and possession of firearms or dangerous weapons on College property are liable to disciplinary action.
12. Cheating and plagiarism are those processes of utilizing as one's own, another's work, words, or ideas. Those processes are not the mark of the competent college student; and students who use them are subject to disciplinary action by the College.
13. Personal cleanliness and property cleanliness are important phases of training. Students will be expected to make use of the disposal containers in the halls and in areas of shops and classrooms.
14. No students shall possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284. 1, bowie knife, dirk, dagger, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any College building or vehicle, or other property owned, used, or operated by the College.
15. College of The Albemarle honors the right of free discussion and expression. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the education process, destruction of property and interference with the rights of others cannot be tolerated. Accordingly, it shall be the policy of the College to deal with such disruption, destruction, or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs.
16. Any student, who with the intent to obstruct or disrupt any normal operation or function of the College, or any of its components, engages, or invites others to engage, in individual or collective conduct which destroys or significantly damages any College property, or which impairs or threatens impairment of the physical well-being of any member of the College community or which because of its violent, forceful, threatening or intimidating nature, or because it restrains freedom of lawful movement, or otherwise prevents any member of the College community from conducting his normal activities within the College, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, or dismissal from the College.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 EXAMS QUARTER ENDS	3	4	5	6 1ST DAY OF CLASSES FINANCIAL AID PAYDAY FOR EARLY REGISTRANTS	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 FINANCIAL AID PAYDAY FOR LATE REGISTRANTS	28
29	30	31				

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstructing or disrupting any normal operation or function of the College or any of its components: (1) occupation of any College building or part thereof with intent to deprive others of its normal use; (2) blocking the entrance or exit of any College Building or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging premises; (4) any possession on or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive or inflammable material in any College building or on any College campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation, or orderly conduct of any College class or activity or of any lawful meeting or assembly in any College building; (6) blocking normal pedestrian or vehicular traffic on or into any College campus.

Student Grievance Procedure

I. Grievance Procedures on the Informal Level

A. A student who thinks he or she has received unfair or improper treatment should address the problem informally through discussion with the faculty member, staff member, or administrator involved. In certain situations, however, the student may feel more comfortable in first discussing the problem with one of the student development counselors. This discussion should be to determine the necessary procedures to solve the problem at the lowest level.

B. If this discussion does not resolve the situation the student should request input from the immediate supervisor of the person involved. If the grievance involves a faculty member, the student should discuss the problem with the departmental chairperson; if the grievance involves a staff member or administrator, the student should discuss the problem with the appropriate dean; if the grievance involves a dean, the student should discuss the problem with the College President.

II. Grievance Procedures on the Formal Level

A. A student who is not satisfied with the resolution reached at the informal level may submit a formal grievance in writing to the appropriate dean. The grievance must be dated and signed by the student and must:

1. describe in detail the grievance and the facts related to the grievance;

2. identify the person, policy, or procedure against whom or what the grievance is filed;
3. explain the steps taken in an effort to resolve the grievance at the informal level;
4. describe the student's idea of a satisfactory resolution. This document must be submitted within twenty (20) days after the end of the quarter in which the alleged grievance occurred.

B. The dean will review the grievance, make such inquiries as he or she deems appropriate, and provide the student with a written response within fifteen (15) working days, including in the decision:

1. disposition of the grievances and discussion of the steps taken in the inquiry;
2. subsequent appeals steps possible for the student, such as pursuit of the grievance through discussion with the college president and/or appropriate college committees.

III. Appropriate Channels for Appealing Grievances at the Formal Level

A. A student who has an unresolved complaint concerning a faculty member or a problem involving an academic matter should submit a grievance to the Dean of Instruction.

B. A student who has a problem involving a non-academic matter or a problem dealing with federal regulations concerning the handicapped (Section 504 of the Rehabilitation Act of 1973) should submit a grievance to the Dean of Student Development.

C. A student who has a problem involving sexual harassment or discrimination (Title IX of the Education Amendments of 1972) or affirmative action should contact the Director of Development and Planning.

College Disciplinary Committee

The purpose of this committee is to hear charges against students accused by any member of the college community of infractions of rules or regulations applying to student behavior; to judge the guilt or innocence of students so charged; and to decide upon action to be taken against student judged to be guilty of such infractions.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
EASTER SUNDAY	—HOLIDAY— COLLEGE CLOSED				—HOLIDAY— COLLEGE CLOSED	
26	27	28	29	30		

The College Disciplinary Committee shall be composed of all current members of the Faculty Executive Committee, a student representative appointed by the current President of the Student Senate, the Dean of Student Development, and the Dean of Instruction. The Dean of Instruction serves as the chairman and votes only in the event of a tie. The Dean of Student Development, as a representative of the student's interests, will be a non-voting member.

Disciplinary Procedures

Any student, faculty member, or administrator may:

1. File a written complaint against the student with the Dean of Instruction and request that the College Disciplinary Committee be convened to consider the complaint. The written charges of the alleged violations shall include the rule(s) or regulation(s) allegedly violated.
2. The Dean of Instruction shall distribute copies of the complaint to the committee members and to the student against whom the complaint is lodged and set the time for the committee's meeting. The student's copy of the charges and alleged violations shall be handed to the student by the Dean of Instruction or his designee or the copy may be mailed to the student's residence or last known residence.
3. The committee shall be the judge of whether sufficient time has elapsed for the accused to prepare his defense.
4. If the student fails to appear at a scheduled hearing and offers no reasonable excuse, the student will be suspended from the college for one quarter. If the student is unable to appear at a scheduled hearing for a logical reason, another hearing date will be set. The student will direct the excuse to the Dean of Instruction.
5. No member of the Disciplinary Committee who has an interest in the case shall sit in judgment. A temporary replacement shall be appointed by the Dean of Instruction except in the event or replacement of the Student Senate representative, whose replacement shall be appointed by the President of the Student Senate.
6. At the hearing, the Dean of Instruction shall preside. The Dean of Student Development shall present any information relative to the situation.
7. Both the accused and the accuser shall have the right to make statements in extenuation or rebuttal and to call witnesses on their behalf. Both shall also have the right to question witnesses.

