

*College  
of  
The Albemarle*



*Student  
Handbook*

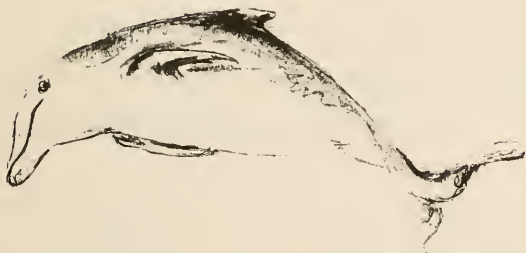
1973-74



**College of The Albemarle**  
**Elizabeth City, North Carolina**

**STUDENT HANDBOOK**

**1973 - 1974**



We are known as the **"Dolphins"**

Our colors are blue and white

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

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



## 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 since you are responsible for knowing and observing all regulations contained herein. Liberal references to it will be an aid to your adjustment and progress during your stay at the College of The Albemarle.

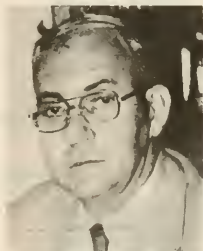
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Meet the Administrative Officers of the College:



Dr. S. Bruce Petteway  
President  
(Office in Rm. 244, Main Bldg.)



Mr. Henry J. Burness  
Business Manager  
(Office in Rm. 241, Main Bldg.)



Mr. J. Parker Chesson  
Dean of Instruction  
(Office in rm. 242, Main Bldg.)



Mr. G. John Simmons, Jr.  
Dean of Student Services  
Counselor  
(Office in Rm. 135, Main Bldg.)

And the Counseling and Student Services Staff:



Mr. W. Charles Francis  
Director of Admissins & Testing  
Counselor  
(Office in Rm. 135, Main Bldg.)



Mr. Gary D. Parsons  
Director of Financial Aid  
Counselor  
(Office in Rm. 135, Main Bldg.)



Mrs. Elizabeth W. Fuller  
Registrar  
(Office in Rm. 135, Main Bldg.)



Miss Dessa Haskett  
Coordinator of Student Activities  
Counselor  
(Office in Rm. 135, Main Bldg.)



Mr. G. Curtis Newby  
Coordinator of Special Needs Program  
Counselor  
(Office in Rm. 151, Tec Center



Mr. J. Bruce Shepherd  
Director of Job Placement  
Counselor  
'Office in Rm. 151, Tec Center)



STUDENT SENATE  
EXECUTIVE COUNCIL

1973-74

President-----John Catalina



Vice President-----Donald Shipman



Secretary-----Dawn Twiddy



Treasurer-----Carol Meads



Historian-----Debbie Mumford



Sergeant-at-Arms-----John Hill



Parliamentarian-----Debbie Cafferty



## STUDENT CLUBS AND PUBLICATIONS

### WITH ADVISORS

Argus-----	Dr. Robert Thorne
Beacon-----	Mr. George McKecuen
Cheerleaders-----	Miss Kay Patterson
Chorale-----	Mrs. Anna Bair
Circle K Club-----	Mr. Robert Ford
Cosmetology Club-----	Mrs. Vazelle Jessup
French Club-----	Mrs. Alexandra Boada
Old Salt-----	Mr. James Worsham Mr. Robert Stephens
Phi Beta Lambda-----	Mr. J. Bruce Shepherd Mr. P. L. Winslow
Phi Theta Kappa-----	Mr. Gary D. Parsons
Saling Club-----	Dr. Wade Jordan
Satyrs-----	Mrs. Lucy Vaughan
Spanish Club-----	Mrs. Alexandra Boada
Students for Afro-American Unity-----	Mr. Russell Ward
Tec Club-----	Mr. David Hodges
Travel Adventure Club-----	Mr. J. U. Rhees
Varsity Club-----	Dr. William Sterritt

## ACADEMIC INFORMATION

A student should seek assistance from two sources whenever he feels confused concerning his progress in a course or by his choice of program of study. First of all, the faculty stands ready to help students with courses and students should not hesitate to avail themselves of this assistance. Secondly, the Student Services Counselors are available for consultation with students when they have problems which are interfering with their success at College of The Albemarle.

A better understanding of the following academic information will be vital to students at different times during their stay at College of The Albemarle.

