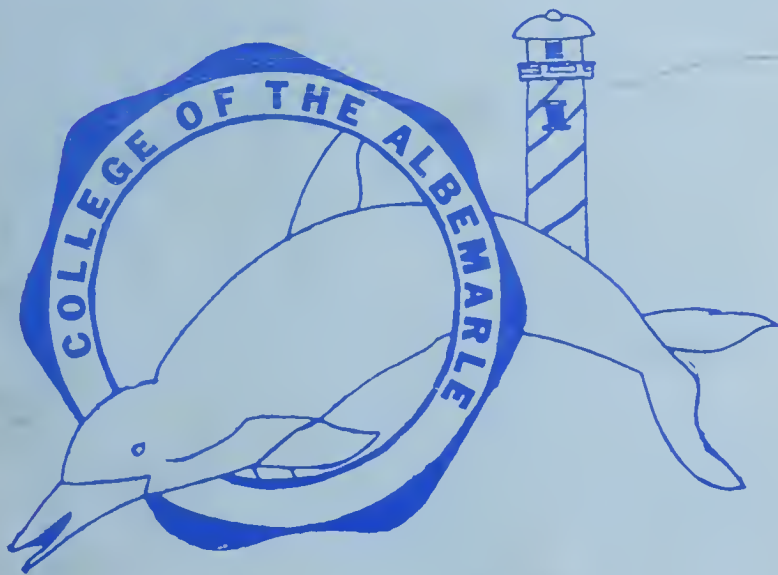


# College of The Albemarle

Elizabeth City, North Carolina

## STUDENT HANDBOOK



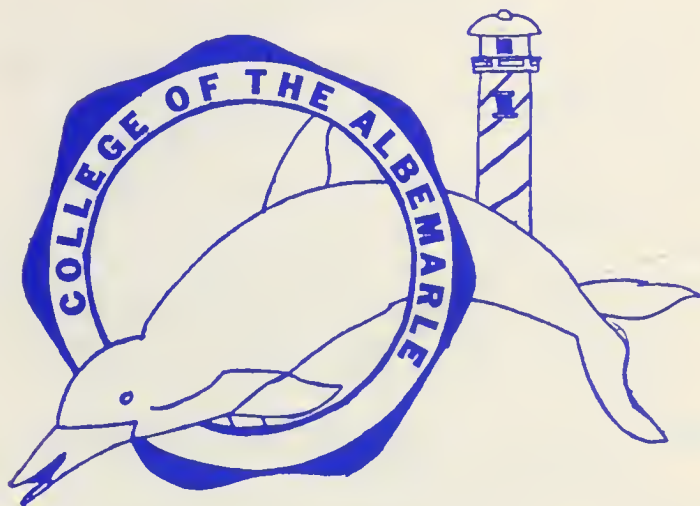
1970 - 1971



College of The Albemarle  
Elizabeth City, North Carolina

## STUDENT HANDBOOK

1970-1971



We are known as the "Dolphins"  
Our colors are blue and white

A copy of this handbook is furnished to all students. Each student is responsible for knowing and observing the regulations embodied therein.

Student's Name \_\_\_\_\_

Student's Address \_\_\_\_\_

## Alma Mater

O College of The Albemarle, we pledge our  
troth to thee

Thy emblem bright for wisdom's light and  
truth to set us free

Thy fav-or'd sons and daughters stand  
beneath thy banner true

For strength of mind, for hope se-cur'd,  
we sing our gratitude

For fellowship that binds us all to the  
Dolphin's white and blue.