8. Members of the committee shall have the right to call other persons to appear, and to question witnesses and the accused.
9. Any member of the college faculty or staff, or any student or group of students, may appear only with prior permission of the committee.
10. The Dean of Student Development may make a recommendation to the committee.
11. The Dean of Instruction shall be responsible for keeping a verbatim record of the hearing (e.g., a recording). In addition, he/she shall prepare three case summaries of the proceedings. One copy of the case summary shall be kept permanently in the office of the Dean of Instruction, another kept in the office of the Dean of Student Development (to be retained in files separate from student's permanent academic files) and the third shall be for the student. The recording shall be retained by the Dean of Instruction. The Secretary to the Dean of Instruction is authorized to be present at the proceedings for operation of the recorder and to take written minutes for the case summaries.
12. An appeal of a decision by the college disciplinary committee may be made to the President.

Student Identification Cards

Each student receives a student identification card upon paying his student activity fee. The ID Card will admit full-time students to school functions without admission charge unless otherwise specified. Each student should carry his ID Card with him at all times as he will need it to check out library books. The ID Card may also be used by a student when needed to establish his identity as a COA student off campus.

Care Of The Campus

Property cleanliness is vital to the care of the college campus. Students will be expected to make use of the disposal containers in the halls and in all areas of shops and classrooms.

Bulletin Boards

Following are regulations governing the use of all College bulletin boards:

1. All notices, posters, etc. to be posted must bear the initials of either Dean of Student Development, one of the Counselors, or the Evening Director. The "date posted" and "date to be removed" should be included on each notice by any of the three officials approving the notice.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
					LAST FINANCIAL AID PAYDAY FOR SPRING QUARTER	
10	11	12	13	14	15	16
				← SUMMER SCHOOL REGISTRATION →		
17	18	19	20	21	22	23
			← EXAMS →			
					← QUARTER ENDS →	
24	25	26	27	28	29	30
			GRADUATION			

2. No poster, official notices, or announcements of any nature are to be allowed or displayed anywhere on the College campus other than on bulletin boards unless authorized by the Dean of Student Development.
3. It is the duty of all students to read the announcements on the bulletin boards for information as they will be responsible for any announcements that are posted.

Smoking

Smoking tobacco products or related products is prohibited inside all buildings on the Elizabeth City campus, including the Extension Center on Riverside Avenue. Smoking is also prohibited inside buildings on the Dare County Campus, the Edenton-Chowan Adult Education Center, the ABLE Center in Elizabeth City, and the instructional areas in buildings used by the college throughout the service area.

Smoking areas will be designated outside the buildings, with receptacles being provided for the disposal of cigarette butts and other tobacco products.

Smoking is also prohibited inside all college vehicles.

Traffic and Parking Regulations

General Statutes 115D-21 makes all the provisions of Chapter 20 of the General Statutes relating to the use of highways of the State of North Carolina and the operation of motor vehicles thereon applicable to the streets, roads, alleys, and driveways on the campus of College of The Albemarle. It also empowers the trustees to make local rules and regulations not in conflict with state law.

- A. **Purpose:** To provide for orderly and safe traffic and parking for all who study, work and visit on the campus of College of The Albemarle.
- B. **Personal Responsibility:** It is the responsibility of all who enter upon the campus to observe the traffic and parking regulations.
- C. **Speed Limits:** The speed limit on all roadways is 20 mph, except the speed limit on roadways within parking lots is 10 mph.
- D. **Parking:** Parking is permitted only in college parking lots within marked spaces and in other areas which may be designated on a temporary basis by the President as space requirements may dictate. Faculty and staff may not park in spaces designated for students and visitors. Students and visitors may not park in spaces designated for faculty and staff. Only handicapped persons may park in spaces designated for the handicapped.

Special reserve parking spaces may be designated by the President for special events. No one other than authorized persons may park in spaces designated "Reserve." Use of Albemarle Hospital parking while visiting, working, studying, or doing business at College of The Albemarle is prohibited.

E. **Vehicle Identification:** Students will receive a parking decal at the time of payment of tuition at the Business Office. At other times, decals will be available from the receptionist desk in Building A. One decal should be obtained for each vehicle to be driven onto the campus. Handicapped persons are required to register their vehicles with the Dean of Student Development and to display the necessary parking permit. Parking decals and permits must be placed on the rear bumper of the vehicle.

Towing and Fines

Vehicles found in violation of the above regulations will be towed at the owner's expense or citations will be issued with fines imposed as follows:

- A. Parking in roads, alleys, driveways, on sidewalks or grass, in loading zones and/or service areas, or in fire lanes-**TOWED AWAY.**
- B. Parking in an unauthorized area-**TOWED AWAY.**
- C. Parking in such a manner that two parking spaces are utilized for one vehicle-**TOWED AWAY.**
- D. Parking in Albemarle Hospital parking spaces for purposes related to the college-**\$5.00**
- E. Exceeding posted speed limit-**\$5.00**
- F. Traveling opposite direction on one-way roadway-**\$5.00.**

Fines are payable to the college cashier in Building A. If fines are not paid within seven (7) academic days after issuance of a citation, student's records will be encumbered, transcripts will not be released, and graduation will not be allowed until fines are paid. If records are encumbered, and additional fee of \$5.00 will be assessed for failure to adhere to regulations.

Violations and Adjudication

If one receives a parking citation and feels that the citation was issued in error, he or she may appeal to the Dean of Student Development within 48 hours. If the Dean of Student Development determines an error has been made, the citation will be voided. If the Dean determines no error has been made, the person receiving the citation may appeal to the President of the college within 24 hours. The president's decision is final.

College Services

Learning Resources Center

A Library Handbook has been prepared by the library staff and is available in the library for students.

During the fall, winter, and spring quarters, the LRC is open each day from 7:45 a.m. to 9:30 p.m., except for Friday when it closes at 4:00 p.m.

The Bookstore

The bookstore is located in the Student Center in A-Building; day and evening hours are posted.

Used Bookstore

Operated by Phi Theta Kappa Honor Fraternity, the Used Bookstore is located in the Student Center and is open during the first week of each quarter. Students can both sell and purchase any college textbook at the Used Bookstore.

Career Resources Center

College of The Albemarle maintains a Career Resources Center which contains information regarding 3,000 colleges and schools, 20,000 occupations, and national labor trends. The Career Resources Center also has self-appraisal guides, interest inventories, and career planning materials for students' use. Information on how and where to look for jobs, how to prepare resumes, and effective interviewing techniques is also provided. The Assistant Dean, Counseling and Placement is available for counseling assistance in using these career resource materials.