### **Assignment of Counselors**

Each student is assigned a Student Services Counselor. It is the responsibility of the Counselor to assist the student to identify an appropriate program of study and to implement the program once the student has enrolled. Such factors as the student's interests, goals and objectives, abilities and aptitudes, academic preparedness are taken into consideration in determining a student's program of study and course placement. Once the student's educational program is selected, the counselor continues to work with the student throughout his stay at COA to help facilitate the accomplishment of his educational objectives. The counselors are also available for personal-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 admissions requirements to 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 ascertain requirements for transfer thus verifying the information obtained from the Student Services Counselor.**

### **Class Attendance**

Students are expected to attend all classes and are **directly responsible to their instructors when they fail to attend.** If a student stops attending class and fails to complete a withdrawal form, he is dropped from the class roster by the instructor after the fifth unexcused absence. Usually course grades in such cases result in an "F". The instructor upon such occasion completes an Administrative Disenrollment Form, sends it to the Dean of Student Services, who, in turn, notifies the student and the student's counselor of the action.

### **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 consult their assigned Student Services counselor, or in the counselor's absence, the Dean of Student Services. However, it should be noted that students are advised to exercise good judgement and concern when registering or pre-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.**

If the counselor agrees that a change is in order, the application form, called a Registration Change Notice, is completed by the counselor, signed by him, the instructor of the course involved, and the student. In addition, all financial aid students must have Registration Change Notices approved by the Director of Financial Aid. Finally, all such change notices must be approved by the Registrar and validated by the Cashier.

A student may drop a course during the late registration period without receiving a grade by following the above procedure. A student who withdraws prior to the published "last day to withdraw without penalty" will receive the grade "W". After the published "last day to withdraw without penalty," a student doing satisfactory work who withdraws because of medical or emergency circumstances with the approval of the instructor and the Dean of Student Services, will receive the grade "W". All other late withdrawals will result in a grade of "F" or "W", to be determined by the instructor.

### **Auditing Courses**

Students who wish to audit courses must follow the usual procedure for 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, including: homework, projects, quizzes, exams, etc. 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.

### **Withdrawal From College**

A student who withdraws from the College must confer with his Student Services counselor and complete the appropriate withdrawal form. If the student is a financial aid recipient, he must also confer with the Director of Financial Aid. All withdrawal forms must bear the signature of the College Librarian and must be validated by the Cashier. Should the student be unable to confer in person with his counselor, he should promptly advise the Dean of Student Services in writing of his decision to withdraw and state the reason for discontinuing attendance. Any

student leaving the College without following the official procedure will automatically receive the grade of "F" in all courses and will forfeit any refund of tuition to which he might otherwise be entitled.

### System of Grading

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

Grade	Significance	Quality Points
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
W	Withdraw	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(I) was received, whether or not the student is enrolled in the following quarter. Since COA operates continuously throughout the year, this rule considers the Summer quarter as being the quarter following the Spring quarter. If not removed within this time, the Incomplete (I) becomes a Failure (F). Students who receive an "I" should consult with their instructor immediately upon receipt of their grade for purposes of planning completion of the affected course and removal of all "I's."

## How Quality Points Are Computed

Study this example: English 101, "C"; Biology 101, "C"; Math 101, "B"; History 101, "D"; Physical Education 104, "A". The quality point average is computed in the following manner:

Course	Grade	Quarter Hours		Quality Points		Totals
English 101	C	3	X	2	=	6
Biology 101	C	4	X	2	=	8
Math 101	B	5	X	3	=	15
History 101	D	3	X	1	=	3
Phys. Ed. 104	A	1	X	4	=	4 add
		<u>16</u>				<u>36</u>

2.25 = Quality Point Average

Divide:  $16 \overline{) 36.00}$

$$\begin{array}{r}
 36.00 \\
 \underline{32} \phantom{00} \\
 40 \phantom{00} \\
 \underline{32} \phantom{00} \\
 80 \phantom{00} \\
 \underline{80} \\
 00
 \end{array}$$

The 2.25 is equivalent to a "C" at College of The Albemarle. However, the "D" which was earned in the history course **may not transfer** to a senior institution.

Note: At the present time vocational students do not earn quality points in the above manner. Vocational students should consult page 65 of the 1973-75 catalogue for probation and suspension regulations.

## Academic Warning, Probation, & Suspension

Any student whose cumulative quality point average is less than 2.0 at the end of any quarter will receive an Academic Warning and will be required to report to his Student Services Counselor. The counselor will attempt to identify the causes for the student's poor academic performance and may direct the student to another program for which he is better qualified.

A student will be placed on Academic Probation and will not be allowed to continue in a program without special permission from the Dean of Student Services and the student's counselor if his cumulative quality point average falls below the following standard:

Credit Hours Attempted	Minimum Quality Point Average
0-16	1.00
17-32	1.25
33-48	1.50
49-64	1.75
65-80	1.90
81 and above	2.00

If a student is unable to meet the above stated standard in relation to the total number of quarter hours attempted, he will be placed on Academic Probation. The statement "Academic Probation" will be placed on the student's permanent record. There are two categories of probationary students, having the following enrollment load limits:

### Academic Probation I

First term on Academic Probation--maximum of 12 course hours (Developmental course hours included) and enrollment in Group Counseling (PSY 98).