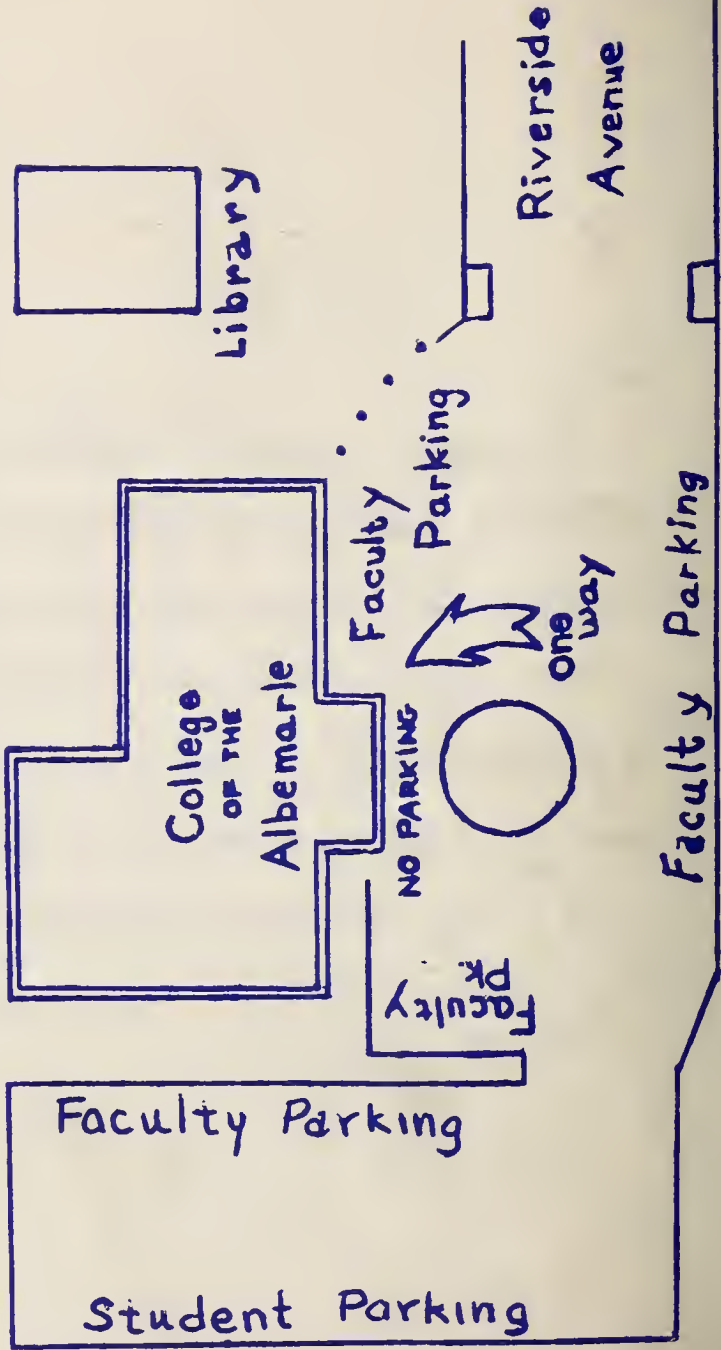
Words and music by

Clifford Bair, Dec. 1966

## Foreword

This student handbook is published in an attempt to provide all Students of the College of The Albemarle with information on rules, regulations, services, and facilities of the college. Keep this book with you and use it often. Liberal references to it will be an aid to your adjustment and progress during your stay at the College of The Albemarle.

# Carolina Avenue - Student Parking



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S. BRUCE PETTEWAY



# College of The Albemarle

ELIZABETH CITY, NORTH CAROLINA 27909

OFFICE OF THE PRESIDENT

Dear Students:

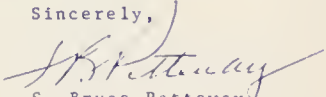
Congratulations! We are happy that you have selected College of The Albemarle for the continuation of your education. You will have the opportunity to work under the direction of faculty and administrators who are interested in you. You are encouraged to participate in campus projects designed to create an environment for both academic excellence and for experiences conducive to growth toward social and psychological maturity.

You are entering a new phase of life deliberately planned to alter your behavior by broadening your knowledge, shaping and refining your attitudes, and sharpening your skills. As you gain knowledge, grow in confidence, meet new people and develop greater understanding, you will face new challenges and set higher goals.

We welcome you to College of The Albemarle. By accepting you, we are placing our confidence in you. We believe and expect that you will always live and work honorably so as to reflect credit on yourself, this college, and those who love you.

Our job is to help you succeed in this responsibility you have undertaken. Please call on faculty, staff, or administrators for any help you may require.

Sincerely,



S. Bruce Petteway  
President



DON WIGGONS



STUDENT SENATE

*College of The Albemarle*

Elizabeth City, North Carolina 27909

Dear Student:

It is a great pleasure to welcome you as a student at College of The Albemarle. I hope your time spent here will be rewarding to you and your community.

The Student Senate cannot be successful without the support of the student body. Consequently, we need your support, drive, and energy to make this a successful year. The Student Senate has planned many student activities to make your time profitable and enjoyable. The Student Senate needs your support to successfully carry out these activities.

The College of The Albemarle is an excellent educational institution and well respected by other schools and by its own students. We should work together and uphold these standards and complete a successful year.