Job Placement

College of The Albemarle attempts to provide both educational and job placement assistance for its students. College transfer students are assisted by the Student Development counseling staff in gaining admission into senior colleges and universities to complete their baccalaureate program.

All other students who do not plan to continue their education are urged to register with Placement Office a minimum of six months prior to their graduation date, regardless of whether or not they plan to seek employment immediately upon graduation.

Students who desire employment are recommended to prospective employers in business and government and notified

of vacancies which exist. Upon request by a prospective employer and approval of the student, the student's credentials consisting of personal data, references, and college transcript are sent to the employer by the Placement Office. Registrants are eligible for interviews with recruiters who come to the Placement Office seeking applicants for Jobs.

Placement forms are available at any time during regular office hours. The Director is also available for counseling with registrants who need information about job opportunities.

There is no charge for any of the services of the Placement Office.

Student Support Services

Student Support Services is a federally-funded program which serves students with academic potential who are economically disadvantaged and/or first-generation college students and those who are learning disabled or physically handicapped. The program offers supportive services to a select group of students who may not otherwise show their true academic potential. Academic advisement, no-cost tutoring, child care services, assistance in applying for financial aid, personal development counseling, resource information and guidance, and cultural enrichment activities are facets of the program which increase the likelihood that students will successfully reach their college goals.

The tutorial program is a component of Student Support Services and is available to Student Support Services participants in all regular curriculum courses. The tutorial program is designed to help those students who are having difficulty making satisfactory grades in any particular subject. Students recommended by instructors will tutor those students in need of assistance. Students interested in the tutorial program should contact the Student Support Services Office or the Program's Tutor Coordinator.

The child care program, also a component of Student Support Services, is a federally-funded project designed to meet the needs of single parents and/or homemakers who may not otherwise be able to attend classes. Depending upon the availability of funds, the college contracts with local child care providers who meet the standards of the Day Care Services Office to provide child care services to eligible Student Support Services participants enrolled in vocational and technical curricula. Interested students should contact the Student Support Services Office or the program's counselor.

Student Assistance and Intervention Program

In addition to the counseling services provided by the COA staff and faculty, a supplemental assistance program is available to students through Tidewater Psychiatric Institute. This program provides short-term counseling services to students at no charge. Professionals can help students with a variety of issues, including crisis intervention, relationship and family concerns, alcohol and drug problems, school adjustment, emotional difficulties, legal referrals, financial counseling, and stress reduction.

For more information, talk with your instructor or to a COA counselor. Or, for 24-hour confidential help, call 335-2085.

Veterans Affairs

Veterans are invited to take advantage of the student services and educational programs offered by the college. College of The Albemarle cooperates with the Veterans Administration (VA) and the North Carolina Department of Veterans Affairs in assisting veterans and dependents of disabled or deceased veterans. For information and application forms students should contact local Veterans Affairs offices.

Most curriculum courses listed in the catalog are approved for veterans training, as well as the Adult High School Completions Program. For information concerning approved courses, please contact the Registrar.

All veterans and/or dependents are urged to contact local VA officers or the North Carolina Department of Veterans Affairs offices at least one month prior to enrollment at College of The Albemarle, and further to contact the Registrar for general information concerning VA educational benefits at the time of initial enrollment at the college.

All general regulations contained in this catalog apply to all students. However, there are some special conditions for the enrollment of veterans and/or dependents of veterans:

1. Under the laws and/or regulations governing institutions approved for training of veterans and/or dependents of veterans, certain documents must be on file prior to certification of enrollment for educational assistance purposes. No eligible persons will be certified until the following documents are in the hands of the certifying official:
 - A. Application for admission
 - B. High school transcript or its equivalent (GED)
 - C. Official transcripts of all previous education or training

2. Changing Curriculum. Any deviation from the VA-approved educational objective constitutes a change of program. A Request for Change of Program (VA Form 21E-1995) must be filed with the VA at the beginning of the quarter in which the change is anticipated.
3. Address Change. The VA must be notified of any change of address to which assistance checks are mailed. Forms for this purpose are available from the NC Department of Veterans Affairs.
4. Auditing Classes. The VA does not recognize auditing as part of a normal class load. Should a change to audit reduce the course load below the number of hours necessary to be considered a full-time student, the Registrar must notify the VA of such change and assistance pay will be adjusted according.
5. Class Attendance. All students are expected to attend all classes. When excessive absences cause disenrollment by the instructor, the registrar must notify the VA of a reduced course load which, in turn, could affect assistance payments. Monthly attendance reports are required of all veterans enrolled in Vocational programs.
6. Withdrawals. Courses dropped after the official drop period, not to exceed 30 days, which reduce the certified rate of pursuit could result in the reduction in rate of pursuit being retroactive to the beginning of the term. This applies particularly when a nonpunitive grade is given by the instructor and no mitigating circumstances exist. Mitigating circumstances as defined by the VA are:
 - A. Serious illness of the eligible veteran or person.
 - B. Serious illness or death in the eligible veteran's or person's immediate family.
 - C. Immediate family or financial obligations which require a change in terms, hours, or place of employment which precludes pursuit of a course.
7. Special Restriction. Federal regulations prohibit the enrollment of an eligible veteran in any curricula for a period during which more than 85 percent of the students enrolled are having all or part of their tuition, fees, or other charges paid to or for them by the school, the Veterans Administration, and/or by grants from any Federal agency. (Exception: Veteran's Farm Training Program).

8. A veteran or other eligible person may not repeat a course for which credit has been granted and use those hours as a part of the VA certification.

College of The Albemarle reserves the right to cancel enrollment certifications of any veterans and/or dependents of veterans not making normal academic progress toward the approved educational objectives outlined in the College Catalog.

Records of progress are kept at this institution on veteran and nonveteran students, alike. Progress records are furnished to the students, veterans and nonveterans alike, at the end of each scheduled school term.

Student Activities

Student Activity Fee

The student activity fee, which shall be recommended by the Student Senate and approved by the College administration, will be collected during registration for fall, winter, and spring quarters. This fee will be used to finance the projects, social events, and other activities of the Student Senate and student clubs, and must be paid in order to receive a Student ID Card.