### Academic Probation II

Second term on Academic Probation--maximum of 9 course hours (Developmental course hours included) and enrollment in Group Counseling (PSY 98).



## **Change of Address**

Each student must be responsible for notifying the Registrar of any change in permanent home address or local 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.

## **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.

### **Cheating and Plagiarism**

Cheating and plagiarism are those processes of utilizing as ones 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.

### **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 students judged to be guilty of such infractions.

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 Services, and the Dean of Instruction who shall be the chairman.

The chairman shall vote only in the event of a tie. The Dean of Student Services, as a representative of the student's interests, will be a non-voting member.

In the event that a replacement for a given member is felt to be desirable by a majority of the other members, in dealing with a particular case, the temporary replacement shall be appointed by the Dean of Instruction, except in the event of replacement of the Student Senate representative, whose replacement shall be appointed by the President of the Student Senate.

### **Disciplinary Procedures**

Any Student, faculty member or administrator may:

- (1) File a written complaint against the student with the Dean of Instruction or the Dean of Student Services and request that the College Disciplinary Committee be convened to consider the complaint.
- (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.
- (3) The Committee shall be the judge of whether sufficient time has elapsed for the accused to prepare his defense.
- (4) At the hearing, the Dean of Instruction shall preside. The Dean of Student Services shall present any information relevant to the situation.
- (5) 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.

- (6) Members of the Committee shall have the right to call other persons to appear, and to question witnesses and the accused.
- (7) Any member of the College faculty or staff, or any student or group of students, may appear only with prior permission of the Committee.
- (8) The Dean of Student Services may make a recommendation to the Committee.
- (9) 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 office of the Dean of Instruction and the other in the office of the Dean of Student Services. These files shall be destroyed at the end of a two-year period unless the Committee specifically directs that they be kept longer. The secretary to the Dean of Instruction is authorized to keep minutes of the entire proceedings.
- (10) Appeals from the decisions of the Committee shall be made to 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 Disciplinary Committee. Any student may appeal a suspension decision by letter to the College 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 students (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 Disciplinary 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 Disciplinary Committee.

## **Conduct And Dress**

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.

Students are encouraged to use their own discretion and judgment in the selection of clothing to be worn on campus.

## **Student Parking**

Parking stickers are distributed on registration day when students receive I.D. 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 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.
- (4) In the front left parking lot designated "Student Parking" at the Technical Center.
- (5) In the designated student parking lot in the rear of the Tec Center building.

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.

(See page 21-22 for parking diagram.)

## **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 requests will be honored for any student with an unpaid Business Office or Library account.

## **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 Whitehurst Library nor in the Tec Center library.

## **Elevator**

The elevators are for use by disabled or handicapped students and for faculty-staff. Other persons should use the stairways.

## **Convocation Attendance**

Attendance is required of all students at convocations unless otherwise stated. Convocations 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 fall, winter and spring quarters. This fee will be used to finance the projects, social events, and other activities of the Student Senate.

## **Emergency Procedures**

- I. Emergency cases occurring during regular day classes should be handled in the following manner:
  - A. Notify the Student Services Office at once (335-0821, Ext. 251). 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 Services representative will notify the Elizabeth City-Pasquotank Rescue Squad (338-6764).
  - C. The Student Services representative will accompany the student to the hospital if hospitalization or further medical attention is necessary.
  - D. The Student Services representative accompanying the student will notify the Student Services 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. A report of all illnesses and injuries occurring while a student is enrolled in the College will be made a part of his student folder.
- II. 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:
- A. The Evening Director (Mr. Douglas Sawyer) will be notified instead of the Student Services Office.
  - B. The Evening Director will submit a written report describing the incident and how it was handled for inclusion in the student's folder. This report will be sent to the Dean of Student Services the day following the incident.

- III. Emergencies occurring in off-campus classes under the direction of the Adult Education Division (Project COA classes included) will follow a procedure to be determined by the Director of that Division.

## 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 usually distributed to student and faculty campus mail boxes.

### **Bulletin Boards**

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

- (1) The bulletin board in the hall on the second floor of the main building shall be the official bulletin board for the College. This bulletin board is located across from the Cashier's Office window. All official notices should be posted there.
- (2) All notices, posters, etc. to be posted must bear the initials of either the Coordinator of Student Activities for the main campus or one of the Occupational Counselors' initials for the Tec Center campus. The "date posted" and "date to be removed" should be included on each notice by either of the two officials approving the notice.
- (3) One political poster per candidate can be posted on the bulletin boards near the entrance to the Dolphin's Den and Tec Rec.



- (4) No posters, official notices, or announcements of any nature are to be allowed or displayed **anywhere on the College campus other than on bulletin boards.**
- (5) 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.