Sincerely,

Donald M. Wiggins  
President  
Student Senate

**STUDENT SENATE  
EXECUTIVE OFFICERS**

1970-71

President .....Don Wiggons  
Hobbsville, North Carolina

Vice-President ..... Larry Harcum  
Norfolk, Virginia

Secretary ..... Georgia Winslow  
Hertford, North Carolina

Treasurer..... Linda Long  
Hertford, North Carolina

Historian ..... Joe Simpson  
Virginia Beach, Virginia

Sergeant-at-Arms ..... Bob Canepari  
Norfolk, Virginia

## STUDENT ACTIVITIES

Activity	Advisor
Cheerleaders	Miss Kay Patterson
Varsity Club	Mr. Howard Braxton
College Chorale	Dr. Clifford Bair
Satyrs	Mrs. Lucy Vaughan
French Club	Miss Donna Lucas
Spanish Club	Mrs. Alexandra Boada
TEC Club	Mr. David Hodges
Phi Theta Kappa	Mr. Lennie Hughes
Phi Beta Lambda	Mr. Jim Connolly
Circle K	Mr. Robert Ford
Argus	Mr. Jim Bridges
Beacon	Mrs. Patsy Bass Miss Virginia Lynch
Old Salt	To Be Announced To Be Announced

# Academic Information

A student should seek help from his faculty advisor whenever he feels confused by progress in a course or by choice of courses. Counselors are available in the Office of Student Affairs to consult with a student when he has a problem which he feels is interfering with his success at the College of The Albemarle.

An understanding of the following academic information will be vital to a student at different times during his stay at College of The Albemarle.

## Assigned Advisors

Faculty members who serve as advisors are assigned after students have been accepted to the College. Advisors may be changed when this becomes necessary or advisable. Either one may consult with a counselor in the Office of Student Affairs and the change will be carefully considered and, if made, recorded in that office.

## Class Attendance

Students are expected to attend all classes and are directly responsible to their instructors when they fail to attend. When a student's absences exceed one class hour per credit hour carried by the course, his teacher may disenroll him with a grade of "F" in the course.

## Schedule Changes

At the beginning of each quarter there is a scheduled period in which students may drop and add courses. The time limit for these schedule changes is published in the academic calendar which appears in the front of the college catalog. Those students wishing to change

their schedule should secure a drop/add form at the Office of Student Affairs. The student is responsible for securing the signatures required on this form.

## **Withdrawal From A Course**

A student may withdraw from a course without penalty if he drops the course through the procedure just described in the preceding section. Courses dropped in this manner without penalty will not be considered in computing grade point average.

After the last day for dropping class without penalty, withdrawal will result in a grade "F" unless the instructor specifies that the reason for withdrawal is such that the student should be given a "W". This reason is so specified by the instructor on the withdrawal form obtained from the Office of Student Affairs.

If a student stops attending class and fails to complete a withdrawal form, he is dropped from the class roster by the instructor. Usually course grades in such cases result in an "F". The instructor upon such occasion completes a class drop form, sends it to the Registrar who, in turn, notifies the student and the student's advisor of the action.

The following steps summarize the proceedings a student should take to withdraw from a course:

- (1) A student obtains a withdrawal form from the Office of Student Affairs. He reports to a counselor, discusses the problem, and completes the form.
- (2) A student then obtains clearance from his advisor and has the advisor initial the form.

- (3) The student presents the form to the Registrar in the Office of Student Affairs. That office notifies the instructor concerned and the advisor of the student. The instructor records the date of withdrawal for the student on the class roll.

## **Withdrawal From The College**

Students who withdraw from the college must see a counselor in the Office of Student Affairs before he withdraws. If a student fails to do so, a grade "F" may result in the courses he is currently carrying.

## **System of Grading**

Each student receives a grade in his course at the close of each quarter. The system of grades is as follows:

<b>Grade</b>	<b>Significance</b>	<b>Quality Points</b>
A	Superior	4 per quarter hour
B	Good	3 per quarter hour
C	Average	2 per quarter hour
D	Poor, but passing	1 per quarter hour
F	Failure	0 per quarter hour
I	Incomplete	0 per quarter hour

An incomplete (I) is given only when circumstances do not justify giving a specific grade. It must be removed by the end of the next quarter following the one in which the incomplete was received. If not removed within this time, the incomplete becomes a failure (F).

## **Academic Probation**

At the end of each quarter a student's grade point average is examined. To maintain in good standing, a



student must have attained a cumulative grade point average applicable to his classification. If the student's grade point average falls below the following minimum requirements, he is placed on academic probation:

Grade Point Average Needed to Remain in Good Standing	Total Quarter Hours Attempted
1.4	1-21
1.6	22-41
1.8	42-67
2.0	68+

For transfer students, the total number of hours attempted in any institution will determine the total quarter hours attempted. However, his grade point average will be computed on the basis of work attempted at the College of The Albemarle.