Student Government

The Student Senate is the governing body of the students at COA. From the activity fees which are paid by part-time and full-time students, the Student Senate appropriates funding for a variety of campus programs, activities, and publications, including this handbook. The Senate works closely with the Director of Student Activities to plan and direct campus events.

Students may participate in the Senate as elected and appointed government officers or Senators, who are entitled to vote, or as non-voting attendants at any meeting. All students of the College are invited and encouraged to attend the Student Senate meetings and to voice their concerns and ideas. The Senate generally meets every Monday at 10:00 a.m. in Room A201 during regular class weeks.

A copy of the Student Senate Constitution is included in the back of this handbook.

Social Events

The social life of College of The Albemarle is aimed to meet the needs and desires of the students. The social events provide opportunities to get to know fellow students and members of the faculty personally.

It is the hope and desire of the Student Senate that all students will take part in these activities. Any suggestions will be welcomed by the Senate.

Athletics

The opportunity for students to participate in an athletic program is made available in two ways--through physical education classes which are creditable toward graduation, and through an active intramural program which is designed to afford maximum participation.

The intramural activities at COA include, but are not limited to, soccer, basketball, volleyball, bowling, track and field, softball, tennis, ping-pong, golf, flag football, archery, and the annual cross-country run.

Physical education courses offered include the following:

ADAPTED PHYSICAL EDUCATION

Basic Movement	Gymnastics
Flag Football	Volleyball
Soccer	Track & Field
Basketball	Swimming
Badminton	Sailing
Archery	Lifesaving
Tennis	Dance
Softball	Bowling
Golf	Water Safety Instructor
Stunts & Tumbling	Techniques of Officiating

Student Awards

An Awards Convocation is held each spring at which student awards are given to those students who have exhibited qualities of leadership and enthusiasm in their respective clubs/organizations. Other awards include intramurals, *Who's Who Among Students in American Junior and Community Colleges*, *Talent Roster of Outstanding Minority Community College Graduates*, and various Student Senate and club awards.

Special Information

Student Housing

Many students from other counties and states desire to live in Elizabeth City while attending College of The Albemarle. No dormitory facilities are provided. Students must arrange their own living accommodations. *The college does not assume responsibility for the acquisition, approval, or supervision of such housing.*

Facilities For Physically Disabled Persons

All of the buildings, classrooms, and meeting areas at COA are accessible to the disabled. Handicapped-only parking spaces are provided close to building entrances in the A and C Building parking lots. Doorways can accommodate wheelchairs in every building; please note, however, that some wheelchair users entering Building C may find the side entrance to the building's breezeway area easier to manage than the air-lock entry at the front of that building.

Elevators are located in the A Building hallway across from the information desk, and in the C Building lobby. Access to the second floor of the B Building may be gained by using the "catwalk" connecting the second floors of Buildings A and B.

Health Services

The college does not have an elaborate system of health services. However, the Rescue Squad of Pasquotank County is available on call at no cost to the student in case of an emergency. First aid kits are currently available in physical education faculty offices (C 152), the cashier/business office (A 129), the maintenance offices, and certain laboratories. These locations are subject to change. The kits are available for student use; however, *the college does not assume responsibility for the administration of first aid.* The college's Policy and Procedure Manual should be consulted for information and procedures for handling accidents and emergencies.

Students have an opportunity to purchase accident insurance when they register. The college strongly recommends that students who enroll in occupational programs or who plan to take physical education activity courses purchase accident insurance.

Student Accident Insurance

All full-time students may purchase either of two Youthguard Accident Insurance policies during the registration period each quarter. The cost is approximately \$8.25 per year for coverage at COA and to and from COA. Another policy providing 24 hours coverage is approximately \$55.00 per year. Insured students who receive injuries are reminded that they are responsible for completing appropriate forms in the Business Office.

Emergency Procedures

Emergency cases occurring during regular day classes should be handled in the following manner:

- A. Notify the Student Development Office at once (335-0821, ext. 218). This office will send a representative to the scene of the emergency to determine the appropriate action to be taken.
- B. If necessary, the Student Development representative will notify the Elizabeth City-Pasquotank County Rescue Squad (911).
- C. The Student Development representative will accompany the student to the hospital if hospitalization or further medical attention is necessary.
- D. The Student Development representative accompanying the student will notify the Student Development Office as to the nature, seriousness, diagnosis, and prognosis of the illness or injury in order that the parent, guardian, or spouse of the individual may be notified.
- E. Spectators should not render help unless qualified or under the supervision of qualified medical personnel. The ill or injured person should not be moved unless absolutely necessary.
- F. Try to keep the ill or injured party dry and warm. All objects should be moved that may cause further injury.
- G. Emergencies occurring in on-campus evening classes (Adult Education classes included) should be handled in the same manner as that of the regular day classes, with the following exceptions:
 1. The Evening Director will be notified instead of the Student Development Office.
 2. The Evening Director will submit a written report describing the incident and how it was handled. This report will be sent to the Dean of Student Development the day following the incident.
 3. Emergencies occurring in off-campus classes under the direction of the Adult Education Division will follow a procedure to be determined by the Director of that division.

Lost and Found

If a student loses an item on campus, he/she should check with the Student Development Office to see if it has been turned in. All students are urged to turn in items that have been found to the Student Development Office as soon as possible.

Telephone Calls

Students having to make telephone calls are asked to use the pay phone in the first floor lobby of C-Building or in the Student Center. Students will not be called from classes except in the case of an emergency.

Class Rings

Class rings are available for any regularly enrolled student who has reached sophomore status (42 quarter hours credit) with at least a 1.50 average. A graduate of COA is qualified to order a class ring at any time.

The rings, which can be ordered through the Bookstore for all qualified students, require a deposit. All rings will be shipped C.O.D. directly to the student.

Constitution of the Student Senate

Preamble

We, the students of College of The Albemarle, with full understanding of the vast responsibility we have acquired, do hereby acknowledge the following constitution as the basis for the fulfillment of our duties and obligations as representatives of the student body of College of The Albemarle. It is with a single purpose, to contribute to the well-being of this institution, that we present this constitution.

Article I - Name

Student representatives elected by fellow students who are enrolled at the College of The Albemarle and have paid the student activity fee, shall constitute a student governing body known as the Student Senate.