### **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.

### **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.

Several types of dances are held 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 Student Senate that all students will take part in the social program. Any suggestions will be welcomed by the Senate.

### **Student Lounges**

There are two student lounges, the Dolphin's Den on the main campus, and the Tec Rec at the Technical Center.

Students are asked to cooperate in keeping the Dolphin's Den and Tec Rec neat and clean at all times. Food, paper cups, and soft drink bottles are not to be taken to corridors, classrooms, or the libraries. Abuse of student lounge facilities or privileges will necessitate corrective action by the Student Senate and/or the College administration.

### **The Bookstore**

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

### **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 on the main campus, or the phones in the lobby of the Technical Center.

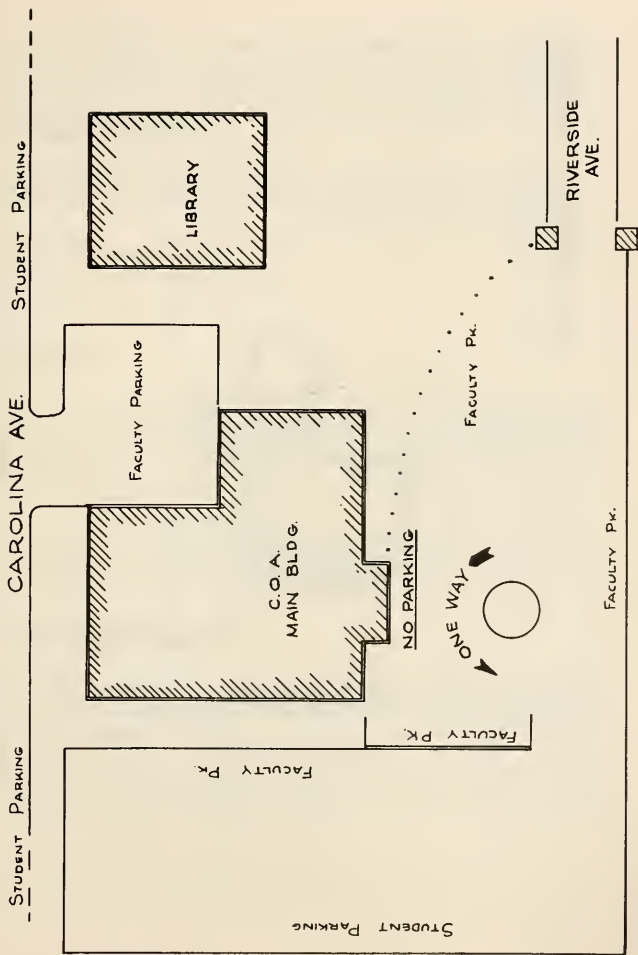
Students will not be called from classes except in the case of an emergency.

### **Financial Aid**

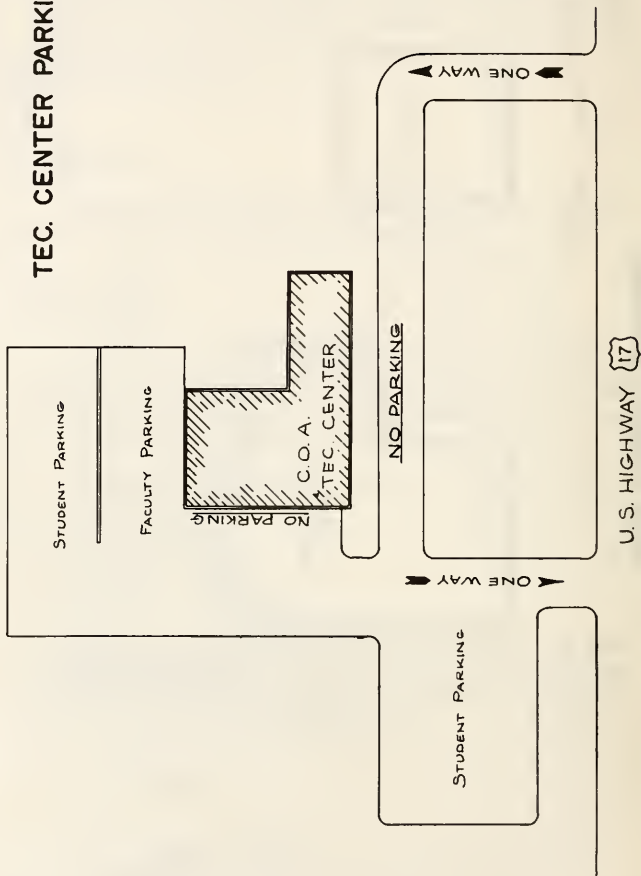
The primary aim of COA's financial aid program is to provide assistance to students who without aid will be unable to continue their education. There are four types of financial aid which may be granted to an individual according to need.