The academic load and the requirements for supervised study for students on probationary status are explained in the current college catalog.

## Change of Address

Each student must be responsible for notifying the Registrar of any change in home address. This is necessary so all mail will reach a student promptly. It may also become necessary for a student to be reached in case of an emergency. Forms for the purpose of change of address are available in the Office of Student Affairs.

## Graduation Requirements

An overall grade point average of 2.0 or better is necessary to meet grade requirements for graduation for students receiving the Associate in Arts degree or

the Associate in Applied Science degree. These students must complete a minimum of 96 quarter hours. Of the last 45 hours of work completed for a degree, at least 36 must be completed at the College of The Albemarle.

Diplomas will be awarded to those students who satisfactorily complete the requirements of the vocational program for which he is enrolled.

### **Graduation Exercises**

Commencement exercises are held at the end of the spring and summer quarters. Attendance at graduation exercises is required. A written request for permission to graduate in absentia must be granted by the Dean of Student Affairs.

At the graduation exercises, the commencement marshalls are the six rising sophomores who have maintained the highest scholastic averages during their freshman year. The student with the best academic record is designated chief marshall.



## **General College Regulations**

### **Honor Policy**

Each student of the 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.

## Disciplinary Procedures

The purpose of this statement is to insure that students required to appear before disciplinary committees at the College of The Albemarle be justly treated, that they be informed of their rights and that arbitrary action be avoided. This statement is not to be legalistically interpreted nor inflexibly followed. The well-being of both the student and the college are to be the guiding considerations in all cases. These procedures are established to insure that orderly procedures be followed and that the interest of the student and the college may be protected against hasty, ill-considered actions.

- (1) Any student, faculty member or administrator may file a written complaint with the Dean of Instruction against a student and request that a committee designated by the faculty be convened to consider the complaint. Currently, the Faculty Executive Committee hears discipline cases.
- (2) The Dean of Instruction shall distribute copies of the complaint to the committee members involved and to the student against whom the complaint is lodged and set the time for the committee's meeting.
- (3) Only members of the committee and the designated representatives of the Student Senate shall vote on issues before the committee.
- (4) The committee shall be the judge of whether sufficient time has elapsed for the accused to prepare his defense.
- (5) At the hearing, the Dean of Instruction shall pre-

side. The Dean of Student Affairs or a designee shall present any information relevant to the situation.

- (6) The student against whom complaints are lodged shall have the right to make statements in extenuation or rebuttal and to call witnesses in his behalf. He shall also have the right to question his accusers and the witnesses.
- (7) Members of the committee designated to hear complaints shall have the right to call other persons and to question witnesses and the accused.
- (8) Any member of the college faculty, staff, or Board of Trustees and any student or group of students may appear only with the permission of the committee.
- (9) The Dean of Student Affairs (or representative) may or may not make a recommendation to the committee.
- (10) The Dean of Instruction shall be responsible for keeping an accurate record of all matters relating to disciplinary matters. Only two permanent copies of records dealing with disciplinary matters shall be maintained. One copy shall be kept in the Dean's office and the other in the office of the Dean of Student Affairs. These files shall be destroyed at the end of a two-year period unless the committee specifically directs that they be kept longer.
- (11) The President shall review all proceedings in disciplinary matters. He may ask the committee to reconsider any action taken.

- (12) Appeals from the decisions of the committee designated by the faculty to other groups shall be made through the President.

## **Dismissal From the College**

The College reserves the right to suspend or dismiss any student when it believes such action is in the best interest of the College or the student. Such action is the responsibility of the Faculty Executive Committee. Any student may appeal a suspension decision by letter to the Board of Trustees via the Office of the President.

## **Social Regulations**

Certain social regulations have been deemed necessary because of past experience.

- (1) Admittance to all social events will be by student identification cards.
- (2) No outside guests, other than a student's date, are allowed except when specified.
- (3) Dress of student (or their guests) should be appropriate for the occasion according to the school function involved.
- (4) Students (or their guests) who display alcoholic beverages, or the effects thereof, at school functions on or off Campus are subject to disciplinary action by the Faculty Executive Committee and are liable to immediate expulsion.
- (5) General misconduct by the student (or his guest) at school functions will subject the student to disciplinary action by the Faculty Executive Committee.

## **Campus Dress**

The following four regulations concerning campus dress are to be observed at all times by students.

- (1) Shoes must be worn at all times on campus. This will include the library, gymnasium, all classrooms and laboratories.
- (2) Students must also wear a shirt in the gymnasium as well as at all other times on campus.
- (3) Slacks are acceptable dress for women students in the classroom and library.
- (4) Shorts of Bermuda length are acceptable for men and women students in the classroom, gym, and library.