Article II - Membership

The Student Senate shall be composed of the following: eight (8) Executive Council Officers, one(1) Executive Senator, a Senator from each club or organization recognized or chartered by the Student Senate, three (3) Dare County Center Senators, three (3) Senators each from College Transfer, Technical, & Vocational Program areas as defined by the Dean of Student Development and appointed by their respective department chairpersons, three (3) Evening School Senators, with one each being from the College Transfer, Technical & Vocational Program areas respectively. The Evening School Senators shall be appointed by the Director of the Evening Program. The remaining membership shall include eight (8) Freshman Class Senators (comprised of the three (3) Freshman Class Officers and five (5) Freshman Class Senators appointed by the Freshman Class Officers pending a two-thirds majority vote by the Student Senate.)

The Student Senate does not discriminate on the basis of race, sex, color, national origin, religion, or handicap with regard to its purpose, membership, or activities.

Article III - Purpose

The purpose of the Student Senate of the college shall be to promote good citizenship throughout the college and to plan and initiate with the advice and consent of the Dean of Student Development or his/her designee the activities sponsored by the Student Senate. It shall be the purpose of this organization, also, to stimulate interest in college life both on the campus and in the community.

Article IV - Membership Qualifications of the Student Senate

SECTION 1. QUALIFICATIONS FOR ALL EXECUTIVE COUNCIL OFFICERS

In order for students to hold office in the Student Senate, they must have attained a 2.0 overall grade point average and be at least a part-time student taking 6 hours when nominated, & must maintain it during their tenure. They must have earned 30 hours credit by the beginning of the fall quarter of the academic year for which they are elected, with the exception of the Freshman Class President, who must abide by the Freshman Class Officer requirements. The Student Senate President may not hold the office of president of any club or the editorship of any college publication. It is also recommended that the other Executive Council Officers not hold the office of president or editorship of any other club or organization. Any specific qualifications for each office will be listed in Article VI; Sections 2 and 3.

SECTION 2. QUALIFICATIONS FOR FRESHMAN CLASS OFFICERS AND SENATORS

Freshman Senators and Class Officers must be at least half-time students taking six quarter hours credit after their first quarter and have a 2.0 overall GPA after their second quarter and must maintain that average during their terms in office.

SECTION 3. QUALIFICATIONS FOR CLUB SENATORS

Each Club Senator who is a returning student must have a minimum 2.0 GPA and be at least a half-time student taking 6 quarter hours at the time of election and must maintain that GPA and status during his/her tenure. Club Srs who are freshmen must

have and maintain a 2.0 overall GPA after their second quarter and must maintain at least half-time status, taking 6 quarter hours, during their appointment. Each Club Senator is required to give an oral quarterly report of club activities and finances to the Student Senate.

Article V - Meetings

Meetings of the Student Senate may be called by the President at any time or upon request of the student body or by two-thirds of the Senators. The number of meetings is not hereby specified; however, they shall be scheduled on Mondays at 10:00 a.m., and the President shall specify at the beginning of each term, the exact time, place, and date of regularly scheduled meetings. Those members of the student body attending Student Senate meetings as guests shall be allowed to participate in business discussions, but they shall not have the power to vote in the Student Senate. The President shall have the authority to ask guests to leave the room at the time votes are cast. Groups wishing to present business before the Student Senate should present a written notice of their business, to the President or Parliamentarian no later than Friday at 10:00 a.m. of the week prior to the meeting they wish to attend. The Parliamentarian will then schedule said business on the agenda for the next meeting.

Article VI - Officers

SECTION 1. EXECUTIVE COUNCIL

The officers of the Student Senate shall be as follows: President, Vice-President, Secretary, Treasurer, Historian, Sergeant-at-Arms, Parliamentarian (non-voting) and Freshman Class President.

SECTION 2. GENERAL DUTIES

The general duties of the Executive Council officers shall be as follows:

- A. Expected to attend all Senate-sponsored events (Article XI, Section 4 applies);
- B. Expected to function in an ex-officio capacity in assisting the new Executive Council officers in May of each year;
- C. Expected to exhibit exceptional pride and responsibility to the position that they hold; and

D. Any officer who has served a complete term, as defined in the Constitution of the Student Senate, may not succeed himself or herself in office, but is eligible to hold another Senate office.

SECTION 3. SPECIFIC DUTIES

The specific duties of the Executive Council officers shall be as follows:

A. President - It shall be the duty of the President to preside at all Student Senate meetings and to appoint chairpersons for various committees to insure cooperation between the student body and the Student Senate. The President shall have authority to schedule the exact time, date, and place of all meetings and to cancel meetings. He/she also has authority to grant excused absences to students who are absent from meetings, events, or activities.

B. Vice-President - It shall be the duty of the Vice-President to assume the duties of the President in the absence of the President. He/she will supervise all elections and shall preside over the Freshman Class until such time as the Freshman Class Officers are elected.

C. Secretary - It shall be the duty of the Secretary to attend all meetings and to keep accurate minutes. He/she shall serve as Recording Secretary and Corresponding Secretary, and he/she should have sufficient typing skills to type forty (40) words per minute. In addition the Secretary is required to have minutes typed with sufficient copies made for posting on bulletin boards and distribution to administrative officers of the college within four (4) class days following each meeting. The Secretary must have Student Senate minutes approved by the Senate Advisor prior to publication and distribution. Article XI, Section 4 applies.

D. Treasurer - It shall be the duty of the Treasurer to keep accurate financial records and to handle, with the assistance of the Senate Advisor all financial affairs concerning the Student Senate. He/she shall also make a quarterly financial report at the second meeting of the new quarter.

E. Historian - It shall be the duty of the Historian to keep an accurate quarterly record of the activities of the Student Senate by the second meeting of the following quarter with the exception of spring quarter which shall be presented by the last scheduled meeting of spring quarter.

F. Sergeant-at-Arms - It shall be the duty of the Sergeant-at-Arms to keep order at all meetings and Senate-sponsored events.

G. Parliamentarian - The Parliamentarian shall be appointed by the President and shall serve at his/her pleasure. He/she shall act in an advisory capacity and shall have no vote. It shall be the duty of the Parliamentarian to promote parliamentary procedures at the Student Senate meetings. It shall be his/her responsibility to have a working knowledge of Robert's Rules of Order. He/she shall also be responsible for holding a parliamentary procedure workshop twice yearly.