- (1) Long term loans
- (2) Grants
- (3) Scholarships
- (4) Part-time employment or work-study

# MAIN CAMPUS PARKING



# TEC. CENTER PARKING



To be eligible for financial aid, a student must be enrolled or accepted at COA as a full-time student and offer proof of need. After application is made to the office of financial aid, each applicant will be considered for all types of aid available.

Students are employed in a number of part-time positions at the College such as library, laboratory, shop and clerical assistants.

Additional information can be obtained from the Financial Aid Office, ground floor, main building.

### **Class Rings**

Class rings are available for any regularly enrolled student who has reached sophomore status (42 quarter hours credit) with at least 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 office of Student Activities for all qualified students, require a deposit. All rings will be shipped C.O.D. directly to the student.

### **The President's Service Cup**

The President's Service Cup is awarded by the President of College of The Albemarle at the annual Awards Day Convocation 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.

## Use Of The Library

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

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

Hours observed at the Tec Center Branch Library are 7:45 a.m. to 4:00 p.m. except for Friday when it closes at 3:00 p.m.

During the summer sessions the libraries will be open each day Monday through Friday. Hours are adjusted to fit the needs of the students and faculty and will be posted at the beginning of the summer session.

Books may be borrowed for a period of two weeks. They may be renewed once and special permission may be granted if further renewal is necessary. Books may not be taken from the library without being properly charged to the borrower.

A fine of five cents per day is charged for overdue books.

Reference books and reserved books may not be taken from the library during library hours. They may be taken out for overnight use after 9:00 p.m. and must be returned before 9:00 a.m. the following school day. A fine of ten cents per hour is charged for overdue reference and reserved books.

A-V materials are checked out for one day. Fines are collected on the same schedule as for books.

Students are not allowed to eat, drink, or smoke in the library. Students must observe reasonable quiet in the library at all times. Failure to observe library regulations may result in loss of library privileges.

## STUDENT ORGANIZATIONS

### **Cheerleaders**

A pep squad is organized each year to provide cheers for the basketball team. The cheerleaders preside at all pep assemblies. Selection of the cheerleaders is made by a committee of the faculty. Every candidate must try out each year regardless of previous membership on the cheerleading squad, and must not be on academic probation.

### **Chorale**

The College Chorale was organized in the 1964-65 school year. The Chorale sings at Civic Events and with the Albemarle Chorale Society. It plays a very important role in the development of the musical talents of COA's students.

### **Circle K**

The College of The Albemarle has a chartered Circle C Club which is sponsored by the local Kiwanis. All members are regularly enrolled male students and are voted into the club by its members. The purposes of the club are to build scholarship and leadership.

Each year the Circle K members of the College of The Albemarle award a scholarship to a male student who has shown need and worthiness through his scholarship and leadership in connection with the College. The scholarship is to be used for part of the student's tuition for his second year at the College of The Albemarle.

## **Class Organizations**

The freshman class elects its officers in the fall of the year, and they organize meetings and activities throughout the year. The Student Senate officers serve as sophomore class officers.

## **Cosmetology Club**

The Cosmetology Club was primarily organized to motivate interest in the professional field of cosmetology, to promote unity among its members, patrons, and faculty, and to provide an understanding of the laws and civic responsibilities involved. Among the important contributions and objectives they pursue is the promotion of fund-raising activities which is dedicated to the College building fund.

## **Language Clubs**

Students who are studying either French or Spanish have organized clubs which strive to give members greater knowledge and appreciation of the French and Spanish speaking countries, their culture and their language. Meetings are held periodically and persons from the community are welcome to attend and to join the clubs.

## **Phi Beta Lambda**

Phi Beta Lambda is a national business fraternity for business administration and business education students. Organized at the College of The Albemarle in 1965, members are chosen on the basis of character, leadership, scholastic standing or merit, and interest in business as a career.



## **Phi Theta Kappa**

This is a national scholastic fraternity which holds the same status in the community college that the Phi Beta Kappa holds in the four-year college. The Nu Nu Chapter of the Phi Theta Kappa was organized at the College of The Albemarle in April, 1964. Membership is chosen on the basis of high scholastic standing, character, leadership, and service on the campus.

## **Sailing Club**

The COA Sailing Club was organized for the purpose of encouraging, advancing, and improving the art of sailing at COA and the surrounding area. The club's major objectives are to promote and develop the high ideals of sportsmanship and activities which will aid in the attainment of these goals in the interest of recreation and education.

## **Satyr's**

The Satyr's, COA's dramatics club, was organized for the purpose of gaining knowledge of the theatre arts and presenting dramatic selections during the academic year. It is the aim of the club to raise the level of the critical evaluation of dramatic literature within the organization and the community and to achieve excellence in interpretation.