## **Student Parking**

Parking stickers are distributed on registration day when students receive ID cards. These stickers must be affixed to the rear bumper on the left side (the driver's side).

Students are allowed to park their automobiles in the following three main areas only:

- (1) Along Riverside Avenue up to the gate and archway.
- (2) In the small parking lot along the east side of the main building with the exception of an area marked with a yellow line.
- (3) Along Carolina Avenue in front of Whitehurst Library and the gymnasium.

This rule is in effect at all times (during both day and evening classes). Automobiles found parked in

violation of this regulation are subject to a \$1.00 ticket and fine which can be paid in the Business Office.

### **Unpaid Fines**

Students owing parking fines, library fines and overdue books, as well as any other financial obligation to the College, cannot receive grades, transcripts to other colleges cannot be mailed, and the student will not be allowed to register and attend any classes until such obligations have been paid.

### **Smoking**

Students may smoke at College of The Albemarle in the halls, outside the building, and in the Dolphin's Den. Smoking is not allowed in the library.

### **Elevator Use**

The elevator is not for the use of students during class hours.

### **Convocation-Assembly Attendance**

Attendance is required of all students at convocations and assemblies. Each student will receive an attendance slip as he enters the gym-auditorium. He will sign it and turn it in as he leaves the convocation. Those failing to attend convocations will be subject to disciplinary action. Convocations and assemblies are normally held on Wednesdays from 10:00 to 11:00 a.m. Notices will be posted prior to the convocation.

## **Student Activity Fee**

The student activity fee, which shall be set by the Student Senate and approved by the college administration, will be collected during registration for the fall and spring quarters. This fee will be used to finance the projects, social events, and other activities of the Student Senate.



# **College Services and Facilities**

## **The College Calendar**

A college calendar is published each week listing the events of the week and announcements of general interests. These bulletins are green in color, and are posted on all bulletin boards, and are available to students in the front hall of the main building.

## **Bulletin Boards**

The bulletin board in the corridor of the second floor of the main building shall be the official bulletin board for the college. This bulletin board is located across the hall from the Office of Admissions and Student Affairs. All official notices shall be posted there. Anyone desiring to post a notice should have that notice stamped by the Director of Student Activities in the Office of Student Affairs.

Other bulletin boards are located near the entrance to the library and in the Dolphin's Den. It is the duty of all students to read the announcements on the bulletin



board for information as they will be responsible for any announcements that are posted.

## **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 from Whitehurst Library. The ID card may also be used by a student when needed to establish his identity as a COA student off campus.

## **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.

Both formal and semi-formal dances are held several times each year. Homecoming weekend, the Christmas Dance, and the formal May Dance are the highlights of the year.

It is the hope and desire of the social committee that all of the students will take part in the social program. Any suggestions will be welcomed by the committee.

## **Dolphin's Den**

A student lounge, the Dolphin's Den, is located on the ground floor of the main building. All students are asked to cooperate in keeping the Dolphin's Den neat and clean at all times. Food, paper cups, and soft drink

bottles are not to be taken to corridors, classrooms, or library. Abuse of Dolphin's Den facilities or privileges will necessitate corrective action by the House and Grounds Committee.

## **The Bookstore**

The bookstore is located near the Dolphin's Den on the ground floor of the main building. Hours are posted at the bookstore.

## **Telephone Calls**

Students having to make telephone calls are asked to use the pay phone in the first floor hallway of the main building or in the Multipurpose Room of the gym.

Students will not be called from classes except in the case of an emergency.

## **Financial Aid**

The College of The Albemarle has arranged its financial aid program so that scholarship grants, loans, and employment all play an important part. Merit and need are given consideration.

**Scholarships:** Application for scholarships should be made to the Scholarship Committee on forms provided by the Office of Student Affairs.

**Loans:** Loans are offered in addition to or in place of scholarship assistance. Details may be secured from the Office of Student Affairs.

**Employment:** Students are employed in a number of part-time positions at the College such as library, laboratory, shop and clerical assistants. In addition to institutional employment, the College participates in the College Work-Study Program under the auspices of the U. S. Department of Health, Education and Welfare.

## Class Rings

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

The rings, which can be ordered through the office of Student Affairs for all qualified students, require a deposit. All rings will be shipped COD directly to the students.

## The President's Service Cup

The President's Service Cup is awarded by the President of College of The Albemarle at the annual graduation exercises to the graduate who has contributed most in services to the College during his two years of attendance at the College of The Albemarle. Selection of this student is made through the vote of the faculty and administrative staff.