H. Freshman Class President - It shall be the duty of the Freshman Class President to represent the best interest of the Freshman Class.

SECTION 4. ELECTION OF CLUB SENATORS

The chartered clubs and organizations shall elect their respective Club Senator. The Club Advisor shall submit the name of the Club (representative) Senator to the Senate Advisor by the fourth week of classes in the fall quarter.

Article VII - Oath of Office

Before entering upon their duties, all Executive Council members shall at first meeting in May, take the oath of office in unison in the presence of the departing Executive Council members. This does not apply to the Freshman Class President, who will take the oath upon the first Student Senate meeting after the Freshman Class elections.

Oath: *"I pledge to every citizen of this college to use all my powers to strengthen and uphold the principles and ideals of student government at College of The Albemarle."*

Article VIII - Committees

Section 1. The chairperson of the standing committees shall be appointed from the elected Student Senators by the President with approval of the Senate. The committee members are appointed by the chairperson of each committee.

SECTION 2. Committee chairpersons and committee members shall be appointed after Freshman Class elections but no later than the second week after elections.

SECTION 3. THE STANDING COMMITTEES AND THEIR DUTIES SHALL BE:

A. Election Committee: The Election Committee shall have charge of all Student Senate elections. The Vice-President shall automatically serve as chairperson of the Election Committee. In the case that the Vice-President wishes to seek another office during the annual Student Senate elections, the President will automatically assume the chairmanship of the Student Senate election. It shall be the duty of the Election Committee to prepare the voting places and to provide all necessary election materials and personnel to staff the poles. The Election Committee shall also be responsible for the counting of the votes, in the presence of the Senate Advisor. Further regulations for the conduct of elections may be made by the Election Committee with the advice and consent of the Student Senate. Nominees for office shall not participate on the Election Committee during elections in which nominees are candidates. See Article X.

B. Calendar/Publicity Committee: This committee shall be responsible for the preparation and posting onto bulletin boards all announcements, posters, etc. for all Senate events. In addition, the committee shall be responsible for preparing quarterly calendars showing Senate and other college activities. The Executive Senator shall serve as chairperson and shall coordinate the functions of this committee with the college Director of Public Relations and Communications.

C. Executive Committee: The Executive Committee shall consist of the eight (8) Executive Council officers plus an Executive Council Senator. The Executive Council Senator shall be elected by his peers by November 1, from among the members of the Student Senate, excluding the Executive Council. He/she will serve as chairperson of the Publicity and Calendar Committee. The Executive Council Senator shall not have voting power in the Executive Committee meetings. The duties of the Executive Committee shall be: (1) to establish the agenda of all Senate meetings and (2) to serve as the policy and financial affairs.

Article IX - Temporary Appointments

Chairpersons of various temporary committees necessary for only a short period of time shall be appointed by the President of the Student Senate, subject to Senate approval. Chairpersons of temporary committees shall appoint the members of their committee from among the student body.

Article X - Elections

SECTION 1. ANNUAL STUDENT SENATE ELECTIONS

The annual Student Senate elections shall be held no later than the second week of April or the first week after the Easter holiday. Individuals who meet the eligibility requirements set forth under Article IV, Section 1 may become candidates for office by the following methods:

- A. By nomination in writing to the Vice-President of the Student Senate;
- B. By nomination from the floor during a student Senate meeting; and
- C. Any Executive Council office left vacant shall be filled by elections in the Student Senate by a two-thirds majority vote. Candidates for office may be any sophomore or freshman student who is enrolled at least part-time taking 6 quarter hours who has a 2.0 GPA. Priority shall be given to any sophomore student who ran in the spring Senate elections or fall Freshman Class elections (second priority) but who did not receive a majority vote. Third priority shall be to any other part-time sophomore student who has earned a 2.0 GPA. Fourth priority shall be to any part-time student who has a 2.0 GPA. For the purposes of this section, part-time students are considered those taking at least 6 quarter hours or more.

The records of candidates for office shall be reviewed by the Senate Advisor prior to the nominee being accepted as a candidate for office. The incoming Student Senate officers shall take office no later than the second Student Senate meeting in May of each year.

SECTION 2. PROCEDURES OF ELECTIONS

A. There shall be one (1) college convocation at which time each candidate should present a campaign speech stating his/her objective. The length of the convocation shall be limited to a total of fifty (50) minutes and each nominee shall receive a total of three (3) minutes.

B. Nominations shall be posted on the student bulletin boards at least ten days prior to the date of election.

C. For each election, a polling place, the time, and the date shall be agreed upon by the Student Senate and shall be announced no later than one (1) week prior to the date of election. Voting shall be done on two (2) consecutive days for both the Student Senate and Freshman Class elections.

D. The advisor shall be responsible for printing of the ballots which may be numbered. The Election Committee shall hold at the poles an alphabetical list of eligible voters who have paid the student activity fee for the current quarter. Only those who have paid the fee for the current quarter shall be eligible to vote. The name of each voter shall be checked as he/she receives their ballot. It shall not be necessary for the ballots to be signed. Each eligible voter shall be required to show proof of his/her identification to the voter registrars. Identification may include drivers license, credit cards, military ID's, and so forth.

E. No one shall assist or advise the voter in completing the ballot except the election managers, who may explain only the rules of the election. Each voter must fold their completed ballot and drop it into the ballot box. Election registrars/assistants may insert only their own votes into the ballot box.

F. A locked ballot box shall be used for all secret ballot elections. The Senate Advisor shall be the custodian of the keys to the ballot box.

G. A typed ballot shall be used. For each office, the candidates names shall be listed alphabetically with a box drawn on the left margin beside each name. Voters may check one (1) box for each office. A partially completed ballot is permissible. Any ballot which is illegible or has foreign marks on it shall be considered void. Each ballot shall, at the top of the ballot, list sentences 3, 4, and 5 of this sub-section.

H. All ballots shall be counted by the Election Committee in the presence of the Senate Advisor, and each candidate shall have the privilege of being represented by one person other than himself/herself to witness the counting of the votes. That person shall be present only to observe and may not otherwise interfere in the counting of the votes.

I. The candidate receiving a majority (50 + %) of all the votes shall be named the winner of the election. In the event that no candidate received that majority, a run-off election between the two candidates receiving the most number of votes may be called by either of these two candidates. Such election is to be held within one (1) week of the previous election.