## **Students for Afro-American Unity**

Organized at the College of The Albemarle during the 1971-72 academic year, the Students for Afro-American Unity stress as their main objective unification. Unification is expressed in two ways; unification among the Blacks themselves, and the responsibility they accept as a part of their heritage, and unification as an integral part of COA and their community they serve.

## **Student Senate**

All students who pay the student activity fee are members. They practice responsible citizenship by participating in a program of self-government. Officers are elected each year and each club organization is represented in the Student Senate. The objective of this governing body is to regulate all matters of the student community that do not fall under the immediate jurisdiction of the administration and faculty.

## **Tec Club**

The membership of the Tec Club is made up of students in the Technical Vocational Division of the College of The Albemarle. The purposes of the club are to promote unity among its members, and to motivate interest in occupational education.

## **Travel Adventure Club**

Open to all COA students, the purpose of the club is to broaden the geographic and intellectual horizons of students by the stimulation and inspiration of actual travel excursions (at lowest cost). Guest speakers, films, discussions and readings are stressed at weekly meetings.

## **Varsity Club**

The Varsity Club awards monograms to those who have revealed marked ability in athletic events. The object of the club is to encourage sportsmanship, as well as the intellectual and physical development of its members.

## **Intramural Activities**

COA's intramural program offers an opportunity for play to all who want to participate. Its activities are adapted to times available for the maximum participation and are selected so that they do not require long periods of practice to get teams or individuals into condition.

The intramural activities at COA are soccer, basketball, volleyball, bowling, track and field, softball, table tennis (singles and doubles), horseshoes (singles and doubles), lawn tennis (singles and doubles), golf, flag football, archery, and the annual Cross Country Run.

## **Intercollegiate Athletics**

College of The Albemarle is affiliated with the Cavalier-Tar Heel Athletic Conference. Basketball, baseball, and golf are the three inter-collegiate sports.

# CONSTITUTION of the STUDENT SENATE

## Preamble

We, the students of the 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 the 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 full-time and have paid the 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: seven Executive Council Senators, a Senator from each club recognized by the Student Senate, and ten freshman class Senators (comprised of the three freshman class executive office Senators and seven freshman class Senators). Any new club granted a charter may elect a Senator. Also, two Senators shall be elected from the Vocational Department.

## 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 the activities of the student body. 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 - Meetings

Meetings of the Student Senate may be called by the President at any time or upon request of the student body. The number of meetings is not hereby specified; however, they shall be in accordance so as not to conflict with any Senator's class schedule. The President shall specify at the beginning of each term the time, place, and date of each regularly scheduled meeting. The Student Senate meetings shall be open to all students who have paid the student activity fee. Those members of the student body attending Student Senate meetings as guests shall be allowed to participate in discussion of business before the council, 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 the votes are cast. Groups wishing to present business before the Student Senate shall present a written notice of their business to the President not later than one week prior to the meeting they wish to attend.

## Article V - Officers

### Section 1. Executive Council Senators

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

### Section 2. Qualifications for all Executive Council Senators

In order for a student to hold an office in the Student Senate he must have attained a 2.0 over-all quality point average when nominated, and he must maintain it during his tenure. He must also be enrolled one year at College of The Albemarle. An officer in the Student Senate may not hold the office of President of any club or the editorship of any college publication.

### Section 3. Duties

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

- (a) President - It shall be the duty of the President to preside at all meetings of the Student Senate, and to appoint various committees to insure cooperation between the student body and the Student Senate. Also, it shall be the duty of the President to present, approximately one week prior to the end of each quarter, a summary address to the student body, informing them of the business carried out and discussed by the Student Senate during that specific quarter and to open the floors for discussion and new proposals.
- (b) Vice-President - It shall be the duty of the Vice-President to preside at all meetings in the absence of the President, to work with the President in supervising the various committees, and to supervise all elections, especially the freshman class elections. He shall preside over the freshman class until such time as the freshman executive officers are elected. Also, he shall serve as chairman of the Elections Committee.
- (c) Secretary - It shall be the duty of the Secretary to attend all meetings and to take accurate minutes of the meetings. She shall serve as Recording Secretary and shall appoint, with the approval of the President, a Corresponding Secretary.
- (d) Treasurer - It shall be the duty of the Treasurer to keep accurate financial records, and to handle all financial affairs such as collecting dues, paying bills, and making financial reports.
- (e) Historian - It shall be the duty of the Historian to keep an accurate record of the history of the College of The Albemarle. The Historian shall also be responsible for maintaining a list of improvements for the following year.