J. All ballots shall be kept by the Advisor for a minimum of two (2) weeks. In the event that any candidate wishes to contest an election, he/she shall make such a request to the Vice-President of the Student Senate (Chairman of Elections Committee) who will be compelled to take the complaint before the next Student Senate meeting for final disposition. Should there continue to be aggrieved students, the matter may be appealed to the college Student Affairs Committee, with final appeal to the college President.

SECTION 3. PROCEDURE OF REPLACEMENT

A. In the event the President, after being elected, cannot serve his/her term, the Vice-President shall become the President and another Vice-President shall be elected by the Student Senate.

B. Any other vacancy created in the Executive Council shall be filled by the Senate's electing a person from the student body to occupy the position. See Article X, Section 1.

C. Procedure for replacement of the Executive Council Senator shall be as set forth by Article VIII, Section 3(c).

D. For replacement of the Freshman Class Officers, the President of the Executive Council shall appoint a nominating committee who shall submit nominations from among the Freshman Class to be elected by the Student Senate.

E. The Freshman Class Officers shall fill any vacancy created in the Freshman Class Senators in accordance with Article AA and IV, Section 2.

SECTION 4. CLASS ELECTIONS

A. The officers of the Student Senate shall be considered the officers of the Sophomore Class and shall be invested with the powers to perform the duties normally applied to the officers of

the Sophomore Class. The officers of the Freshman Class shall consist of a President, Vice-President, and a Secretary-Treasurer. The Freshman Class Officers and five Freshman Senators shall represent their class in the Student Senate and shall conduct the meetings and direct the activities pertaining to the Freshman Class. Nominations will be the third week of classes, and campaign speeches will be made the following week. Elections will take place before October 15, and the officers will be elected by the entire student body.

Article XI - Voting and Student Activity Authority

SECTION 1. VOTING POWERS

The Student Senate shall consist of those persons covered under Article II. Only those members listed under Article II shall have the power to vote. Evening and Dare County Center Senators are authorized to vote by proxy.

SECTION 2. MEETINGS

- A. A quorum shall consist of a majority of the Student Senate membership.
- B. All Student Senate meetings shall be conducted according to parliamentary procedure as outlined in Robert's Rules of Order.

SECTION 3. POWERS

All legislative powers and duties shall be in the Student Senate. The Student Senate shall have the following powers:

- A. Recommend a student activity fee to the administrative officers of the college;
- B. Appropriate and confiscate funds for/from:
 - 1. Student publications;
 - 2. All other agencies of the Student Senate including chartered clubs and organizations;
 - 3. All extra-curricular activities as it shall deem compatible with the general welfare of the student body, provided all funds not expended during the fiscal year shall revert to the student activity fund;

C. Approve or reject all appointments made by the President of the Student Senate by a majority vote;

D. Make all laws governing the conduct of all student elections

E. Impeach and remove from office any elected student official who has the right of appeal to the college Student Affairs Committee, with final appeal to the college President;

F. Replace any appointed officer, or committee, or staff member who does not fulfill the duties of their office. Each office, committee, or staff member has the right of appeal to the college Student Affairs Committee, with final appeal to the college President;

G. Make all laws necessary and proper to promote the general welfare of the student body consistent with state statutes, Board of Trustees policy, and college policy;

H. Grant/revoke charters to clubs and organizations;

I. Review new and existing chartered clubs' and organizations' constitutions and by-laws with full authority to require changes and amendments to said constitutions and by-laws;

J. In matters dealing with the confiscation of club/organization funds and those dealing with changes in or amendments to the Student Senate Constitution, such motions shall receive two readings at official meetings prior to being adopted; and

K. Appropriate funds for the tuition and fees for the President of the Student Senate.

SECTION 4. ABSENCES

Attendance at Student Senate meetings, events, and activities is required; however, if a student realizes that he/she will be unable to attend a meeting/event, he/she should notify the President of the Student Senate prior to the absence. If a student wishes to appoint another student to attend for him/her, the appointee shall notify the Secretary that he/she is a substitute and for whom he/she is attending. If an appointee does not attend, the absence will be credited to the Senate or officer.

Any Senator or officer absent for more than three (3) meetings/events per quarter without excuse will be dismissed automatically. Only the President of the Student Senate shall have authority to grant excused absences. It shall be the duty of the Student Senate Secretary to inform the club or organization's advisor of the Senator's dismissal in writing, within one (1) day after the second absence. The club or organization must elect another Senator to fulfill the terms of representation set forth in this article within two (2) weeks of notification of their Senator's dismissal. If the club or organization does not provide a new Senator within two (2) weeks, their charter is subject to revocation by the Student Senate and all funds in the organization's treasury shall revert to the student activity fund. In addition, their constitution will be considered null and void. Article XI, Section 3, subsection G applies.

Article XII - Amendments

Amendments to the constitution may be proposed by members of the Student Senate or by ten (10) members of the student body. The proposed amendment shall be read at two meetings of the Student Senate, with copies being distributed to all members in attendance. The amendment shall be voted on after the second reading and will be ratified if approved by a two-thirds majority vote of the quorum present.

Article XIII - Publications

SECTION 1. ELECTION OF PUBLICATION EDITORS

- A. The respective publication advisors shall nominate the editors and the editors shall be elected by the respective publication staff;
- B. The editors must be full-time students and must have maintained a 2.0 GPA.

SECTION 2. RESPONSIBILITY OF EDITORS

The editors shall be in complete charge of the respective publications with advice and consent of their respective faculty advisors. Progress reports shall be made to the Student Senate as deemed necessary by the President.

SECTION 3. RESPONSIBILITY OF BUSINESS MANAGER

The Business Manager shall be responsible for the solicitations for all advertisements and other funds for their respective publications in consultation with the President of the college.

Article XIV - Club Procedures and Regulations

SECTION 1. PROCEDURES FOR THE FORMATION OF NEW CLUBS OR ORGANIZATIONS

Individuals who wish to form a club or organization should select temporary officers who would help develop the constitution and by-laws for the proposed group. After the temporary officers are elected, they should consult with a faculty member or member of the administrative staff who has the competence and interest to serve as advisor for the activity and request his/her services as advisor.

This group should then formulate a proposed constitution and by-laws which should include as a minimum the following information:

1. Objectives of the organization. The objectives shall not be at variance from the college's objectives;
2. Criteria for membership. Membership in an organization shall not be denied an individual on the basis of race, sex, color, national origin, religion, handicap, or financial means;
3. Affiliation (or non-affiliation) with groups outside the institution;
4. Proposed officers and their duties;
5. Proposed members-at least ten (10); and
6. Dues, fees, assessments, etc.

After these preliminary steps have been taken, a copy of the club's proposed constitution and applicable by-laws shall be given to the Dean of Student Development or his/her designee for review. The Dean of Student Development shall have authority to make necessary changes and shall notify the proposed officers and advisors of these changes. The temporary club President and Senators shall then present in accordance with Article V a final copy of the organization's constitution and by-laws to the Student Senate requesting a charter for the organization - Article XI, Section 2, subsection J applies.

SECTION 2. PROCEDURES FOR EXISTING CLUBS

A. Require reports, financial and otherwise, from all chartered clubs and organizations, one per quarter, with the following stipulations:

1. To be submitted by the last day of classes of each quarter;
2. Clubs and organizations failing to submit their financial reports on the date due will be sent only one (1) delinquent notice by the Dean of Student Development or his/her designee and will be given five (5) working days to submit said reports. If a club or organization fails to submit the report within five (5) days, the Dean of Student Development or his/her designee will notify the Student Senate who will have the authority to fine the club or organization up to 10% of their present budget per month for each said report which is delinquent. All monies collected in fines shall revert to the student activity fund.

3. The Dean of Student Development or his/her designee shall be responsible for providing copies of the club financial report form to the treasurer of the Student Senate each quarter.

B. The Student Senate is charged with the responsibility of reviewing activities of each club or organization periodically. This evaluation shall be made in terms of the organizations stated objectives and fiscal responsibility. If a club or organization is not meeting its objective, nor adhering to sound fiscal procedures, and/or not cooperating with other college organizations and the Senate, the Senate shall have authority to revoke the club's charter; and their constitution and by-laws become null and void. The club or organization must then become inactive and any funds in the organizations treasury shall revert to the student activity fund. The club or organization has the right to appeal such decisions to the Student Affairs Committee of the college, with final appeal to the college President.

SECTION 3. DISBANMENT OF CLUBS

Should a student club become inactive for one (1) academic year the organizations advisor shall notify the Dean of Student Development of his/her designee, who in turn will notify the Student Senate. The Senate, upon evaluation of the situation, shall have authority to classify the club inactive. Article XIV, Section II shall apply. All club records, reports, cancelled checks, and other items shall be given to the Student Senate treasurer who shall forward them to the Dean of Student Development or his/her designee.

Article XV - Duties of Senate Representatives At Off-Campus Meetings

A. Any student representing the Student Senate must attend all scheduled meetings and report on time for said meetings.

B. Student representatives shall, at the discretion of the Senate President and upon their return to the college, present a report to the Senate describing the event/activities of such meeting.

C. All student representatives shall conduct themselves in a manner so as not to disgrace College of The Albemarle.

D. Failure to uphold Article XV, Section 1, subsections A, B, and C, may result in the loss of travel reimbursement and/or disciplinary action being taken by the college.

Faculty & Student Development Offices

Adams, Bobby	A217	Mansfield, Shelby	A219
Alexander, Miriam	C203	McNary, Orville	C129
Anderson, Jimmy	B211	Mercer, Jesse	B207
Armstrong, Lloyd	A117	Most, Roger	Maple
Aydlett, Clate	A251	Nixon, Stanley	C138
Adylett, Julian	A218	Patterson, Kay	C152C
Beloat, Hollis	A241	Phillips, Sandra	A234
Bridges, James	A205	Rosenblatt, Harry	B212
Brown, Mary Louise	A121	Riccardo, Barbara	A204
Chou, Leland	C203	Riccardo, Ron	A241
Daveiro, Susan	A125	Sanders, Patsy	A244
Douglas, Carol	A242	Scaffa, Ray	A119
Dubbe, Marsha	A247	Simmons, John	A120
Dunlow, Dorothy	B217	Stephens, Robert	A243
Farless, Patti	A245	Sterritt, William	A116
Finch, Patricia	A244	Talkington, Gene	C103
Ford, Robert	C211	Tillett, Virginia	DC
George, Jean	A241	Tranor, Marietta	DC
Gregory, David	A207	Turner, Joe	DC
Harris, Marion	C152d	Warren, Ruth	B105
Harris, Wilma	A249	Wesner, Gerhardt	C139
Hill, Ben	C222	White, Marvenia	B208
Hodges, David	C220	White, Nelson	B214
Hoffman, Faye	C144	Whiteley, John	DC
Jones, Betty	A242	Williams, Andrea	A137
Kerber, Teresa	DC	Williams, Debra	C102
Krauss, Kerry	C118a	Williams, Doug	C155
Kuihanek, Karen	A248	Williams, Rose	A246
Leete, Jerry	A206	Winslow, Lot	B204
Loy, Vicki	DC	Winslow, Roy	A122

Student Clubs, Organizations and Advisors

ADN '91	Chosen by Club in September
ADN '92	Chosen by Club in September
Argus Literary Digest	Jim Bridges
Art Club	Ben Hill
Beacon Yearbook	Dwan Turner
Biology Club	Jerry Leete
Campus Concerns Club (DCC)	Virginia Tillet
C.O.A. Chorale	Leland Chou
C.O.A. "Pops" Band	Ray Scaffa
Cosmetology Club	Faye Hoffman
Environmentalist Club	Grace Gray
Literary Ventures Club (DCC)	Vicki Loy
Foreign Arts Club	Barbara Riccardio
Phi Beta Lambda (PBL)	Marvenia White
Phi Theta Kappa (PTK-Main Campus)	Jimmy Anderson
PTK-(DCC)	Teresa Kerber
PNE	Chosen by Club in September
SADD (DCC)	Virginia Tillet
Student Voice Newspaper	Roberto Stephens and Hollis Beloit
Young Democrats (DCC)	John Whitley

Students are encouraged to get involved in student activities and to join student clubs and/or organizations. If you have questions regarding clubs, seek out the advisor list above or a Student Development counselor.

If you are interested in investigating the possibility of forming a new club or organization, see the Dean of Student Development.