- (f) Sergeant-at-Arms - It shall be the duty of the Sergeant-at-Arms to keep order at all meetings and to carry out various errands concerning the Student Senate.
- (g) Parliamentarian - It shall be the duty of the Parliamentarian to maintain parliamentary order at the Student Senate Meetings, to draw up orders of the day for the Student Senate meetings, to serve as an advisor for any procedural problems with the consent of the Executive Council, and to assist in all other areas that the Executive Council may deem desirable.

#### Section 4. Qualifications for Freshman Class Officers

Freshman class officers must have a 2.0 over-all quality point average after the fall quarter. These officers cannot hold the office of president of any club or the editorship of College publication while in office.

#### Section 5. Election of Club Senators

The chartered clubs and organizations shall elect their respective club Senator during the last week in April of each year. During the last week of October, one Senator shall be elected from both the automotive and machine shop division of the Vocational Department.

### Article VI - Oath of Office

Before entering upon their duties all Executive Council Senators shall, at their last meeting in May, take the following oath in the presence of the out-going Executive Council Senators.

"I hereby pledge to every citizen of this community to use all my powers of head, heart, and hand to strengthen and uphold the principles and ideals of student government at the College of The Albemarle."

## Article VII-Committees

Section 1. The chairman of the standing committees shall be appointed from the elected Student Senators by the Executive Council. The committee members are appointed by the chairman of each committee.

Section 2. All standing committees shall consist of not less than three members selected as evenly as possible from both the sophomore and freshman classes. Members of standing committees shall be appointed by the end of October after the freshman class elections. Each standing committee shall immediately upon its appointment hold a meeting to outline its program of work for the year. Minutes of this meeting shall be presented to the President not later than two weeks following the appointment of the committee.

Section 3. The standing committees and their duties shall be:

- (a) House and Grounds Committee: It shall be the responsibility of the House and Grounds Committee to present ways and means of improving the building and grounds to the best interest of the student body and the College. It shall further be the duty of the House and Grounds Committee to execute the improvements approved by the Student Senate and the faculty advisor; furthermore, the House and Grounds Committee shall be responsible for the parking area.
- (b) Election Committee: The Election Committee shall have charge of all Student Senate elections. The Vice-President shall automatically serve as Chairman 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 Student Senate Elections. It shall be the duty of the Election Committee to prepare voting places and provide the



necessary election materials. The Election Committee shall also be responsible for the counting of the votes, in cooperation with the faculty advisor. Each candidate shall have the privilege of sending one representative to witness the counting of the votes. Further regulations for the conduct of elections may be made by the Elections Committee with the advice and consent of the Student Senate. Nominees for office shall not participate in the work of the Election Committee during the annual Senate Elections.

- (c) Calendar Committee: The Calendar Committee shall be responsible for the student bulletin boards and for preparing a monthly calendar to be displayed on the Student Senate bulletin board.
- (d) Publicity Committee: The Publicity Committee shall be responsible for the release of all publicity pertaining to the Student Senate. This will be in cooperation with releases issued from the office of the President of the College.
- (e) Social Committee: It shall be the duty of the Social Committee to plan and arrange for all Student Senate social functions.
- (f) Finance Committee: The Finance Committee shall aid the Treasurer in the preparation of the student activity fee budget for presentation to the Student Senate. This committee shall also lend assistance to the Treasurer in any manner which the Student Senate deems advisable.
- (g) Executive Committee: The Executive Committee shall consist of the President, Vice-President, Secretary, Historian, Treasurer, and the Sergeant-at-Arms of the Student Senate. The Executive Committee shall act as the steering committee of the Senate.

## Article VIII - Temporary Appointments

Various committees, monitors, and other officers necessary for only a short period of time shall be nominated by the President of the Student Senate and approved by the Student Senate. Such appointments may be selected from self-nominations of the student body.

## Article IX - Elections

### Section 1. Annual Student Senate Elections

The annual Student Senate elections shall be held during the month of April each year. Individuals who meet the eligibility requirements as outlined under Article V, Section 2, may become candidates for office by the following three methods:

- (a) By self nomination in writing to the President of the Student Senate.
- (b) By nomination from the floor during a general assembly.
- (c) By drafting by a Nominating Committee.

The records of candidates for office shall be reviewed by the faculty advisor prior to the nominee being accepted as a candidate for office. The incoming Student Senate Officers shall take office May 1 each year.

### Section 2. Procedures of Elections

- (a) There shall be two College convocations during April. At the first assembly nominations shall be called for and at the second assembly, each candidate shall present a campaign speech stating his objectives. The length of the convocation shall be limited to a total of fifty minutes and each nominee shall receive a total of three minutes.

- (b) Nominations shall be posted on the Student Senate Bulletin Board at least one week 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 not later than one week prior to the date of election.
- (d) The Election Committee shall hold at the polls an alphabetical list of eligible voters. The name of each voter shall be checked as he receives his ballot. It shall not be necessary for the ballots to be signed. No ballot shall be numbered.
- (e) No one shall assist or advise the voter in filling out the ballot except the election managers, who may only explain the rules of the election.
- (f) A locked ballot box shall be used for all secret ballot elections. The faculty advisor shall be custodian of the keys to the ballot box.
- (g) The candidate receiving a six-vote margin shall be named the winner of the election. In the event a clear majority is not established, a second election shall be held to determine the winner.

### Section 3. Procedure of Replacement

- (a) In the event the President, after being elected, cannot serve his term, the Vice-President shall become the President and another Vice-President who has been an elected Senator, shall be elected by the Student Senate.
- (b) Any other vacancy created in the Executive Council shall be filled by the Senate's electing among themselves one to occupy the position.

- (c) Procedure of electing a missing representative shall be by Senate electing among the students a replacement senator.

#### 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, a Vice-President, and a Secretary-Treasurer. The class officers and seven Freshman Senators shall represent their class in the Student Senate and shall conduct the meetings and direct the meetings and direct the activities pertaining to the Freshman class. Election of Freshman class officers shall be held in October of the fall quarter. Nominations will be held the second week of October and campaign speeches will be made the following week. The election will take place the fourth week of October and the officers will be elected by th Freshman class.

### Article X - Student Senate

#### Section 1. Voting Powers

The Student Senate shall be composed of the following: six Executive Council Senators, one Senator from each of the chartered clubs, and ten freshman class Senators (comprised of three executive freshman class officers and seven freshman class Senators). Only the members named herein shall have the power to vote. Standing committee members shall attend Senate meetings, however, they shall not vote (with the exception of the Chairman of the Committee, who shall be an elected Senator).

## 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 vested in the Student Senate. The Student Senate shall have the following powers:

- (a) Determination of the student activity fee.
- (b) Appropriation of funds for
  1. student publications
  2. all agencies of the Student Senate
  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) Approval or rejection of 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) Impeachment and removal from office of any elected student official with right of appeal to the faculty.
- (f) Replacement of any appointed officer, or committee, or staff member who does not fulfill the duties of his office.
- (g) Require reports from all organizations receiving funds from the student activity fee.

- (h) Make all laws necessary and proper to promote the general welfare of the student body not inconsistent with State Statutes and Board of Trustees Policy.
- (i) Determine college (campus) dress.
- (j) Grant charters to clubs.

#### Section 4. Absences

Attendance to Student Senate meetings is required; however, if a student realizes he will be unable to attend a specified meeting, he is required to present a written excuse to the President of the Student Senate three days prior to his absence. This will hold true for all Senate members. If by unforeseen circumstances, a student is unable to attend a specified meeting, the written excuse is dead-lined at three days after his absence. If a student wishes to appoint another to attend for him, his appointment's name must be included on the written excuse. In the case that his appointment does not attend, the absence will be credited to the appointee.

Any Senator absent for five meetings without a written excuse will be brought before the Executive Committee who will have the authority to dismiss the Senator. That committee shall also have the authority to appoint a replacement or require the sponsoring organization to elect another representative, depending upon the situation.

A carbon copy of the excuse will be presented to the advisor of the sponsoring organization.

#### Article XI - Amendments

Any amendment to the constitution may be proposed by members of the Student Senate or by ten members of the student body. If the proposed amendment is approved by a two-thirds vote of the Student Senate, the amendment shall be ratified.

## Article XII - Publications

### Section 1. Election of Publication Editors

Election of the publication editors shall be as follows:

- (a) The respective publication advisors shall nominate the editors.
- (b) The editors must have maintained a 2.0 overall quality point average.
- (c) The publication advisor shall forward the names of the prospective editors to the Student Senate and they shall, in turn, approve or disapprove the nomination.

### Section 2. Responsibility of Editors

The editors shall be in complete charge of their 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 Managers

The business managers shall be responsible for the solicitation for all advertisements and other funds for their respective publications in consultation with the President of the College.

## Article XIII - 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 services as advisor.

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

1. Objectives of the organization. The objectives shall not be at variance to the College's objectives.
2. Criteria for membership. Membership in an organization shall not be denied an individual solely on the basis of race, creed, national origin, or financial means.
3. Affiliation (or non-affiliation) with groups outside the institution.
4. Proposed officers and their duties.
5. Dues, fees, assessments, etc.

After these preliminary steps have been taken, the temporary officers should present a petition to the Student senate for a charter for the organization. The Student Senate may draw any criteria which it deems necessary for evaluating club petitions for charter.

The Student Senate is charged with the responsibility of reviewing the activities of each club or organization periodically. This evaluation shall be made in terms of the organization's stated objectives. If a club or organization is not meeting its objectives, the Student Senate shall have the right to revoke the group's charter. The club or organization has the right to appeal to the Student Affairs Committee.



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